



## NEBRASKA STATE RECORDS BOARD

### MINUTES

Meeting of August 6, 2014

Chairman Gale thanked Mr. Ryne Seaman (Banking Industry representative) for his 6 years of service on the board. Mr. Seaman's term ended on July 17, 2014. Chairman Gale presented Mr. Seaman with a State of Nebraska Secretary of State's Citation of Service and a state seal of Nebraska paperweight.

Chairman Gale introduced and welcomed two new members: Ms. Crystal Wichita, CIO, Cornhusker Bank who will represent the Banking Industry and Ms. Brenda Ealey, Branch Manager, Gere Library, representing the Libraries.

#### **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 9:00 A.M. on August 6, 2014 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;  
Don Stenberg, State Treasurer;  
Scott Keene, representing the Insurance Industry;  
Gerry Oligmueller, Acting Director of Administrative Services;  
Brenda Ealey, representing Libraries;  
Leslie S. Donley, representing the Attorney General;  
Brenda L. Decker, representing the Governor;  
Greg Osborn, representing the General Public;  
Mike Konz, representing the Media;  
Crystal Wichita, representing the Banking Industry

Absent:

Brian Buescher, representing the Legal Profession, arriving later;  
Mike Foley, Auditor of Public Accounts, arriving later

Staff in attendance:

Cathy Danahy, Executive Director;  
Colleen Byelick, Legal Counsel;  
Tracy Marshall, Recording Clerk

#### **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 April 7, 2014 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.

Mr. Buescher arrived 9:07 A.M.

**Agenda Item 4. ADOPTION OF AGENDA**

Mr. Osborn moved to adopt the agenda as presented; seconded by Mr. Keene.

Voting For:	Buescher	Decker	Donley	Ealey	Gale
	Keene	Konz	Oligmueller	Osborn	
	Stenberg	Wichita			

Voting Against: None

Absent: Foley

The motion carried.

**Agenda Item 5. APPROVAL OF MINUTES**

Chairman Gale asked for a motion to approve the minutes of the May 7, 2014 meeting. Ms. Donley moved to approve the minutes; seconded by Ms. Decker.

Voting For:	Buescher	Decker	Donley	Gale	Keene
	Konz	Oligmueller	Osborn	Stenberg	

Voting Against: None

Not Voting: Ealey Wichita

Absent: Foley

The motion carried.

Mr. Foley arrived 9:12 A.M.

**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**

Mr. Brent Hoffman, General Manager, Nebraska Interactive, LLC introduced the following Agreements and Addenda:

**Agenda Item 7.a.1. Electronic Government Service Level Agreements** between Nebraska Interactive, LLC, the NE State Records Board and the City of Arapahoe, Brown County, City of Elgin, Lincoln County, City of Ord, and the Village of Stratton. Signed by Chairman Gale pursuant to Board Authority.

**Agenda Item 7.a.2. Addenda (PayPort) to the Electronic Government Service Level Agreements** between Nebraska Interactive, LLC, the NE State Records Board and the City of Arapahoe (Addendum 1), Brown County (Addendum 1), City of Elgin (Addendum 1), Lancaster County (Addendum 4), Lincoln County (Addendum 1), City of Ord (Addendum 1), Sarpy County (Addendum 7), and the Village of Stratton (Addendum 1) . Signed by Chairman Gale pursuant to Board Authority.

**Agenda Item 7.a.3. Electronic Government Service Level Agreement (EGSLA) between Nebraska Interactive, LLC, the NE State Records Board and the City of Red Cloud.** Mr. Keene moved to approve the EGSLA; seconded by Mr. Konz.

Voting For:	Buescher	Decker	Donley	Ealey	Foley
	Gale	Keene	Konz	Oligmueller	Osborn
	Stenberg	Wichita			

Voting Against: None

Absent: None

The motion carried.

**Agenda Item 7.b. PRICEWATERHOUSECOOPERS ANNUAL AUDIT OF NEBRASKA INTERACTIVE, LLC DECEMBER 31, 2013 AND 2012**

Mr. Foley reported he would convene the Finances Review Subcommittee and report on the audit at the November 19, 2014 meeting. Chairman Gale appointed Ms. Wichita to the Finances Review Subcommittee.

Mr. Oligmueller left at 9:35 A.M.  
Mr. Oligmueller returned at 9:45 A.M.

**Agenda Item 7.c. 2014 NEBRASKA.GOV Business Plan (Discussion)**

Chairman Gale opened a discussion regarding the progress to date of the Nebraska.gov 2014 Business Plan. Mr. Hoffman responded to questions. Auditor Foley asked why the Department of Agriculture was not in the Business Plan since they are in need of multiple applications. Mr. Hoffman indicated most of the applications are non-revenue producing and would require a great deal of Nebraska.gov resources at no cost to the Department of Agriculture. Chairman Gale suggested the Department of Agriculture attend the next meeting in November to discuss the applications needed by their agency along with the costs involved in developing these applications by Nebraska.gov. Ms. Jessica Evers, Project Manager, Nebraska.gov, reported on the Court System and e-filing appeals.

Mr. Keene left at 9:47 A.M.  
Mr. Keene returned at 9:52 A.M.

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

**Agenda Item 8.a. NSRB Cash Fund Balance Report**

Ms. Danahy presented the June, 2014 Cash Fund Balance Report. It was agreed the OCIO Contract payments and grant payments would be moved to separate lines on the report for clarification. Ms. Decker moved to accept the cash fund balance report; seconded by Ms. Donley.

Voting For:	Buescher	Decker	Donley	Ealey	Foley
	Gale	Keene	Konz	Oligmueller	Osborn
	Stenberg	Wichita			

Voting Against: None

Absent: None

The motion carried.

**Agenda Item 8.b. NSRB State/Local Grant Project Status Report**

Ms. Danahy presented June, 2014 State/Local Grant Project Status Report.

**Agenda Item 8.c. City of Blair, GIS-Based Electronic Records Management – Second Extension Request**

Ms. Danahy presented the case for the City of Blair GIS –Based Electronic Records Management grant second extension request. Ms. Danahy explained the Board must approve second requests for grant extensions. Due to a major hail storm occurring on June 10, 2014 in the City of Blair the office has been overwhelmed with contractor registrations and building permit applications. Mr. Osborn moved to grant the request for a six month second extension (to December 31, 2014) to the City of Blair; seconded by Mr. Konz.

Voting For:	Buescher	Decker	Donley	Ealey	Foley
	Gale	Keene	Konz	Oligmueller	Osborn
	Stenberg	Wichita			

Voting Against: None

Absent: None

The motion carried.

**Agenda Item 8.d. Final Grant Reports**

Ms. Danahy reported the final reports from Boone County, Dakota County, Gosper County, Scotts Bluff County Mapping, Sherman County and Webster County were distributed to the board members electronically.

Ms. Decker discussed the GIS grants given to local government. Some of those grants required the recipients to provide a copy of the data collected to the State of Nebraska, OCIO. Ms. Decker said they are working on getting the data from the counties, but some are reluctant to provide it. She will let the board know if the efforts of the OCIO to obtain this information is successful.

Chairman Gale appointed Ms. Ealey to the Orientation and Policies/Guidelines Subcommittee.

**Agenda Item 9. NEBRASKA.GOV REPORTS**

**Agenda item 9.a. New VISA Transparency Rule – Update**

Mr. Hoffman reported he has been talking with the Treasurer’s staff; he did not have any new updates. Mr. Stenberg reported VISA has changed the rule to allow merchants to charge percentage fees; however, there are still some outstanding issues.

**Agenda Item 9.b. General Manager’s Report**

Mr. Brent Hoffman, General Manager, Nebraska.gov presented the 2nd Quarter 2014 General Manager’s Report.

**Agenda Item 9.c. Project Priority Report**

Mr. Hoffman presented the Project Priority Report. Mr. Konz moved to approve the Project Priority Report; seconded by Ms. Donley.

Voting For:	Buescher	Decker	Donley	Ealey	Foley
	Gale	Keene	Konz	Oligmueller	Osborn
	Stenberg	Wichita			

Voting Against: None

Absent: None

The motion carried.

Chairman Gale welcomed Mr. Scott Somerhalder, Vice President of Portal Operations for NIC to the meeting.

Chairman Gale declared a recess at 11:00 A.M.

Chairman Gale reconvened the meeting at 11:20 A.M.

Mr. Oligmueller did not return immediately after the break.

**Agenda Item 10. OCIO CONTRACT FOR NETWORK MANAGER REQUEST FOR PROPOSAL (RFP)**

At 11:20 A.M. Ms. Donley moved that the Nebraska State Records Board go into closed session for the limited purpose of discussing and reviewing a draft of the request for proposal for Network manager to manage the Nebraska.gov Network and for the protection of the public interest; seconded by Ms. Decker.

Chairman Gale repeated the motion.

Voting For:	Buescher	Decker	Donley	Ealey	Foley
	Gale	Keene	Konz	Osborn	Stenberg
	Wichita				

Voting Against: None

Absent: Oligmueller

The motion carried.

Mr. Oligmueller returned at 11:25 A. M.

Chairman Gale declared a lunch recess at 12:35 P.M.

Chairman Gale reconvened the meeting at 1:05 P.M.

Mr. Foley left at 1:35 P.M.

Mr. Osborn left at 2:12 P.M.

Mr. Osborn returned at 2:20 P.M.

Mr. Foley returned at 2:25 P.M.

At 5:00 P.M. Ms. Donley moved that the Nebraska State Records Board adjourn from this closed session and return to the public meeting portion of the Nebraska State Records Board; seconded by Mr. Konz.

Voting For:	Buescher Gale Stenberg	Decker Keene Wichita	Donley Konz	Ealey Oligmueller	Foley Osborn
Voting Against:	None				
Absent:	None				

The motion carried.

**Agenda Item 11. DATE FOR NEXT MEETING**

Chairman Gale announced the next NE State Records Board meeting will be held on Wednesday, November 19, 2014 at 9:00 A.M., Room 1507, NE State Capitol, Lincoln, NE.

**Agenda Item 12. ADJOURNMENT**

Ms. Decker moved to adjourn the meeting; seconded by Mr. Oligmueller. All members present signified agreement by saying "aye". Chairman Gale declared the meeting adjourned at 5:10 P.M.

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

11/19/14  
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 Date