



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of August 25, 2010

Agenda Item 1. CALL TO ORDER, ROLL CALL

The meeting of the Nebraska State Records Board was called to order by Chairman John A. Gale at 9:05 A.M. on August 25, 2010, in Room 1507 of the State Capitol, Lincoln, Nebraska.

Chairman Gale welcomed new members Scott Keene, representing the Insurance Industry and Mike Konz, representing the Media.

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

John A. Gale, Secretary of State, State Records Administrator and Chairman;
Brenda L. Decker, representing the Governor;
Michael D. Foley, Auditor of Public Accounts;
Trent Fellers, representing the State Treasurer;
Scott Keene, representing the Insurance Industry;
Thomas D. Freimuth, representing the Legal Profession;
Julie A. Beno, representing Libraries;
Timothy L. Loewenstein, representing the General Public;
Leslie S. Donley, representing the Attorney General;
Carlos Castillo, Director of Administrative Services;
Mike Konz, representing the Media

Absent:

Ryne D. Seaman, representing the Banking Industry

Staff in attendance:

Cathy Danahy, Executive Director;
Kacey Nelkin Pedersen, Recording Clerk;
Colleen Byelick, Legal Counsel

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 right of the public seating area.

Agenda Item 3. NOTICE OF HEARING

Chairman Gale announced public notice of the meeting was given by posting notice in the Lincoln Journal Star newspaper on July 23, 2010 and on the state's website public meeting calendar. A copy of the Notice and Affidavit of Publication by the printer is included in the Board records. A current copy of the

agenda has been kept in the Secretary of State's office, located in the State Capitol Building, Room 2300, Lincoln, NE.

Agenda Item 4. ADOPTION OF AGENDA

Mr. Foley moved to adopt the agenda as presented; seconded by Mr. Freimuth.

Voting For:	Beno	Castillo	Decker	Donley
	Fellers	Foley	Freimuth	Gale
	Keene	Konz	Loewenstein	

Voting Against: None

Absent: Seaman

The motion carried.

Agenda Item 5. APPROVAL OF MINUTES

Chairman Gale asked for a motion to approve the minutes of the May 5, 2010 meeting. Mr. Freimuth moved to approve the minutes; seconded by Mr. Fellers.

Voting For:	Beno	Castillo	Decker	Donley
	Fellers	Foley	Freimuth	Gale
	Loewenstein			

Not Voting: Keene Konz

Voting Against: None

Absent: Seaman

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 any of the agenda items. No audience member indicated a desire to provide public comment.

Agenda Item 7. CHAIRMAN'S REPORT

Chairman Gale recommended updates to the State Records Board Subcommittees due to two Board members terms that have expired and two Board members terms beginning and the RFP Network Manager selection process completion. The following Subcommittee appointments, removals and deletions were recommended:

Finances Review Subcommittee: Mike Foley (Chair), John Curry (removed), Scott Keene (new appointment), and Ryne Seaman;

Orientation and Policies/Guidelines Subcommittee: Mike Edgecombe (removed), Julie Beno, Subcommittee Chair (current member, new Chair);

RFP Drafting Subcommittee (eliminate);

RFP Evaluation Subcommittee (eliminate);

Electronic Records/Digital Records Center: Mike Edgecombe, Subcommittee Chair (removed), Tim Loewenstein, Subcommittee Chair (current member, new Chair), Mike Konz, (new appointment), Brenda Decker, and John Gale;

Network Manager Operations Review Subcommittee: John Gale, Subcommittee Chair, Mike Foley, Brenda Decker, and Leslie Donley. No changes were made to this subcommittee.

Mr. Loewenstein moved to approve the recommendations of the replacement of members and the

elimination of the two identified subcommittees; seconded by Ms. Donley.

Voting For:	Beno	Castillo	Decker	Donley
	Fellers	Foley	Freimuth	Gale
	Keene	Konz	Loewenstein	

Voting Against: None

Absent: Seaman

The motion carried.

Agenda Item 7.a. Agreements & Addenda

Agenda Item 7.a.1. Addendum Two to the Interagency Agreement between the Nebraska State Patrol and the Nebraska State Records Board – Limited Criminal History Searches. Mr. Hoffman explained the addendum. After discussion, Mr. Freimuth moved to approve the addendum; seconded by Ms. Beno.

Voting For:	Beno	Castillo	Decker	Donley
	Fellers	Foley	Freimuth	Gale
	Keene	Konz	Loewenstein	

Voting Against: None

Absent: Seaman

The motion carried.

Agenda Item 7.a.2. Addendum Sixteen to the Interagency Agreement between the Office of the Secretary of State and the NE State Records Board – Corporate Electronic Document Delivery. Mr. Hoffman explained the addendum. Ms. Donley moved to approve the addendum; seconded by Mr. Keene.

Voting For:	Beno	Castillo	Decker	Donley
	Fellers	Foley	Freimuth	Gale
	Keene	Konz	Loewenstein	

Voting Against: None

Absent: Seaman

The motion carried.

Agenda Item 7.b. PricewaterhouseCoopers Audit Report of Nebraska, Interactive, LLC (December 31, 2009 and 2008). Mr. Foley will convene the Finances Review Subcommittee and report back to the Board at the December 1, 2010 State Records Board meeting.

Agenda Item 8. EXECUTIVE DIRECTOR'S REPORT

Agenda Item 8.a. Douglas County Department of Corrections Final Grant Report
Ms. Danahy reported the receipt of the Douglas County grant project completion report.

Agenda Item 8.b. NSRB - Cash Fund Balance

Ms. Danahy presented the NSRB Cash Fund Balance report for the 4th quarter of FY10. A discussion took place regarding the clarity of the Cash Fund Balance Report. Chairman Gale suggested Mr. Foley may want to convene the Finances Review Subcommittee and meet with the Secretary of State's Budget/Finance Officer, Ms. Suzie Hinzman, to explore and further clarify, if needed, the Cash Fund Balance Report. Mr. Keene suggested having year to date numbers would be valuable. Mr. Foley agreed to convene the Finances Review Subcommittee for this purpose. Ms. Beno moved to accept the Cash Fund Balance Report; seconded by Ms. Decker.

Voting For:	Beno	Castillo	Decker	Donley
	Fellers	Foley	Freimuth	Gale
	Keene	Konz	Loewenstein	
Voting Against:	None			
Absent:	Seaman			

The motion carried.

Agenda Item 8.c. State /Local Grant Status Report

Ms. Danahy presented the Grant Status Report for the 4th quarter of FY10. Mr. Loewenstein began a discussion on GIS grants. Mr. Loewenstein expressed concerned that the vision the Board may have for these grants may not always be met with GIS grants even though the applications appear to meet the criteria. He suggested while the Board is in a period of not granting, it would be a good time to create a subcommittee to review the criteria and add wordage that delivers the Boards' vision to ensure when the Board grants money for GIS systems, grantees are provided with true GIS systems. Chairman Gale agreed the grant process needs to be reviewed and directed Ms. Beno, as Chair of the Orientation and Policies/Guidelines Subcommittee to work with Cathy Danahy. Additionally, Mr. Loewenstein and Chairman Gale volunteered to become members of the subcommittee. Ms. Decker agreed the Technical Review Committee would review what the Orientation and Policies/Guidelines Subcommittee recommend regarding revisions in the grant process and add their recommendations.

Agenda Item 8.d. May 4, 2010 Portal Outage Report and Response

Ms. Danahy presented the correspondence between Nebraska.gov and the State Records Board regarding the portal outage in May, 2010. The current contract between the NE State Records Board and Nebraska Interactive, LLC requires an investigation and response by the NSRB (in writing). Mr. Hoffman indicated Nebraska Interactive, Inc. is in the process of entertaining offers for a new processor (company). Mr. Loewenstein moved that the Board recognize the fact that the outage of May 4, 2010 was not caused or under the control of Nebraska Interactive, LLC and relieve them of the penalty consequences of the contract; seconded by Ms. Donley.

Voting For:	Beno	Castillo	Decker	Donley
	Fellers	Freimuth	Gale	
	Keene	Konz	Loewenstein	
Not Voting:	Foley			
Voting Against:	None			
Absent:	Seaman			

The motion carried.

Agenda Item 9. NEBRASKA.GOV REPORTS

Agenda Item 9.a. General Manager's Report

Mr. Brent Hoffman, General Manager, Nebraska.gov gave the General Manager's Report.

Agenda Item 9.b. Project Priority Report

Mr. Hoffman gave the Project Priority Report. Ms. Decker moved to approve the Project Priority Report; seconded by Ms. Beno.

Voting For:	Beno	Castillo	Decker	Donley
	Fellers	Foley	Freimuth	Gale
	Keene	Konz	Loewenstein	

Voting Against: None

Absent: Seaman

The motion carried.

Agenda Item 10. DATE FOR NEXT MEETING

Chairman Gale announced the next NE State Records Board meeting will be held on Wednesday, December 1, 2010 at 9:00 A.M in Room 1507, State Capitol, Lincoln, Nebraska.

Agenda Item 11. ADJOURNMENT

Ms. Donley moved to adjourn the meeting. All members present signified by saying "aye". Chairman Gale declared the meeting adjourned at 11:01 A.M.



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

12/1/10

Date