



## NEBRASKA STATE RECORDS BOARD

### MINUTES

Meeting of September 2, 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 9:03 a.m. on September 2, 2020.

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;  
John Murante, State Treasurer  
Walter Weir, representing the General Public  
Tony Ojeda, representing the Insurance Industry;  
Angela Stenger, representing the Media

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 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 August 15, 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. Mr. Foley moved to approve the Agenda as presented. Mr. Murante seconded the motion.

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

Voting Against: None

The motion carried.

**Agenda Item 5. APPROVAL OF MINUTES.** The Chairperson asked for a motion to approve the minutes of the June 17, 2020 meeting. Mr. Ojeda moved to adopt the minutes. Mr. Weir seconded the motion. There was no further discussion.

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

Voting Against: None

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 June 30, 2020 Cash Fund Balance Report. Ms. Byelick pointed out the growth of the fund balance due to the change of contract terms related to portal fees. The Chairperson spoke about use of those funds for moving the Records Center from the current building and indicated that an RFP had gone out and prices were higher than expected, so all bids were rejected and another RFP would be going out in October. Mr. Murante moved to approve the Cash Fund Balance report. Mr. Foley seconded the motion. There was no further discussion.

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

Voting Against: None

The motion carried.

**Agenda Item 7. PUBLIC COMMENT.** The Chairperson asked if anyone wished to provide public comment to the Board. 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. Byelick indicated the EGSLA’s, Citizen Payment Processing, Business Payment Processing, Event Registration, PayPort, and SOW’s that were signed pursuant to Board Authority,

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

**Agenda Item 8.c. Audit of Nebraska Interactive, LLC, 2018, 2019:** Mr. Foley presented information regarding the audit of Nebraska Interactive, LLC by Ernst & Young and indicated the Audit had been reviewed by the Finance subcommittee and by an employee of the Auditor’s Office. Mr. Foley, on behalf of the Finance subcommittee, made a motion to accept the Audit. As a motion of the subcommittee, a second was not required.

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

Voting Against:      None

The motion carried.

**Agenda Item 9. NEBRASKA INTERACTIVE REPORTS.**

**Agenda Item 9a. Project Priority Report Q2:** Mr. Hoffman provided a brief overview of the report. Ms. Stenger moved to approve the Project Priority Report, which was seconded by Mr. Weir. There was no further discussion.

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

Voting Against:      None

The motion carried.

**Agenda item 9.b. Nebraska Interactive LLC Business Plans for 2020:** Chairman Evnen explained that he would like to make an amendment to the contract so the next Business plan would be submitted for the upcoming calendar year. Mr. Weir asked if anyone was looking at the IT plan submitted by state agencies to determine where Nebraska Interactive services might be utilized. Mr. Weir indicated that he would pursue obtaining agency IT plans from the NITC. Mr. Hoffman provided a brief overview of the Nebraska Interactive LLC Business Plan for 2020 and answered questions from the Board members regarding the plan. Ms. Donley moved to accept the Nebraska Interactive LLC Business Plan for 2020, Mr. Ojeda seconded the motion.

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

Voting Against:      None

The motion carried.

The Chair then requested a motion to authorize and direct the Chair to amend the agreement with Nebraska Interactive, LLC to provide for the submission of an annual calendar year business plan to be

submitted at least thirty days prior to the fourth quarter meeting of the Board that occurs prior to the commencement of that business plan. Ms. Stenger made the requested motion, Mr. Karpisek seconded the motion. Mr. Murante offered a friendly amendment to the motion to authorize the chair to negotiate the amendment. The friendly amendment was accepted by the mover and seconder.

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

Voting Against: None

The motion carried.

**Agenda Item 9.c. General Manager’s Report:** Mr. Hoffman indicated that Nebraska Interactive, LLC had submitted a trade name application related to a national rebranding effort. Mr. Hoffman provided an overview of the General Manager’s Report. Mr. Hoffman highlighted the importance of electronic government services due to the current COVID-19 pandemic.

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

**Agenda Item 13. ADJOURNMENT.** The Chairperson declared the meeting adjourned at 10:09 a.m.

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

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Date