



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of June 5, 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 9:00 a.m. on June 5, 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
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
Tyson Larson, representing the State Treasurer;

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
Sarah Bohnerkamp, Business Applications Support Technician for the Nebraska
Department of Health and Human Services (NDHHS)
John O'Keefe, Process Improvement Coordinator NDHHS
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

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 May 5, 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.

A copy of the agenda was posted on the Board’s website on May 28, 2019. Mr. Ojeda moved to adopt the Agenda as presented; seconded by Ms. Donley.

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

The motion carried.

Mr. Steier joined the meeting at 9:04 a.m.

Agenda Item 5. APPROVAL OF MINUTES.

Chairperson Evnen asked for a motion to approve the minutes of the April 10, 2019 meeting. Ms. Stenger moved to adopt the Minutes as presented; seconded by Mr. Ojeda.

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

The motion carried.

Mr. Larson joined the meeting at 9:14 a.m.

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. Addendum 12, Nebraska Department of Health and Human Services online vital statistics project. Mr. Chase introduced the addendum that would replace the system requesting birth certificates online. Brent Hoffman appeared on behalf of NI LLC, stating the project not only expands the user’s ability to request birth certificates, but also marriage, divorce, and death certificates. Lt. Gov. Foley initially motioned to table the addendum so more time would be allowed to review this addendum. The Chair did ask that NDHHS provide testimony on the addendum. Sarah Bohnercamp of NDHHS stated that the only individuals that can order birth certificates online are parents and the individual requesting the certificate. Death certificates are also in large demand by individuals and business such as funeral directors. With the new process, Ms. Bohnercamp estimates that the NDHHS staff could process double the amount of requests for documents. John O’Keefe also appeared on behalf NDHHS, stated the new system would also reduce the amount of steps and personnel required to process a request would be reduced significantly. Lt. Gov. Foley renewed his motion to table the addendum so more time would be allowed to review this addendum. Mr. Ojeda and Mr. Larson stated that they would opposed the motion to table because it would delay needed services. Mr. Jackson stated that he would support the motion so more time could be dedicated to reducing costs. The Chair indicated that unless something very unusual was learned, he would support the motion but would defer to Lt. Gov. Foley if he continued to have concerns. Lt. Gov. Foley renewed his motioned to table the addendum, which was seconded by Mr. Weir.

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

The motion carried.

Agenda Item 7.a.2. Revised Addendum 2, Nebraska Brand Committee (NBC). Mr. Chase introduced a revised addendum to Addendum 2, which created a suite of services that allowed cattle inspectors to use mobile devices for inspections. The project was created on the OS (Apple) platform and the inspectors use Apple iPads as the mobile devices. The addendum required that the project be moved to an OCIO-approved platform (Android) on the next refresh. Both NBC and NI LLC have requested to retain the OS platform and devices past the refresh period. The OCIO agreed and approves a modification of the addendum. Mr. Chase indicated that the revision only modifies the Board’s share from 10 percent to 20 percent to comply with

the 2019 portal agreement. The addendum is also modified to remove the language requiring the NI LLC and NBC to move to a platform approved by the OCIO, NI LLC and NBC. Ms. Donley motioned to approve the addendum, which was seconded by Ms. Stenger.

Voting For:	Evnen	Foley	Karpisek	Jackson
	Larson	Donley	Ojeda	Steier
	Stenger	Weir		

Voting Against: None

Absent: None

Abstain: None

The motion carried.

Agenda Item 7b. 2018 Audit of Nebraska Interactive LLC: The annual audit dated April 26, 2019, was provided to the Finance Subcommittee. The subcommittee, chaired by Lt. Gov. Foley, has reviewed the report in a meeting on May 29, 2019. Lt. Gov. Foley indicated that the audit shows that NI LLC is a financially health company. Lt. Gov. Foley also presented a chart to the board showing that NI LLC makes substantial payments to its parent company, NIC Inc. (NIC), and that payments made to the Record Management Cash Fund were growing and should increase significantly under the new portal agreement. Lt. Gov. Foley recommended that the Board officially receive the audit. Chairperson Evnen stated that because this was a subcommittee recommendation, no formal statement of support or “second” was necessary and the matter was submitted for vote.

Voting For:	Evnen	Foley	Karpisek	Jackson
	Larson	Donley	Ojeda	Steier
	Stenger	Weir		

Voting Against: None

Absent: None

Abstain: None

The motion carried.

Agenda Item 8. PORTAL MANAGER REPORT

Agenda Item 8.a. Project Priority Report: Mr. Hoffman presented the project priority report for the first quarter of 2019. Ms. Stenger moved to adopt the Project Priority Report, which was seconded by Mr. Weir.

Voting For:	Evnen	Foley	Karpisek	Jackson
	Larson	Donley	Ojeda	Steier
	Stenger	Weir		

Voting Against: None

Absent: None

Abstain: None

The motion carried.

Agenda Item 8.b. 2019 Business Plan: Mr. Hoffman presented the 2019 Business Plan. Mr. Hoffman stated the three business principles motivating the business plan and how it is streamlining processes for NI LLC. Mr. Hoffman said that NI LLC also share information and services provided by other NIC subsidiaries with Nebraska agencies and entities. Mr. Jackson moved to adopt the Business Plan, which was seconded by Lt. Gov. Foley.

Voting For: Evnen Foley Karpisek Jackson
 Larson Donley Ojeda Steier
 Stenger Weir

Voting Against: None

Absent: None

Abstain: None

The motion carried.

Agenda Item 8.c. General Manager’s Report: The general manager’s report was part of the documents for the Board. Mr. Hoffman provided no other comments for the report.

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 first quarter of 2019. 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. Mr. Chase further noted that no other transfer by the legislature were requested in the recent legislative session. Mr. Ojeda commented that the Board should consider reviving the grant program if funds are available. Lt. Gov. Foley moved to adopt the Cash Fund Balance, which was seconded by Ms. Stenger.

Voting For: Evnen Foley Karpisek Jackson
 Larson Donley Ojeda Steier
 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. Mr. Ojeda requested that the reports are provided to the members prior to each meeting.

Agenda Item 9c. Update on the portal contract: Mr. Chase noted that NI LLC provided the transition plan, which was reviewed and approved by Ed Toner of the OCIO. Mr. Chase also stated that NI LLC's parent company has provided a certification of insurance, which will be reviewed by the Executive Director and the Agency Counsel.

Agenda Item 10. DATE FOR NEXT MEETING

Chairperson Evnen announced the next NSRB meeting will be held on September 18, 2019, at 9:00 a.m., in Room 1507 of the State Capitol.

Agenda Item 11. ADJOURNMENT

Chairperson Evnen declared the meeting adjourned at 10:24 a.m.



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

Date