



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of April 10, 2019

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 9:02 a.m. on April 10, 2019, in Room 1507 of the State Capitol, Lincoln, Nebraska.

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
Jason Walters, representing the State Treasurer;
Leslie Donley, representing the Attorney General;
Tony Ojeda, representing the Insurance Industry;
Walter Weir, representing the General Public
Angela Stenger, representing the Media

Absent:

M. John Steier, representing the Banking Industry

Vacant member positions:

Representative of the Legal Profession
Representative of the Libraries

Staff in attendance:

Colleen Byelick, Chief Deputy and General Counsel, Secretary of State
Steven Chase, Executive Director
Tracy Marshall, Recording Clerk

Others in attendance

Brent Hoffman, Nebraska Interactive LLC (NI LLC), General Manager
Carmen Easley, Director of Operations & Marketing, NI LLC,
Bruce Rice, Director of Development, NI LLC
Jessica Evers, Senior Project Manager, Nebraska Interactive
Ed Toner, Chief Information Officer, Office of the Chief Information Officer (OCIO)

James Ohmberger, IT Manager II, Office of the Chief Information Officer (OCIO)
 Terry Lowe, IT Applications Developer, OCIO
 John Albin, Commissioner, Nebraska Department of Labor
 Christopher Cantrell, State Fire Marshall and former NDOL Director of Safety
 Katie Thurber, Chief Legal Counsel, Nebraska Department of Labor
 Charles Isom, Communications Assistant, Nebraska State Treasurer’s Office
 Laura Arp, Life and Health Administrator, Nebraska Department of Insurance
 Matt Holman, Agency Legal Counsel, Nebraska Department of Insurance

Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT.

Chairperson Evnen announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting and a copy of the Nebraska Open Meetings Act are located to the left of the public seating area.

Agenda Item 3. NOTICE OF HEARING.

Chairperson Evnen announced public notice of the meeting was duly published in the Lincoln Journal Star on March 2, 2019, and on the state’s website Public Meeting Calendar. 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.

Mr. Chase indicated that there was no modification to the agenda. Mr. Weir moved to adopt the Agenda as presented; seconded by Mr. Jackson.

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

The motion carried.

Agenda Item 5. APPROVAL OF MINUTES.

Chairperson Evnen asked for a motion to approve the minutes of the December 12, 2018 meeting. Mr. Weir moved to adopt the Minutes as presented; seconded by Ms. Stenger.

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

The motion carried.

Agenda Item 6. PUBLIC COMMENT.

Chairperson Evnen asked the members of the audience if anyone wished to come forward to provide public comment on anything other than items listed on the agenda. No audience member indicated a desire to provide public comment.

Agenda Item 7. CHAIRPERSON'S REPORT.

Agenda Item 7.a. Agreements & Addenda:

Agenda Item 7.a.1. Mr. Chase introduced the Electronic Government Service Level Agreements (EGSLAs) between Nebraska Interactive, LLC (NI LLC), and the Village of Bancroft, Village of Cairo, the Educational Lands & Funds, the Ethanol Board, City of Gretna, Lower Elkhorn NRD, The Village of Oxford, Red Willow County, and the City of York. All agreements were signed by the Board Chair pursuant to Board authority. Mr. Jackson inquired about confidentiality and ownership of information under the EGSLAs. Chairperson Evnen indicated that the Portal Agreement and the EGSLAs do not alter the state's ownership of such information.

Agenda Item 7.a.2. The Board reviewed the following Addenda (PIN Debit Local) to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the following entities: the Village of Bancroft Addendum 1, Village of Cairo Addendum 1, Cass County Addendum 1 (Revised), Lower Elkhorn NRD Addendum 1, Village of Oxford Addendum 1, Red Willow County Addendum 1 (Revised), City of Tilden Addendum 2, and the City of York Addendum 1. All agreements were signed by the Board Chair pursuant to Board authority.

Agenda Item 7.a.3. The Board reviewed the following Addenda (PIN Debit State) to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the following entities: the Educational Lands & Funds, Addendum 1, and the Racing Commission, Addendum 2. All agreements were signed by the Board Chair pursuant to Board authority.

Agenda Item 7.a.4. The Board reviewed the following Real Estate Tax Payment Addenda to the Electronic Government Service Level Agreement with NI, LLC, the Nebraska State Records Board and Red Willow County Treasurer Addendum 2. All agreements were signed by the Board Chair pursuant to Board authority.

Agenda Item 7.a.5. The Board reviewed the following Event Registration Addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the Ethanol Board, Addendum 1. All agreements were signed by Board's Chair pursuant to Board authority.

Agenda Item 7.a.6. The Board reviewed the following Citizen Payment Processing Addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State

to deposit payments electronically into the Nebraska Medical Malpractice Fund. Appearing on behalf of the NDOI was Laura Arp. Lt. Gov. Foley motioned to approve the addendum, which was seconded by Mr. Karpisek. The Chair offered a friendly amendment that the addendum is modified to meet the requirements of the new Portal Agreement. Lt. Gov. Foley and Mr. Karpisek agreed to modify the motion to include the amendments suggested by the Chair.

Voting For:	Evnen	Foley	Karpisek	Jackson
	Walters	Donley	Ojeda	Stenger
	Weir			

Voting Against: None

Absent: None

Abstain: None

The motion carried.

7b. Non Action Item: Network Manager Definition or Designation: At the December 12, 2018 Board meeting, Lt. Gov. Foley motioned to direct the Portal Operations Review Subcommittee to study questions associated with the relationship between the State Records Board, the Office of the Chief Information Officer (OCIO), and the Board's contractor, Nebraska Interactive, LLC. The Chair stated that the subcommittee has not met, but assured the Board that when it does, it will report to the Board of its findings.

Agenda Item 8. Review of revised addendum templates for the 2019 portal agreement: Mr. Chase presented the following template documents for review and approval by the Board.

- 8a. Action Item:** Payport PIN Debit Addendum
- 8b. Action Item:** Event Registration Addendum
- 8c. Action Item:** Real Estate Tax Payments Addendum
- 8d. Action Item:** Citizen Payment Processing Addendum Template
- 8e. Action Item:** Business Payment Processing Addendum Template

Mr. Chase indicated the templates do not change the rate previously approved by the Board, but the language is changed to comply with the 2019 Portal Agreement. Ms. Stenger motioned to approve the items 8a through 8e, which was seconded by Lt. Gov. Foley.

Voting For:	Evnen	Foley	Karpisek	Jackson
	Walters	Donley	Ojeda	Stenger
	Weir			

Voting Against: None

Absent: None

Abstain: None

The motion carried.

8f. Action Item: Mr. Weir motioned to authorize the Board Chair to utilize, review and execute the templates outlined in Item 8a to 8e. The motion was seconded by Mr. Ojeda.

Voting For:	Evnen	Foley	Karpisek	Jackson
	Walters	Donley	Ojeda	Stenger
	Weir			

Voting Against: None

Absent: None

Abstain: None

The motion carried.

Agenda Item 9. EXECUTIVE DIRECTOR’S REPORT.

Agenda Item 9a. Cash Fund Balance: Mr. Chase presented the Nebraska State Records Board Cash Fund Balance update for the Fourth quarter of 2018. Mr. Chase also indicated that \$356,000.00 will be transferred on or before June 15, 2019 according to LB 944 and the Fund should be able to meet these requirements. Lt. Gov. Foley moved to adopt the Cash Fund Balance, which was seconded by Mr. Ojeda.

Voting For:	Evnen	Foley	Karpisek	Jackson
	Walters	Donley	Ojeda	Stenger
	Weir			

Voting Against: None

Absent: None

Abstain: None

The motion carried.

Agenda Item 9b. Project Status Report: Mr. Chase presented a report on the projects performed by NI LLC. The report contained a response by the partner agency and NI LLC as to the progress of the projects.

Agenda Item 9c. Mr. Chase indicated that all remaining documents for the Portal Agreement have been signed and submitted to the Nebraska Department of Administrative Services.

Agenda Item 10. PORTAL MANAGER REPORT

Agenda Item 10.a. Project Priority Report: Mr. Hoffman presented the updated priority report for the fourth quarter of 2018. Ms. Donley moved to adopt the Project Priority Report, which was seconded by Mr. Weir.

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

The motion carried.

Agenda Item 10.b. General Manager’s Report: Mr. Hoffman presented the General Manager’s report indicating that in the fourth quarter of 2018, NI LLC processed \$63 million in payments to state agencies or entities and safely processed over eight million electronic transactions. Mr. Hoffman also stated that the NI LLC has also improved its online functionality or “uptime” percentage to 98.8 percent and improved its response time by 50 percent.

Agenda Item 10.c. General Manager’s Presentation: NI LLC outlined its business plans for services under the 2019 Portal Agreement. Appearing on behalf of NI LLC was Mr. Hoffman, Bruce Rice, Carmen Easley, and Jessica Evers. Ms. Easley and Mr. Hoffman indicated that all NI LLC staff have been certified with the Nebraska Center for Excellence’s Lean Six Sigma program. Ms. Easley also stated that NI LLC is moving from the Waterfall method of software development to the Agile method for online projects. Ms. Evers explained how NI LLC would employ the Agile method and how it would affect future projects with state agencies or entities.

Agenda Item 11. DATE FOR NEXT MEETING

Chairperson Evnen announced the next NSRB meeting will be held on June 5, 2019, at 9:00 a.m., in Room 1507 of the State Capitol.

Agenda Item 12. ADJOURNMENT

Lt. Gov. Foley moved to adjourn the meeting, which was seconded by Ms. Donley. All members present signified their agreement by saying “aye”. Chairperson Evnen declared the meeting adjourned at 10:43 a.m.

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

6/5/2019

Date