



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of September 13, 2017

Agenda Item 1. CALL TO ORDER, ROLL CALL.

The meeting of the Nebraska State Records Board (NSRB) was called to order by Chairman John A. Gale at 9:03 a.m. on September 13, 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;
Jason Jackson, 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;
Brian Buescher, representing the Legal Profession;
Don Stenberg, State Treasurer;
Crystal Wichita, representing the Banking Industry
Greg Osborn, representing the General Public
Angela Stenger, representing the Media

Absent: Byron Diamond, Director of Administrative Services

Staff in attendance:

Steven Chase, Executive Director
Tracy Marshall, Recording Clerk

Mr. Diamond arrived at 9:05 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 August 13, 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. Mr. Osborn moved to adopt the Agenda as presented; seconded by Treasurer Stenberg.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Jackson	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 June 14, 2017 meeting. Treasurer Stenberg moved to adopt the Minutes as presented; seconded by Mr. Osborn.

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

Abstained: Jackson

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. Mr. Chase introduced the Electronic Government Service Level Agreements between Nebraska Interactive, LLC (NI LLC), the Nebraska State Records Board, and, the Village of DeWitt, Lower Platte North Natural Resources District, Village of Mead, Merrick County, Sioux County, and the City of Wisner. All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.2. Mr. Chase introduced the following Addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board

and the following entities: the Cass County Sheriff (Addendum 2), Custer County Village of DeWitt (Addendum 1), Lower Platte North Natural Resources District (Addendum 1), Village of Mead (Addendum 1), and Sioux County Treasurer (Addendum 1). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.3. Mr. Chase introduced the following Real Estate Tax Payment Addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the following entities: Cherry County Treasurer (Addendum 2), and Custer County Treasurer (Addendum 2). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.4. Mr. Chase introduced the Statement of Work agreements with Nebraska Interactive, LLC, the Nebraska State Records Board and the following entities: Dodge County (Meadowlark Website), Board of Geologist (Meadowlark Website), Power Review Board (Meadowlark Website), and Sarpy County (Drupal Website to be managed and hosted by Sarpy County). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.5. Mr. Chase introduced the Amendment to the Statements of Work for the New Sarpy/Cass Health Department Drupal 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.i. Mr. Chase introduced the first of two addenda templates for Payment Processing that is sponsored by the Office of the Chief Information Officer (OCIO) and NI LLC. Appearing on behalf of the OCIO was James Ohmberger, IT manager, and Brent Hoffman, the general manager of NI LLC. The first template is the Business Payment Processing Template that provides processing services to state and local agencies primarily accepting a low volume of large payments from businesses. Mr. Ohmberger stated support of the templates because it would lead to Payment Card Industry (PCI) compliance, provide greater security and expand online services to the public. Treasurer Stenberg moved to adopt the Business Addendum in a single vote with Agenda Item 7.a.6.ii. The motion was seconded by Mr. Jackson.

Agenda Item 7.a.6.ii. Mr. Chase introduced the second of two addenda template for Payment Processing Services offered to state and local agencies which is sponsored by the OCIO and NI LLC. The second template is the Citizen Payment Processing Template that provides processing services to state and local agencies primarily accepting a high volume of smaller payments from citizens. Mr. Hoffman indicated that only one template will be signed by NI LLC and the partner, depending on the partner’s needs and the volume of payments. Treasurer Stenberg moved to adopt the Citizen Addendum in a single vote with Agenda Item 7.a.6.i. The motion was seconded by Mr. Jackson.

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

Voting Against: None

The motion carried.

Agenda Item 7.a.7. Mr. Chase introduced Addendum Eleven for Nebraska Department of Health and Human Services (NDHHS). Appearing on behalf of the NDHHS was its Chief Information Officer, Chris Hill. Also appearing was Mr. Ohmberger for the OCIO and Mr. Hoffman from NI LLC. The addendum initiates the first phase of automating employment background checks against NDHHS’s Central Registry. Under Nebraska law, all individuals who were charged with abuse to vulnerable individuals are listed on the Central Registry and certain employers are prohibited from hiring such individuals. The current system, which is free to users, requires employers to submit a written request via fax or mail and wait anywhere from two to ten days for a response. The proposed system could reduce the time of requests to two days or less, but would potentially cost users up to \$5.50 per request with other fees involved. The NDHHS would create the project with the OCIO and NI LLC, and the addendum only addresses the \$1.50 fee for payment processing services provided by NI LLC. Ms. Donley moved to adopt the addendum and the motion was seconded by Mr. Diamond.

Voting For: Diamond Donley Ealey Gale Olsen
 Osborn Wichita

Voting Against: Buescher Jackson Ojeda Stenger Stenberg

The motion carried.

Agenda Item 7.a.8. Mr. Chase introduced Addendum Nine for the Nebraska Department of Agriculture (NDOA), known as the Online Licensing Services Suite II. Appearing on behalf of the NDOA was Dale Fangmeier, OCIO IT Manager assigned to the NDOA, who stated that the addendum would complete a series of projects (starting with NDOA Addendums Seven and Eight) that would allow all licenses, registrations or permits requested be made online and meet PCI compliance. Treasurer Stenberg moved to adopt the addendum and the motion was seconded by Mr. Diamond.

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

Voting Against: None

The motion carried.

Agenda Item 7.a.9. Mr. Chase introduced Addendum Five for the Nebraska Department of Revenue (NDOR). Appearing on behalf of the NDOR was legal manager Michael J. Walsh. Also appearing was IT manager Brian Catlin of the OCIO assigned to the NDOR. Mr. Walsh and Mr. Catlin stated that the addendum would augment its current online tax payment system by allowing citizens to pay overdue taxes and arrange payment plans online. The system would be available 24 hours a day and would leave NDOR employees free to perform other tasks. Mr. Osborn moved to adopt the addendum and the motion was seconded by Treasurer Stenberg.

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

Voting Against: None

The motion carried.

A break occurred at 10:42 a.m. The meeting resumed at 10:50 a.m. All members were present when the meeting resumed except Mr. Stenberg, who returned at 10:55 a.m.

Agenda Item 7.a.10. Mr. Chase introduced Addendum Two, State Property Damage Payments, for the Nebraska Department of Transportation (NDOT). Appearing on behalf of the NDOT was engineer Bill Wehling of the Building Technology and Support Division (BTSD). This addendum would allow citizens and businesses responsible for damage to state property (approximately 30,000 accidents per year) to be able to make payments online. Treasurer Stenberg moved to adopt Agenda Items 7.a.10 and 7.a.11 in a single vote. The motion was seconded by Ms. Stenger.

Agenda Item 7.a.11. Mr. Chase introduced Addendum Three, Oversized / Overweight Truck Permits for the Nebraska Department of Transportation. Appearing on behalf of the NDOT was engineer Bill Wehling of the Building Technology and Support Division (BTSD). This addendum would streamline the permit process for oversized or overweight vehicles online. Both projects would permit NDOT employees to perform other tasks and save the state money. Treasurer Stenberg moved to adopt Agenda Items 7.a.11 and 7.a.10 in a single vote. The motion was seconded by Ms. Stenger.

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

Voting Against: None

The motion carried.

Agenda Item 7.a.12. Mr. Chase introduced Addendum Five, Unemployment Insurance (UI) Tax Payments for the Nebraska Department of Labor (NDOL). Appearing on behalf of the NDOL was UI Director Nellie Spangler and Chief Legal Counsel, Katie Thurber. The Nebraska unemployment trust fund is primarily supplied by employer contributions known as UI taxes. Ms. Spangler indicated that there is an online option for employers to report UI taxes. but almost no options to make payments online. The NDOL project would allow employers to pay UI taxes online. Because 47 percent of the reports made are by large employers or employer representative groups, a higher portal fee of \$3.00 was requested. Mr. Buescher moved to adopt the addendum and the motion was seconded by Mr. Olsen.

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

Voting Against: None

The motion carried.

Agenda Item 8. Executive Director’s Report.

Agenda Item 8a. Cash Fund Balance: Mr. Chase presented the Nebraska State Records Board Cash Fund Balance update for the second quarter of 2017. Mr. Chase indicated \$530,000.00 from the Cash Fund has been transferred as required under LB 327. This transfer will be shown on the next cash fund balance report. Treasurer Stenberg moved to adopt the Cash Fund Balance and the motion was seconded by Mr. Diamond.

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

Voting Against: None

The motion carried.

Agenda Item 8.b.1. Grant review: The Grant Review Subcommittee (GRS) proposed new procedures for approving grants offered by the NSRB as well as revising the Grant Overview document, along with the Grant Application and the GIS Supplemental Questionnaire appearing on the NSRB website. All documents and procedures were approved by the GRS at its meeting on August 18, 2017. Secretary Gale clarified that the item was only to approve the grant documents and procedure and not to reopen the grant program. Mr. Ojeda moved to adopt the grant procedures and forms. The motion was seconded by Ms. Wichita.

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

Voting Against: None

The motion carried.

Agenda Item 8.c. Website Update: Mr. Chase presented the new NSRB website indicating that it was operational and able to contain much of the NSRB’s historic information as well as the date and time of the next meetings. Mr. Chase also indicated the website would save the NSRB at least \$250.00 per meeting or approximately \$1,000.00 per year.

Agenda Item 9. Portal Manager Reports.

Agenda Item 9.a. Project Priority Report: Mr. Hoffman presented the updated priority report for the second quarter of 2017. Mr. Hoffman indicated that a dynamic version of the project priority report is updated frequently and available through the NSRB’s website. Mr. Hoffman stated that on the project priority report made for the NSRB does show projects with projected completion dates. Many of the projects have been completed; however, projects that are not

completed can be viewed on the dynamic report available on the website. Mr. Diamond moved to adopt the Project Priority Report, and the motion was seconded by Mr. Ojeda.

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

Voting Against: None

The motion carried.

Agenda Item 9.b. General Manager’s Report: Mr. Hoffman presented the portal manager’s report for the second quarter in 2017. Of concern to the NSRB was the Network Issues Detail Report on page 8 which indicated that the subscriber database stopped responding for 60 minutes on May 22, 2017 but also indicated that the outage occurred from 12:25 p.m. to 2:20 p.m. The report also indicates that the Nebraska.gov website was not available on June 11, 2017 from 5:10 a.m. to 8:10 a.m. but the outage was only for 20 minutes. Mr. Hoffman stated that he would investigate the outage further with the executive director and provide an update at the next meeting on December 13, 2017.

Agenda Item 9.c. Nebraska Brand Committee (NBC) – Mobile Inspection Project: On September 28, 2016, the NSRB approved Addendum 2 to the NBC EGSLA, which created a mobile cattle brand inspection project that would operate in real time. Jess Evers of NI LLC appeared with Jon Widdowson, NBC Chair of the Board, Jaclyn Wilson, the NBC Vice Chair of the Board, and G. David Horton, the NBC Interim Director to demonstrate the project for the NSRB.

Agenda Item 10. DATE FOR NEXT MEETING

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

Agenda Item 11. ADJOURNMENT

Mr. Buescher moved to adjourn the meeting. All members present signified their agreement by saying “aye”. Chairman Gale declared the meeting adjourned at 12:07 p.m.


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

12 / 13 / 2017
 Date