



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of June 14, 2017

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 9:03A.M. on June 14, 2017 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;
Crystal Wichita, representing the Banking Industry
Greg Osborn, representing the General Public

Absent:

Angela Stenger, representing the Media;

Staff in attendance:

Steven Chase, Executive Director
Tracy Marshall, Recording Clerk

Angela Stenger arrived at 9:04 A.M.

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 May 14, 2017, 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. Treasurer Stenberg moved to adopt the Agenda as presented; 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 5. APPROVAL OF MINUTES.

Chairman Gale asked for a motion to approve the minutes of the March 1, 2017 meeting. Mr. Ojeda moved to adopt the Minutes as presented; seconded by Mr. Olsen.

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

Voting Against: None

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. Chairman Gale introduced the Electronic Government Service Level Agreements between Nebraska Interactive, LLC (NI LLC), the Nebraska State Records Board, and, the Village of Alvo, Village of Ansley, City of Bassett, Cass County, Cherry County, Dodge County, Department of Economic Development, Village of Goehner, City of Harvard, Village of McCool Junction, City of Nelson, Polk County, City of Ravenna, Department of

Roads, Village of Spencer, City of Stromsburg, and the Village of Unadilla. All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.2. Chairman Gale introduced the following addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the following entities: the Village of Alvo, (Addendum1), Village of Ansley (Addendum 1), City of Bassett, (Addendum 1), Cherry County - Treasurer, (Addendum 1) Dodge County, (Addendum 1), Village of Goehner, (Addendum 1), City of Harvard (Addendum 1), City of Nelson, (Addendum 1), Polk County, (Addendum 3), City of Ravenna, (Addendum 1), Village of Spencer, (Addendum1), City of Stromsburg, (Addendum 1) and the Village of Unadilla (Addendum 1). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.3. Chairman Gale introduced the Statement of Work agreements with Nebraska Interactive, LLC, the Nebraska State Records Board and the following entities: the Department of Aeronautics (Website Content Management), Department of Corrections – Cornhusker State Industries (Website Redesign), Health & Human Services – New Center for Nursing (Meadowlark Website), Liquor Control Commission – Craft Brewery, Micro Distillery & Farm Winery Reports (Website Redesign), New Sarpy/Cass Health Department (Drupal Website), Public Service Commission (Website Content Management). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.4. Chairman Gale introduced the following two amendments to the Statements of Work. The first was Amendment 1 to the Statement of Work for the Attorney General website previously approved by the Attorney General, NI LLC, and the Nebraska State Records. The second was Amendment 2 to the Statement of Work for the Nebraska Investment Council website previously approved by the Nebraska Investment Council, NI LLC, and the Nebraska State Records Board. The agreement was signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.6. Mr. Chase introduced an updated addendum for Event Registration (the item was mistakenly introduced out of sequence with Agenda Item 7.a.5). The addendum removes redundant or outdated language and adds provisions for PIN Debit payments and integrated hardware services. The new language is identical to the Integrated Hardware Addendum approved at the Board meeting of March 1, 2017. Mr. Ojeda moved to adopt the addendum and the motion was seconded by Mr. Buescher.

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 an updated addendum for Real Estate Tax Payments. The addendum removes redundant or outdated language and adds provisions for PIN Debit payments and integrated hardware services. The language is identical to the

Integrated Hardware Addendum approved at the Board meeting of March 1, 2017. Mr. Osborn moved to adopt the addendum and the motion was 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.7. Mr. Chase introduced a Statement of Work to update the Board’s current website to a content management system website though NI LLC’s Drupal-based software known as “Meadowlark.” Under the agreement, NI LLC would provide a Meadowlark website to the Board at no cost. Brent Hoffman, the general manager of NI LLC stated providing the free website would allow NI LLC to save money and resources if the Board had its own content management website. The website would also allow the Board to expand services to the public and its members. Secretary Gale requested that any records retained by the new website meet retention requirements. Ed Toner, the Chief Information Officer for the Office of the Chief Information Officer (OCIO), stated he believed Meadowlark was a good product but warned of security issues on the availability information not meant for the public. Ms. Stenger moved to adopt the Statement of Work, which was seconded by Treasurer Stenberg.

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: Mr. Chase presented the Nebraska State Records Board Cash Fund Balance update. Mr. Chase indicated that under LB 327 (which was signed by the Governor on May 15, 2017) \$530,000.00 will be transferred from the Cash Fund on or before June 15, 2018, and \$356,000.00 will be transferred on or before June 15, 2019. Mr. Osborn motioned to approve the Cash Fund Balance as presented, which was 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 8.b. Tablets: Mr. Chase indicated that with the acquisition of the covers, all hardware requirements have been met regarding the Board’s purchase and use of electronic tablets.

Agenda Item 8.c. Grant Procedures and Grant Subcommittee Update: Mr. Chase presented information regarding updating Grant Procedures last updated by the Board in 2011. With the repeal of Neb. Rev. Stat. §84-1205.02 (LB 644), the Technical Advisory Committee (TAC) has been eliminated. The Grant Procedures require TAC’s participation in determining whether a project is financial or technically feasible. Phil Olsen agreed to serve as the chair of the Grant Subcommittee. The grant procedures were recently revised and streamlined. The new procedures will be presented to the Board at the next meeting.

Although not an agenda item, Mr. Chase did present a summary of the 2017 NIC Annual Conference. The summary listed a number of videos from the conference that were available at Youtube.com. The videos show other technology programs of other states serviced by NIC.

Agenda Item 9. Portal Manager Reports.

Agenda Item 9.a. Project Priority Report: Mr. Hoffman presented the updated priority report for the first quarter of 2017. Mr. Toner said the OCIO reviews progress of ongoing projects with NI LLC at its monthly portal review meetings and this coordination provides more efficient progress of services for the State of Nebraska. Lt. Governor Foley requested an update of the Nebraska Brand Committee’s Addendum 2 that was approved by the Board on September 28, 2016. Mr. Hoffman said the project was proceeding as scheduled and could evolve with any change in the law or technology. Ms. Donley made a motion to approve Project Priority Report, which was seconded by Mr. Ojeda.

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

Voting Against: None

Agenda Item 9.b. General Manager’s Report: Mr. Hoffman stated that the general manager’s report had been modified to consolidate services available, improvements and developments, and how NI LLC is contributing to improving revenue to state and local entities. The report shows a total of 718 active electronic services have been developed for state and local entities. In the first quarter of 2017, these services generated 600,000 page views with 166,842 new users from inside and outside of the state of Nebraska as well as a growth in mobile device users. Carmen Easley, the Director of IT Operations for NI LLC, and Scott Somerhalder, the Vice President of Operations at NIC, gave an extended presentation on Gov2Go; a mobile application allowing users to have a single profile to access multiple government services. Gov2Go was part of a revised EGSLA and addendum to the master contract approved by the Board at the March 1, 2017 meeting.

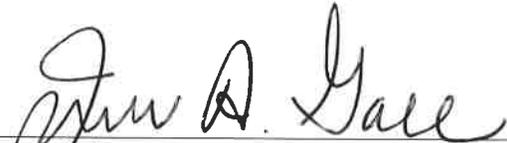
Tony Ojeda left at 10:28 A.M. and returned at 10:33 A.M.

Agenda Item 10. DATE FOR NEXT MEETING

Chairman Gale announced the next NE State Records Board meeting will be held on September 13, 2017, at 9:00 a.m., in Room 1507 of the State Capitol.

Agenda Item 11. ADJOURNMENT

Lt. Governor Foley moved to adjourn the meeting, which was seconded by Ms. Wichita. All members present signified their agreement by saying "aye". Chairman Gale declared the meeting adjourned at 10:55 A.M.



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

9 / 13 / 17

Date