



## NEBRASKA STATE RECORDS BOARD

### MINUTES

#### Meeting of October 5, 2021

**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 October 5, 2021.

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

Colleen Byelick, Representing Secretary of State, State Records Administrator and Chairperson

Lt. Governor Mike Foley, representing the Governor

Jason Jackson, the Director of Administrative Services

Leslie Donley, representing the Attorney General

John Murante, representing the State Treasurer

Russ Karpisek, representing the Auditor

Walter Weir, representing the General Public

Tony Ojeda, representing the Insurance Industry

Angela Stenger, representing the Media

Members absent:

Bob Sullivan, representing the Legal Profession

Vacant member positions:

Representative of the Libraries

Representative the Banking Industry

Staff in attendance:

Libby Elder, Executive Director, Nebraska State Records Board

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 left of the Chairperson or 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 September 1, 2021, 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 the NSRB’s attention to the adoption of the agenda. Lt. Governor Foley moved to approve the Agenda as presented. Mr. Murante seconded the motion.

Voting For:           Byelick       Donley       Weir       Ojeda       Foley  
                          Stenger       Karpisek     Murante     Jackson

Voting Against:     None

Voting Abstain:    None

Absent:             Sullivan

The motion carried.

**Agenda Item 5. APPROVAL OF MINUTES.** The Chairperson asked for a motion to approve the minutes of the June 9, 2021 meeting. Mr. Weir moved to approve the minutes as presented. Ms. Stenger seconded the motion. There was no further discussion.

Voting For:           Byelick       Donley       Weir       Murante     Ojeda  
                          Stenger       Foley       Jackson     Karpisek

Voting Against:     None

Voting Abstain:    None

Absent:             Sullivan

The motion carried.

**Agenda Item 6. APPROVAL OF FINANCIAL REPORT.** Libby Elder, Executive Director for the NSRB provided a summary of the June 30, 2021 Cash Fund Balance Report. Lt. Governor Foley moved to approve the report. Mr. Murante seconded the motion. There was no further discussion.

Voting For:           Byelick       Donley       Weir       Murante     Ojeda  
                          Stenger       Karpisek     Jackson     Foley

Voting Against:     None

Absent:             Sullivan

The motion carried.

**Agenda Item 7. PUBLIC COMMENT.** The Chairperson asked if anyone wished to provide public comment to the NSRB. No public member indicated a desire to provide public comment.

**Agenda Item 8. EXECUTIVE DIRECTOR’S REPORT**

**Agenda Item 8.a. Review of Template Agreements:** Ms. Elder provided a list of the EGSLAs, Citizen Payment Processing Addendums, PayPort Addendums, and Statements of Work (“SOW”) and SOW amendments that were signed pursuant to NSRB authority.

**Agenda Item 8.b. Review of Project Status Report:** Ms. Elder presented information related to the status of various active projects based upon feedback from the state agency partners.

**Agenda Item 8.c. Report on Termination of the Village of Arlington Service:** Ms. Elder presented information on a letter received from the Village of Arlington requesting to terminate PayPort and Citizen Payment processing services provided by Nebraska Interactive, LLC (NIC).

**Agenda Item 8.d. Template Termination Agreement:** Ms. Elder presented a template termination agreement, which would be used to establish a formal process for documentation of termination of services. The template would be signed by the Secretary pursuant to authority to sign agreements in between NSRB meetings.

Mr. Jackson moved to approve use of the template termination agreement and empower the Secretary to approve termination agreements in between board meetings, which was seconded by Ms. Donley.

Voting For:	Byelick	Donley	Weir	Murante	Ojeda
	Stenger	Karpisek	Jackson	Foley	

Voting Against: None

Absent: Sullivan

The motion carried.

**Agenda Item 9. NEW BUSINESS**

**Agenda Item 9.a. Audit of Nebraska Interactive LLC** Lt. Governor Foley reported on the Finance Subcommittee’s review of the Ernst & Young LLP audit report of Nebraska Interactive, LLC. Lt. Governor Foley moved to receive the audit in compliance with the contract, which was seconded by Mr. Ojeda.

Voting For:	Byelick	Donley	Weir	Murante	Ojeda
	Stenger	Karpisek	Jackson	Foley	

Voting Against: None

Absent: Sullivan

The motion carried.

**Agenda Item 9.b. Electrical Division Addendum Nine:** Ms. Elder provided a summary of changes made through Addendum Nine , which include: (1) the Electrical Division will no longer pay the portal fees for individuals seeking electrical permits; (2) electronic check will be an optional method of payment with a \$1.75 portal fee; (3) portal fees will be distributed to NIC and permit fees will be distributed to the Electrical Division (instead of the total amount being sent to the Electrical Division, and NIC billing the Electrical Division at the end of the month for the portal fees); and (4) prior Addendums One through Five and Seven will be replaced by Addendum Nine.

There was discussion regarding shifting the cost of portal fees for permits from the agency to the customer. Mr. Thelen from the Electrical Division explained that customers currently pay portal fees for licensing, renewals, and exams and this will allow for consistency in payment of the portal fees.

Mr. Weir moved to approve the Electrical Division Addendum Nine, which was seconded by Lt. Governor Foley.

Voting For:	Byelick Karpisek	Donley Foley	Weir	Ojeda	Stenger
Voting Against:	Jackson				
Not Voting:	Murante				
Absent:	Sullivan				

The motion carried.

**Agenda Item 10. NEBRASKA INTERACTIVE REPORTS.**

**Agenda Item 10.a. Project Priority Report:** Mr. Sloan provided an overview of projects completed in quarter two, discussed migration of certain websites, and presented information on new services launched with the Nebraska Board of Land Surveyors. Mr. Sloan presented information on projects being undertaken in quarter three. There was discussion regarding what information is included in the Project Priority Report and how projects are prioritized.

Mr. Jackson moved to approve the Project Priority Report, which was seconded by Ms. Stenger. There was no further discussion.

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

The motion carried.

**Agenda item 10.b. General Manager’s Report:** Mr. Hoffman reported on the following: NIC’s interest in continuing to expand electronic government within the constraints of the state contract, and in bidding opportunities for additional projects.

NIC recognition in two national award competitions for agency projects.

Portal revenue is down from last year, but last year was an unprecedented year that drove traffic online.

NIC is preparing for some sunseting of key application infrastructure.

NIC has three open positions, and three more openings for a grant team. NIC has had challenges filling positions.

NIC presented a Pandemic Comparison Report and indicated that citizens used more online services during the COVID-19 pandemic, and that use of business data services have been down, including driver history records and UCC filings.

There was discussion regarding recovery from cyber-attack and fail over testing.

**Agenda Item 11. DATE FOR NEXT MEETING.** The Chairperson announced the next NSRB meeting is tentatively scheduled for first or mid part of December, 2021, at 9:00 a.m.

**Agenda Item 12. ADJOURNMENT.** The Chairperson declared the meeting adjourned at 10:08 a.m.



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



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Date