



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of March 4, 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 March 4, 2020, in Room 1510 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
Leslie Donley, representing the Attorney General;
Walter Weir, representing the General Public
Angela Stenger, representing the Media

Absent

John Murante, State Treasurer
Tony Ojeda, representing the Insurance Industry;

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 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 right of the public seating area.

Agenda Item 3. NOTICE OF MEETING. The Chairperson announced that public notice of the meeting was duly published in the Lincoln Journal Star on February 4, 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. Walter Weir moved to adopt the Agenda as presented. Mr. Jackson seconded the motion. Mr. Foley asked if the Agenda could be provided to the Board Members three weeks prior to the meeting. The Chairperson said this could be provided, but there may be changes with it coming out that early.

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

The motion carried.

Agenda Item 5. APPROVAL OF MINUTES. The Chairperson asked for a motion to adopt the minutes of the September 18, 2019 meeting. Mr. Jackson moved to adopt the minutes. Mr. Foley seconded the motion. There was no further discussion.

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

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 September 30, 2019 and December 31, 2019 Cash Fund Balance report. Ms. Byelick pointed out the increase from a year ago, due to the change in the contract for twenty percent of the portal fee. The Chairperson said a deficit request is before the unicameral to use several hundreds of dollars to be used to move the Records Management Division that is housed in an old building with great possibilities of water leaks. There is a \$640,000 deficit request that will be heard by the appropriation and has the Governor’s approval and support. Mr. Foley inquired about scanning the records, Chairman Evnen explained that the option is up to the individual Agencies to make that decision. Mr. Jackson asked about the knowledge of the agencies of the availability of scanning the records. The Chairman explained that he had been working on a solution to encourage agencies to use the scanning department at a suitable price. Mr. Weir inquired about the location that the new space should be. Ms. Byelick explained that records are delivered daily, and agencies request to come to the facility for their records, so it would need to be in Lincoln vicinity. Ms. Stenger moved to approve the September 30, 2019 Cash Fund Balance report. Mr. Foley seconded the motion. There was no further discussion.

Voting For:	Evnen	Foley	Jackson	Donley	Stenger
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Weir

Voting Against: None

Absent: Karpisek Murante Ojeda

The motion carried.

Agenda Item 6b. APPROVAL OF FINANCIAL REPORT. Colleen Byelick, Chief Deputy and General Counsel for the Secretary of State provided an overview of the December 31, 2019 Cash Fund Balance report. Ms. Donley moved to approve the December 31, 2019 Cash Fund Balance report. Mr. Foley seconded the motion. There was no further discussion.

Voting For: Evnen Foley Jackson Donley Stenger
Weir

Voting Against: None

Absent: Karpisek Murante Ojeda

The motion carried.

Agenda Item 7. PUBLIC COMMENT. The Chairperson asked the members of the audience if anyone wished to come forward to provide public comment to the Board. No audience member indicated a desire to provide public comment.

Russ Karpisek arrived 9:30 am.

Agenda Item 8. NEW BUSINESS.

Agenda Item 8.a. FIRST AMENDMENT TO PORTAL CONTRACT – CONTENT MANAGEMENT RATE (MEADOWLARK WEBSITES) The Chairperson stated the reason for the Amendment was add classification to the pricing set in the Contract signed in April 2019 for Meadowlark Website. Chairman Evnen explained that he has four Statement of Works he has not signed because of the pricing from \$80 to \$110. Mr. Hoffman explained how the company was certified through Lean Six Sigma through Center of Operations of Excellence. Through this training to create a team approach in concept. With this transition we invested in training, money and time to enhance their current skills. Results of this change was a 66% in reduction in the lead time of development, and 68% reduction in Q&A and development. Mr. Foley asked why this wasn't negotiated when the contract was approved in April 2019. Mr. Hoffman explained there revenue impact is rather a flat rate maintained. Mr. Weir moved to approve Ms. Donley seconded the motion. Mr. Jackson had concerns about the overall project cost reductions, if it could be amend this recommendation for a year to have touch points to validate if this change in methodology would be a reduction to the state. Mr. Foley also inquired what the revenue impact would be. Mr. Jackson made a motion to amend the existing amendment being considered by the Board to adjust the rate to be subject to renewal in a year's time, seconded by Ms. Donley. Mr. Foley asked how this would be measured, Chairperson said gives us an opportunity to let Nebraska Interactive utilize the rate and demonstrate the proof points and then to evaluate. The Chairperson explained the vote will be on

the amendment to the underlying motion, this rate would be effective for one year and subject to the boards review.

Voting For: Evnen Karpisek Jackson Donley Stenger
Weir

Voting Against: Foley

Absent: Murante Ojeda

The motion carried.

The Chairperson then explained this vote would be for the underlying motion as amended, that underlying motion is to adopt the first amendment to the contract for services set forth in Agenda Item 8A with the amendment that item 11, content management Meadowlark website rate will be effective for one year from the date of adoption and the motion to be subject to the review of the Board.

Voting For: Evnen Karpisek Jackson Donley Stenger
Weir

Voting Against: Foley

Absent: Murante Ojeda

The motion carried.

Agenda Item 9. EXECUTIVE DIRECTOR’S REPORT

Agenda Item 9.a. REVIEW OF AGREEMENTS

Agenda Item 9.a.1. Review of Template Agreements: Ms. Byelick indicated the EGSLA’s, Citizen Payment Processing, PayPort, and SOW’s that were signed pursuant to Board Authority, and also reported on the Supreme Court Addendum 17 – Court Record Index, that is required to be reported to the Board.

Agenda Item 9.b. Review of Project Status Report: Ms. Byelick presented the Project Status Report. Ms. Byelick indicated that all agencies with outstanding projects open at the end of the third and fourth quarter were contacted and asked to provide feedback regarding their projects with Nebraska Interactive. Ms. Byelick noted there were some concerns about the Brand Committee projects, being able to receive reports and it is still in development and that things would not be launched on time, and that it had been a contingences development at best. She stated that Nebraska Interactive may want to address those concerns. Mr. Weir inquired about lessons learned and if there was a rate survey being done. Ms. Byelick responded that the lessons learned was a question for Mr. Hoffman and that surveys are being done.

Ms. Byelick distributed the response from Department of Motor Vehicles by Rhonda Lahm in response to the question the Mr. Weir had brought up in the last meeting with feedback about

who is winning and who is losing, what is the fiscal impact? Ms. Lahm noted it is early in the project, so it is hard to tell at this time.

Agenda Item 10. NEBRASKA INTERACTIVE REPORTS.

Agenda Item 10a. Project Priority Report Q3 and Q4: Mr. Hoffman explained about consolidated idea with the OCIO for “what maintenance is” and “what is a project” to provide consistency. The Chairperson noted that a vote would be taken for together for Q3 & Q4. Ms. Stenger moved to approve the Project Priority Reports, which was seconded by Mr. Weir. There was no further discussion.

Voting For: Evnen Foley Karpisek Jackson Donley
 Stenger Weir

Voting Against: None

Absent: Murante Ojeda

The motion carried.

Agenda Item 10.c. General Manager’s Report: Mr. Hoffman provided an overview of the General Manager’s Report for the third and fourth quarter. Ms. Evers spoke on the Brand Committee project stating there are 3 active projects being implemented. She said there was a delay on the Packing Plant project by two weeks, because the Brand Committee needed to prioritize the brand book, so they can become fully digital. This should be completed by the end of the quarter. The sale barn tally report, is currently delayed, but NIC will be meeting with the Brand Committee on Friday. Chairman Evnen asked that Nebraska Interactive have an update at the next meeting on the Brand Committee.

Agenda Item 12. DATE FOR NEXT MEETING. The Chairperson announced the next NSRB meeting will be held on June 3, 2020, at 9:00 a.m., in Room 1510 of the State Capitol.

Agenda Item 13. ADJOURNMENT. The Chairperson declared the meeting adjourned at 10:43 a.m.

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

Date