



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of December 7, 2016

Agenda Item 1. CALL TO ORDER, ROLL CALL

The meeting of the Nebraska State Records Board was called to order by Chairman John A. Gale at 9:12 A.M. on December 7, 2016 in Room 1507 of the State Capitol, Lincoln, Nebraska.

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

John A. Gale, Secretary of State, State Records Administrator and Chairman;
Mike Foley, Lt. Governor, representing the Governor;
Phil Olsen, representing the Auditor of Public Accounts;
Tony Ojeda, representing the Insurance Industry;
Brenda Ealey, representing Libraries;
Leslie Donley, representing the Attorney General;
Byron Diamond, Director of Administrative Services;
Brian Buescher, representing the Legal Profession;
Don Stenberg, State Treasurer;
Angela Stenger, representing the Media;
Crystal Wichita, representing the Banking Industry
Greg Osborn, representing the General Public

Staff in attendance:

Steven Chase, Executive Director
Colleen Byelick, Agency Legal Counsel
Tracy Marshall, Recording Clerk

Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT

Chairman Gale 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

Chairman Gale announced public notice of the meeting was duly published in the Lincoln Journal Star on November 7, 2016, 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 but there were minor alterations to the summary attached to Addendum 4 to the Electronic Government Service

Level Agreement between the Nebraska State Patrol and Nebraska Interactive LLC. Mr. Stenberg moved to adopt the agenda as presented; seconded by Lt. Governor Foley.

Voting For:	Diamond Ojeda Wichita	Donley Olsen	Ealey Osborn	Foley Stenger	Gale Stenberg
Voting Against:	None				
Absent:	Buescher				

The motion carried.

Brian Buescher appeared at 9:10 a.m.

Agenda Item 5. APPROVAL OF MINUTES

Chairman Gale asked for a motion to approve the minutes of the September 28, 2016 meeting with the correction to Agenda Item 7.a.5. (page four) which showed Ms. Ealey as voting for and against motion to revise Addendum 4 to the Electronic Government Service Level Agreement between the Nebraska State Patrol and Nebraska Interactive LLC. The minutes will be modified to show that Ms. Donley voted for the motion and Ms. Ealey voted against the motion. Lt. Governor Foley also moved to correct the language of Agenda Item 8.c. from “Lt. Governor Foley made a motion on behalf of Governor Ricketts that all grant programs of all boards and commissions be suspended in light of state budgetary needs” to read “Lt. Governor Foley made a motion on behalf of Governor Ricketts that in light of state budgetary needs, the Board’s grant program be suspended for one year.” Lt. Governor Foley moved to approve the minutes with the above-mentioned corrections, seconded by Ms. Stenger.

Voting For:	Buescher Gale	Diamond Ojeda	Donley Stenger	Ealey Stenberg	Foley Wichita
Voting Against:	None				
Abstaining	Olsen	Osborn			

The motion carried.

Agenda Item 6. PUBLIC COMMENT

Chairman Gale 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. CHAIRMAN’S REPORT

Agenda Item 7.a. AGREEMENTS & ADDENDA

Agenda Item 7.a.1. Mr. Chase introduced the Electronic Government Service Level Agreements between Nebraska Interactive, LLC, the NE State Records Board, and the Village of Beaver Crossing, the Village of Brainard, the Village of Douglas, the Department of Education, the Village of Fairmont, Harlan County Health Systems, Industrial Relations

Commission, the City of Saint Edwards, and the City of Waverly. Signed by Chairman Gale pursuant to Board Authority.

Agenda Item 7.a.2. Mr. Chase introduced Addendum 1 to the Electronic Government Service Level Agreement between Nebraska Interactive, LLC, the Nebraska State Records Board and the Village of Beaver Crossing, the Village of Brainard, the Village of Douglas, Harlan County Health Systems, and the City of Waverly. Signed by Chairman Gale pursuant to Board Authority.

Agenda Item 7.a.3. Mr. Chase introduced Addendum 2 to the Electronic Government Service Level Agreement between Nebraska Interactive, LLC, the Nebraska State Records Board and the City of Lyons, and the Problem with Gambling Commission. Signed by Chairman Gale Pursuant to Board Authority.

Agenda Item 7.a.4. Mr. Chase introduced the Addendum Template (PIN Debit) between Nebraska Interactive, LLC, and the Nebraska State Records Board. The PIN Debit template is based on a pilot program with Sarpy County as outlined in Addendum 8, to the Sarpy County Electronic Government State Level Agreement (EGSLA) in the Nebraska State Records Board on December 8, 2015. The portal fee is \$2.95 per transaction, which is the same as in Sarpy County Addendum 8. Appearing on behalf of Nebraska Interactive LLC (NI LLC) was general manager, Brent Hoffman. Because the technology has not been developed yet by NI LLC, the system is only for over-the-counter payments. Mr. Stenberg moved to adopt the Addendum Template for local government only; and the motion was seconded by Lt. Governor Foley.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 7.a.5. Mr. Chase introduced Addendum 10, Nebraska Department of Motor Vehicles (Commercial License Renewal/Replacement) to the Electronic Government Service Level Agreements with Nebraska Interactive, LLC (NI LLC), the Nebraska State Records Board and the Nebraska Department of Motor Vehicles (DMV). Addendum 10 would allow those who hold Commercial Driver’s Licenses (CDLs) to renew licenses online. Because the process requires CDL holders to provide proof of citizenship and medical certification, the system must allow individuals a method to send digital images of certifications to the DMV. The Addendum requires a portal fee of \$4.00 for CDL renewals and a \$1.25 fee for replacement licenses or permits. Appearing on behalf of the DMV was director Rhonda Lahm, who indicated that the system would aid the transportation industry in limiting the time needed to renew licenses. Mr. Ojeda moved to adopt Addendum 10 as presented; and seconded by Mr. Diamond.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 7.a.6. Addendum 4 (Conceal and Carry Weapons Permit Renewals) to the Electronic Government Service Level Agreements with Nebraska Interactive, LLC (NI LLC), the Nebraska State Records Board and the Nebraska State Patrol (NSP). Appearing on behalf of the NSP was Attorney David Babcock, Research Manager, Jeff Avey and Captain Kevin Knorr. Also appearing was Brent Hoffman from NI LLC. The addendum would create an online concealed carry weapon renewal system that would allow users to renew concealed carry permits online. The portal fee for the system was \$4.50 portal fee for users paying either with electronic check or credit card. The board originally heard Addendum 4 in its September 28, 2016 meeting. The board supported the project but not the \$4.50 portal fee. The board stated that it approved Addendum 4 with a \$3.00 portal fee and allowed the NSP and NI LLC to submit a modified addendum that could be approved by Chairman Gale without further review by the board.

The NSP returned indicating that two additional services would be funded under the \$4.50 portal fee. The first is that any replacement permit, name or address change would be provided free of charge to the user as required by statute. The second is the creation of a calendar system that would allow the NSP to schedule fingerprint scanning for concealed carry applicants. In support of the request, the NSP submitted a letter from the National Rifle Association and a chart of transportation costs for users under the current system. If the addendum would be approved, Mr. Avey indicated not only would it create savings among users but would also perform the work of 3.7 full-time employees over a five year period. Avey also indicated that the NSP received a bid from another provider which was considerably more than services offered by NI LLC. Avey further stated that if the Addendum funding the calendar is not approved, other NSP projects could be delayed. Ms. Donley moved to adopt Addendum 4 as presented; and seconded by Ms. Wichita.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 7.a.7. Addendum 2, Board of Geologist (On-line Renewal) to the Electronic Government Service Level Agreements between Nebraska Interactive, LLC (NI LLC), the Nebraska State Records Board and the Nebraska Board of Geologist (BOG). The BOG has provided an online license renewal system for its members through Official Payments since 2013 in which the BOG paid the merchant fees for all users. The BOG was able to fund the payment of fees through its cash fund comprised almost entirely of license and examination fees. Through its addendum, BOG requests NI LLC to create an online payment system

funded by a \$3.25 portal fee. As part of the system, the BOG will also cover all merchant fees for users. Appearing on behalf of the BOG is Sandra Weaver, Business Manager, and Jean Lais, Administrative Assistant. Mr. Ojeda moved to adopt Addendum 2 as presented; and seconded by Mr. Osborn.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 8. Executive Director's Report

Agenda Item 8.a. Cash Fund Balance update: Mr. Chase presented the Nebraska State Records Board Cash Fund Balance update. In the September 28, 2016 meeting, the board requested that a \$6,000.00 amount designated for Enterprise Content Management (ECM) services be reflected in the Cash Fund Balance update. The Cash Fund Balance displays the amount applied from ECM services and has been approved by the Auditor of Public Accounts. Mr. Olsen motioned to approve the Cash Fund Balance as presented, and seconded by Ms. Ealey.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 8.b. Tablets: The board directed at its meeting on July 13, 2016, to replace paper documents with electronic tablet, resulting in a savings of approximately \$2,000.00 per meeting. The board directed Mr. Chase, under the supervision of members Greg Osborn and Crystal Wichita, to find suitable tablets. Mr. Chase indicated that he had a quote for Samsung Galaxy Tab A tablets with a 10.1 inch monitor, Android 6 operating system, 16 GB hard drive, stylist, case, and two-year service agreement for \$5,962.95 or \$397.53 per unit. Both Mr. Osborn and Ms. Wichita approved the quote and the purchase of the Samsung Tab A tablets. Mr. Osborn made a motion to approve the purchase, and seconded by Ms. Wichita.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

A break occurred at 10:42 a.m. The meeting resumed at 11:02 a.m. All members were present when the meeting resumed except Ms. Donley, who returned at 11:30 a.m.

Agenda Item 9. Nebraska.gov Reports

Agenda Item 9.a. Subscriber Fees. In the September 28, 2016 meeting, Nebraska Interactive LLC (NI LLC) requested that its subscriber fees be increase from \$50.00 to \$95.00. In its request, NI LLC stated that the fees had not been increased since 1995. If the Board would approve the increase, NI LLC would use the funds to increase customer service functions. The Board tabled matter until the meeting on December 7, 2016, so that NI LLC could provide additional information. Appearing on behalf of NI LLC was Brent Hoffman who presented additional evidence on proposed additional staff and technology to handle customer service requests. Rhonda Lahm, director of the Nebraska Department of Motor Vehicles stated that it did not approve or oppose of the fee increase but would want to ensure that the services continue because it ultimately save the DMV on staffing. Jennifer Rasmussen, Deputy State Court Administrator, also appeared and indicated that the courts did not take a position on the matter but also does not oppose an increase in fees to ensure customer service continues. Lt. Governor Foley indicated opposition to the request because it was not raised in the portal contract that was approved in April, 2016. Mr. Buescher made a motion to deny the request for an increase in subscriber fee, and seconded by Lt. Governor Foley.

Voting For:	Buescher Stenger	Diamond Olsen	Ealey Stenberg	Foley Wichita	Olsen
Voting Against:	Donley	Gale	Ojeda		

Agenda Item 9.b. Project Priority Report. Mr. Brent Hoffman from NI LLC updated the Board on the launching of the Department of Agriculture’s nursery plate program, and the Trial Court e-filing program as well as clarifying NI LLC’s project priority ranking system. Mr. Osborn made a motion to approve Project Priority Report, and seconded by Mr. Diamond.

Voting For:	Buescher Gale Stenberg	Diamond Ojeda Wichita	Donley Olsen	Ealey Osborn	Foley Stenger
Voting Against:	None				

Agenda Item 9.c. Update regarding signing of new EGSLA’s. Mr. Hoffman stated that all replacement state agencies have signed the agreements. Mr. Hoffman also expects that any further agreements will be for new agreements with agencies.

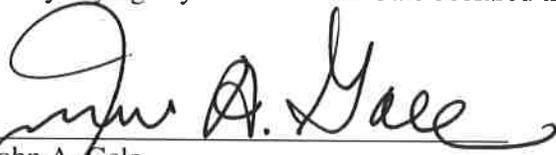
Agenda Item 9.d. General Manager’s Report. Mr. Hoffman indicated the documents provided to the board can be reviewed by the Board which includes business development, increase in staffing, and improved quality of services.

Agenda Item 10. DATE FOR NEXT MEETING

Chairman Gale announced the next NE State Records Board meeting will be held on March 1, 2017, at 9:00 a.m., in Room 2102 of the State Capitol.

Agenda Item 11. ADJOURNMENT

Mr. Stenberg moved to adjourn the meeting. All members present signified their agreement by saying "aye". Chairman Gale declared the meeting adjourned at 12:34 P.M.



John A. Gale
Secretary of State
State Records Administrator
Chairman, State Records Board

3/1/2017
Date