



## NEBRASKA STATE RECORDS BOARD

### MINUTES

Meeting of June 17, 2020

**Agenda Item 1. CALL TO ORDER, ROLL CALL.** The meeting of the Nebraska State Records Board (NSRB) was called to order by Chairperson Robert B. Evnen at 9:00 a.m. on June 17, 2020, via video conferencing pursuant to Executive Order No. 20-24.

A Roll Call was taken. The following Board members were present:

Robert B. Evnen, Secretary of State, State Records Administrator and Chairperson;  
Lt. Governor Mike Foley, representing the Governor;  
Russ Karpisek, representing the Auditor of Public Accounts;  
Jason Jackson, the Director of Administrative Services  
Leslie Donley, representing the Attorney General;  
Walter Weir, representing the General Public  
Tony Ojeda, representing the Insurance Industry;  
Angela Stenger, representing the Media

Absent

John Murante, State Treasurer

Vacant member positions:

Representative of the Legal Profession  
Representative of the Libraries  
Representative the Banking Industry

Staff in attendance:

Colleen Byelick, Chief Deputy and General Counsel, Secretary of State  
Tracy Marshall, Recording Clerk

**Agenda Item 2. ANNOUNCEMENT OF OPEN MEETINGS ACT.** After confirming that a quorum was present, the Chairperson announced that written materials to be discussed at the open meeting and a copy of the Nebraska Open Meetings Act were available online on the Secretary of State's website.

**Agenda Item 3. NOTICE OF MEETING.** The Chairperson announced that public notice of the meeting was duly published in the Lincoln Journal Star on May 28, 2020, and on the state's public meeting calendar website. The public notice and proof of publication relating to the meeting will be attached to and made a part of the meeting minutes.

**Agenda Item 4. ADOPTION OF AGENDA.** The Chairperson brought to the Board’s attention the adoption of the agenda. Mr. Foley moved to approve the Agenda as presented. Ms. Donley seconded the motion.

Voting For:	Evnen	Foley	Jackson	Donley
	Stenger	Weir	Karpisek	Ojeda
Voting Against:	None			
Absent:	Murante			

The motion carried.

**Agenda Item 5. APPROVAL OF MINUTES.** The Chairperson asked for a motion to approve the minutes of the March 4, 2020 meeting. Ms. Stenger moved to adopt the minutes. Mr. Weir seconded the motion. There was no further discussion.

Voting For:	Evnen	Foley	Jackson	Donley	Stenger
	Weir	Karpisek	Ojeda		
Voting Against:	None				
Absent:	Murante				

The motion carried.

**Agenda Item 6a. APPROVAL OF FINANCIAL REPORT.** Colleen Byelick, Chief Deputy and General Counsel for the Secretary of State provided an overview of the March 31, 2020 Cash Fund Balance Report. Ms. Byelick pointed out the growth of the fund balance due to the change of contract terms related to portal fees. The Chairperson spoke about use of those funds for moving the Records Center from the current building and indicated that the Secretary of State was working with Administrative Services – Building Division on this project. Mr. Foley moved to approve the Cash Fund Balance report. Ms. Donley seconded the motion. There was no further discussion.

Voting For:	Evnen	Foley	Jackson	Donley	Stenger
	Weir	Karpisek	Ojeda		
Voting Against:	None				
Absent:	Murante				

The motion carried.

**Agenda Item 7. PUBLIC COMMENT.** The Chairperson asked if anyone wished to provide public comment to the Board. No public member indicated a desire to provide public comment.

**Agenda Item 8. EXECUTIVE DIRECTOR’S REPORT**

Ms. Byelick announced that the annual independent audit of Nebraska Interactive was received and has been given to the Financial Subcommittee to review and report on at the next meeting.

**Agenda Item 8.a. REVIEW OF AGREEMENTS**

**Agenda Item 8.a.1. Review of Template Agreements:** Ms. Byelick indicated the EGSLA’s, Business Payment Processing, PayPort, and SOW’s that were signed pursuant to Board Authority,

**Agenda Item 8.b. Review of Project Status Report:** Ms. Byelick presented information related to the status of various active projects based upon feedback from the state agency partners. Mr. Weir expressed concern that some agencies did not respond to the inquiry from the Board.

**Agenda Item 9. NEBRASKA INTERACTIVE REPORTS.**

**Agenda Item 9a. Project Priority Report Q1:** Mr. Hoffman provided a brief overview of the report. Mr. Ojeda moved to approve the Project Priority Report, which was seconded by Mr. Karpisek. There was no further discussion.

Voting For: Evnen Foley Karpisek Jackson Donley  
Stenger Weir Ojeda

Voting Against: None

Absent: Murante

The motion carried.

**Agenda Item 9.b. General Manager’s Report:** Mr. Hoffman indicated for the record that Nebraska Interactive was submitting their annual Business Plan by Friday, June 19, 2020 and would submit the report to recording clerk Tracy Marshall as part of their contractual obligation to provide a Business Plan. Mr. Hoffman then provided an overview of the General Manager’s Report. Mr. Hoffman highlighted the importance of electronic government services due to the current COVID-19 pandemic.

**Agenda Item 12. DATE FOR NEXT MEETING.** The Chairperson announced the next NSRB meeting will be held on September 2, 2020, at 9:00 a.m., in Room 1510 of the State Capitol.

**Agenda Item 13. ADJOURNMENT.** The Chairperson declared the meeting adjourned at 9:53 a.m.



Robert B. Evnen  
Secretary of State  
State Records Administrator  
Chairperson, State Records Board



Date

