

NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of February 2, 2011

Agenda Item 2. CALL TO ORDER, ROLL CALL

The meeting of the Nebraska State Records Board was called to order by Chairman John A. Gale at 9:00 A.M. on February 2, 2011, in LL Conference Room F of the NE State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

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;
Don Stenberg, State Treasurer;
Scott Keene, representing the Insurance Industry;
Julie A. Beno, representing Libraries;
Leslie S. Donley, representing the Attorney General;
Carlos Castillo, Director of Administrative Services;
Timothy L. Loewenstein, representing the General Public

Absent:

Ryne D. Seaman, representing the Banking Industry;
Thomas D. Freimuth, representing the Legal Profession;
Mike Konz, representing the Media

Staff in attendance:

Cathy Danahy, Executive Director;
Kacey Nelkin Pedersen, Recording Clerk

Agenda Item 3. 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 4. NOTICE OF HEARING

Chairman Gale announced public notice of the meeting was duly published in the Lincoln Journal Star on January 2, 2011 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 1. ANNOUNCEMENT OF NEW BOARD MEMBER

Chairman Gale welcomed Treasurer Don Stenberg back to the State Records Board. Treasurer Stenberg served on the Board previously as Attorney General.

Agenda Item 5. ADOPTION OF AGENDA

Ms. Beno moved to adopt the agenda as presented; seconded by Mr. Stenberg.

Voting For:	Beno	Castillo	Decker	Donley	Foley
	Gale	Keene	Loewenstein	Stenberg	

Voting Against: None

Absent: Freimuth Konz Seaman

The motion carried.

Agenda Item 7. 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.

Mr. Stenberg asked to address the Board. He discussed the history of the constitutional authority of the various officers of the state of Nebraska. He notified the Board he would be asking for an Attorney General's Opinion regarding the Treasurer's constitutional and statutory authority to manage the State's banking activities.

Agenda Item 6. APPROVAL OF MINUTES

Chairman Gale asked for a motion to approve the minutes of the December 2, 2010 meeting. Ms. Donley moved to approve the minutes; seconded by Mr. Foley.

Voting For:	Beno	Castillo	Decker	Donley	Foley
	Gale	Keene			

Not Voting: Loewenstein Stenberg

Voting Against: None

Absent: Freimuth Konz Seaman

The motion carried.

Agenda Item 8. CHAIRMAN'S REPORT**Agenda Item 8.a. AGREEMENTS & ADDENDA****Agenda Item 8.a. 1. Addendum Five to the Interagency Agreement between the NE Department of Agriculture and the Nebraska State Records Board – Conference Registration.**

Mr. Brent Hoffman, General Manager, Nebraska.gov, explained the addendum. Mr. Stenberg moved to amend the addendum so the transactions would be processed through the state of Nebraska's credit card processing vendor; seconded by Mr. Foley.

Voting For:	Castillo	Foley	Stenberg
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Voting Against:	Beno	Decker	Donley	Gale	Keene
	Loewenstein				

Absent: Freimuth Konz Seaman

The motion failed.

Ms. Beno moved to approve Addendum Five to the Interagency Agreement between the NE Department of Agriculture and the Nebraska State Records Board – Conference Registration; seconded by Mr. Loewenstein.

Voting For:	Beno	Castillo	Decker	Donley	Foley
	Gale	Keene	Loewenstein		
Voting Against:	Stenberg				
Absent:	Freimuth	Konz	Seaman		

The motion carried.

Agenda Item 8.a. 2. Approval of fees for access – Open Portal Solutions, Inc. (OPS) and the Nebraska Department of Roads.

Mr. Bill Wehling, Department of Roads, Information Technology, explained the agreement between the Department of Roads and Open Portal Solutions, Inc. for delivery of a collision report web service along with Mr. Bob Grant, Department of Roads Highway Safety Manager and Mr. Dan Waddle Department of Roads, Traffic Engineering. After discussion, Mr. Stenberg moved to approve the agreement subject to two conditions. 1. That the contract be amended to provide transfer of funds to the state's bank account in not more than three days and 2. The term of the contract be changed to one year from today; seconded by Mr. Castillo. Chairman Gale moved to amend the motion to substitute the requirement of a one year term to instead require assurance of a backup system for the service. Hearing no second to the motion, the motion failed. A vote was taken on the original motion.

Voting For:	Beno	Castillo	Decker	Donley	Foley
	Gale	Keene	Stenberg		
Voting Against:	Loewenstein				
Absent:	Freimuth	Konz	Seaman		

The motion carried.

Agenda Item 8.a. 3. Electronic Government Service Level Agreements between Nebraska Interactive, LLC, and the NE State Records Board.

Mr. Hoffman explained the Electronic Service Level Agreements. Chairman Gale reported signing the Electronic Service Level Agreements with Arthur County, Custer County, Logan County, McPherson County, Thomas County and the City of Bellevue on January 24, 2011. Chairman Gale reported signing the Electronic Service Level Agreements with Cheyenne County and Keith County on January 26, 2011.

Agenda Item 8.a. 4. Addendum One to the Electronic Government Service Level Agreements between Nebraska Interactive, LLC, and the NE State Records Board – Over the Counter Payments.

Mr. Hoffman explained the Over the Counter Payments addendum. Chairman Gale reported signing Addendum One to the Electronic Government Service Level Agreements with the Arthur County Courts, Arthur County Treasurer (Addendum Two), Custer County Treasurer, Logan County Treasurer, McPherson County Treasurer, Thomas County Treasurer and the City of Bellevue on January 24, 2011. Chairman Gale reported signing Addendum One to the Electronic Government Service Level Agreements with the Cheyenne County Treasurer and the Keith County District Court on January 26, 2011. Chairman Gale moved to ratify and approve those Over the County Payment Addenda for political subdivision that are set

forth in Item 8.a.4. of the agenda; seconded by Mr. Loewenstein. After discussion, it was decided these addenda did not need ratification due to the authority given the Chair at the May 5, 2010 NSRB meeting to sign Over the County Payment addenda for local government entities. Chairman Gale withdrew the motion.

Agenda Item 8.b. NETWORK MANAGER OPERATIONS REVIEW SUBCOMMITTEE REPORT

Chairman Gale gave an update on the Subcommittee studies and notified the Board he has appointed Treasurer Stenberg to the Subcommittee.

Agenda Item 8.b 1. NSRB Survey Summary

Chairman Gale discussed the Survey prepared and conducted by the Network Manager Operations Review Subcommittee on the portal operations and the Survey Summary. He explained the reason for the survey was to receive information on Nebraska.gov’s performance and the secondary focus was on agencies that have not come before the Board to have their on-line fee transactions approved. The Network Manager Subcommittee will continue to follow up with agency compliance regarding NSRB portal fee approvals.

Chairman Gale declared a recess at 10:40 A.M.

Chairman Gale reconvened the meeting at 10:55 A.M.

Agenda Item 9. ORIENTATION AND POLICIES/GUIDELINES SUBCOMMITTEE REPORT

Ms. Beno presented the Subcommittee report on the new procedures and processes recommended by the Subcommittee for implementation beginning with the next granting period.

Agenda Item 9.a. Approve Revised Grant Application Process

Ms. Beno explained the recommended revisions to the NSRB grant awarding process. Ms Beno moved to approve the revised grant application process as presented and approve the Overview document, in concept, to allow for the Grants Review Committee and the Executive Director to change language for clarification as needed; seconded by Ms. Decker.

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

The motion carried.

Agenda Item 9.b. Approve Re-drafted Grant Application Form.

Ms. Beno explained the recommended revisions to the NSRB Grant Application. Mr. Keene moved to approve the re-drafted Grant Application Form revised 01/20/2011; seconded by Ms. Donley.

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

The motion carried.

Agenda Item 9.c. Resume Grant Funding Program.

Mr. Loewenstein moved to resume the NE State Records Board grant funding program effective immediately with \$250,000.00 available for the fiscal year beginning July 1, 2011 unless a loss of funding occurs and that no one grant exceed \$25,000.00; seconded by Ms. Beno. After discussion, Mr. Stenberg moved to amend the motion to set the individual grant limit to \$50,000.00; seconded by Mr. Castillo.

Voting For:	Castillo	Foley	Stenberg		
Voting Against:	Beno Keene	Gale	Loewenstein	Donley	Decker
Absent:	Freimuth	Konz	Seaman		

The motion failed.

After the motion to amend failed, Chairman Gale called for a vote on the original motion.

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

The motion carried.

Agenda Item 10. EXECUTIVE DIRECTOR'S REPORT**Agenda Item 10. a. Final Grant Reports**

Ms. Danahy reported final grant reports were received from the following NSRB grant recipients:

1. Final Grant Report Hamilton County Assessor – GIS System
2. Final Grant Report Howard County Assessor – GIS System
3. Final Grant Report Valley County Assessor – GIS System

Ms. Danahy also distributed final grant reports from the Blaine County Assessor – GIS System and from Lincoln County/City of North Platte – Enhanced Web Service GIS Project.

Agenda Item 10.b. NSRB – Cash Fund

Ms. Danahy introduced the NSRB Cash Fund Balance Report. Mr. Loewenstein moved to approve the Cash Fund Balance Report; seconded by Ms. Beno.

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

The motion carried.

Agenda Item 10.c. State /Local Grant Status Report

Ms. Danahy introduced the State/Local Grant Project Status Report.

Agenda Item 11. NEBRASKA.GOV REPORTS**Agenda Item 11.a. General Manager's Report (year end 2010)**

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

Agenda Item 11.b. Project Priority Report

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

Voting For:	Beno	Castillo	Decker	Donley	Foley
	Gale	Keene	Loewenstein	Stenberg	

Voting Against:	None
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Absent:	Freimuth	Konz	Seaman
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The motion carried.

Agenda Item 11.c. 2011 Business Plan

Mr. Hoffman addressed the 2011 Business Plan distributed at the December 1, 2010 NSRB meeting. After discussion, Ms. Donley moved to approve the 2011 Business Plan; seconded by Mr. Loewenstein.

Voting For:	Beno	Castillo	Decker	Donley	Foley
	Gale	Keene	Loewenstein	Stenberg	

Voting Against:	None
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Absent:	Freimuth	Konz	Seaman
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The motion carried.

Agenda Item 11.d. Annual Report (2010)

Mr. Hoffman distributed the Nebraska.gov 2010 Annual Report. The Annual Report included financial breakdowns, results of a 2010 Customer Survey, Future Revenue Services from the Nebraska Interactive RFP and Adoption Statistics.

Agenda Item 11.e. Subscriber Fees

Mr. Hoffman distributed a document titled "Subscriber Fees" which included an explanation of subscriber fees, Nebraska.gov costs, subscriber user breakdown and a proposal fee increase from \$50.00 to \$95.00 per year beginning in 2011 and a request to review subscriber fees on a biannual basis. After discussion, Ms. Donley moved to table Agenda Item 11.e. Subscriber Fees; seconded by Mr. Foley. Chairman Gale suggested that, by consensus, the Network Manager Operations Subcommittee research and negotiate with Nebraska.gov regarding the subscriber fee increase request and report back to the Board at the Board's next meeting.

Voting For:	Beno	Castillo	Decker	Donley	Foley
	Gale	Keene	Loewenstein	Stenberg	

Voting Against:	None
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Absent:	Freimuth	Konz	Seaman
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The motion carried.

Agenda Item 12. DATE FOR NEXT MEETING

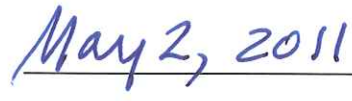
Chairman Gale announced the next NE State Records Board meeting will be held on Wednesday, April 27, 2011 at 9:00 A.M in Room 1507, State Capitol Building, Lincoln, Nebraska.

Agenda Item 14. ADJOURNMENT

Mr. Foley moved to adjourn the meeting. All members present signified by saying "aye". Chairman Gale declared the meeting adjourned at 1:00 P.M.



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



Date