



## NEBRASKA STATE RECORDS BOARD

### ANNUAL REPORT

Neb. Rev. Stat. § 84 - 1205.05

2019

### MEMBERS

Neb. Rev. Stat. §§ 84 - 1203 and 1204 (2), (3)

Robert B. Evnen, Secretary of State, State Records Administrator, Chairperson  
Pete Ricketts, Governor or designee  
Doug Peterson, Attorney General or designee  
Charlie Janssen, Auditor of Public Accounts or designee  
John Murante, State Treasurer or designee  
Jason Jackson, Administrator, Department of Administrative Services or designee  
M. John Steier, representing Banking groups  
Tony Ojeda, representing Insurance groups  
Water Weir, representing the General Public  
Angela Stenger, representing Media groups

Meetings were held on April 10, 2019, June 5, 2019, and September 18, 2019. All meetings were held in the Nebraska State Capitol, Room 1507, Lincoln, Nebraska, commencing at 9:00 a.m. Following are the minutes of each meeting.

A handwritten signature in blue ink, appearing to read "Robert B. Evnen".

Robert B. Evnen  
Secretary of State  
State Records Board Chair



## NEBRASKA STATE RECORDS BOARD

### MINUTES

Meeting of April 10, 2019

**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 9:02 a.m. on April 10, 2019, in Room 1507 of the State Capitol, Lincoln, Nebraska.

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  
Jason Walters, representing the State Treasurer;  
Leslie Donley, representing the Attorney General;  
Tony Ojeda, representing the Insurance Industry;  
Walter Weir, representing the General Public  
Angela Stenger, representing the Media

Absent:

M. John Steier, representing the Banking Industry

Vacant member positions:

Representative of the Legal Profession  
Representative of the Libraries

Staff in attendance:

Colleen Byelick, Chief Deputy and General Counsel, Secretary of State  
Steven Chase, Executive Director  
Tracy Marshall, Recording Clerk

Others in attendance

Brent Hoffman, Nebraska Interactive LLC (NI LLC), General Manager  
Carmen Easley, Director of Operations & Marketing, NI LLC,  
Bruce Rice, Director of Development, NI LLC  
Jessica Evers, Senior Project Manager, Nebraska Interactive  
Ed Toner, Chief Information Officer, Office of the Chief Information Officer (OCIO)

James Ohmberger, IT Manager II, Office of the Chief Information Officer (OCIO)  
 Terry Lowe, IT Applications Developer, OCIO  
 John Albin, Commissioner, Nebraska Department of Labor  
 Christopher Cantrell, State Fire Marshall and former NDOL Director of Safety  
 Katie Thurber, Chief Legal Counsel, Nebraska Department of Labor  
 Charles Isom, Communications Assistant, Nebraska State Treasurer’s Office  
 Laura Arp, Life and Health Administrator, Nebraska Department of Insurance  
 Matt Holman, Agency Legal Counsel, Nebraska Department of Insurance

**Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT.**

Chairperson Evnen 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.**

Chairperson Evnen announced public notice of the meeting was duly published in the Lincoln Journal Star on March 2, 2019, 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. Weir moved to adopt the Agenda as presented; seconded by Mr. Jackson.

Voting For:	Evnen Walters Weir	Foley Donley	Karpisek Ojeda	Jackson Stenger
Voting Against:	None			
Absent:	None			
Abstain	None			

The motion carried.

**Agenda Item 5. APPROVAL OF MINUTES.**

Chairperson Evnen asked for a motion to approve the minutes of the December 12, 2018 meeting. Mr. Weir moved to adopt the Minutes as presented; seconded by Ms. Stenger.

Voting For:	Evnen Ojeda	Foley Stenger	Walters Weir	Donley
Voting Against:	None			
Absent:	None			
Abstain:	Jackson	Karpisek		

The motion carried.

**Agenda Item 6. PUBLIC COMMENT.**

Chairperson Evnen 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. CHAIRPERSON'S REPORT.**

**Agenda Item 7.a. Agreements & Addenda:**

**Agenda Item 7.a.1.** Mr. Chase introduced the Electronic Government Service Level Agreements (EGSLAs) between Nebraska Interactive, LLC (NI LLC), and the Village of Bancroft, Village of Cairo, the Educational Lands & Funds, the Ethanol Board, City of Gretna, Lower Elkhorn NRD, The Village of Oxford, Red Willow County, and the City of York. All agreements were signed by the Board Chair pursuant to Board authority. Mr. Jackson inquired about confidentiality and ownership of information under the EGSLAs. Chairperson Evnen indicated that the Portal Agreement and the EGSLAs do not alter the state's ownership of such information.

**Agenda Item 7.a.2.** The Board reviewed the following Addenda (PIN Debit Local) to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the following entities: the Village of Bancroft Addendum 1, Village of Cairo Addendum 1, Cass County Addendum 1 (Revised), Lower Elkhorn NRD Addendum 1, Village of Oxford Addendum 1, Red Willow County Addendum 1 (Revised), City of Tilden Addendum 2, and the City of York Addendum 1. All agreements were signed by the Board Chair pursuant to Board authority.

**Agenda Item 7.a.3.** The Board reviewed the following Addenda (PIN Debit State) to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the following entities: the Educational Lands & Funds, Addendum 1, and the Racing Commission, Addendum 2. All agreements were signed by the Board Chair pursuant to Board authority.

**Agenda Item 7.a.4.** The Board reviewed the following Real Estate Tax Payment Addenda to the Electronic Government Service Level Agreement with NI, LLC, the Nebraska State Records Board and Red Willow County Treasurer Addendum 2. All agreements were signed by the Board Chair pursuant to Board authority.

**Agenda Item 7.a.5.** The Board reviewed the following Event Registration Addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the Ethanol Board, Addendum 1. All agreements were signed by Board's Chair pursuant to Board authority.

**Agenda Item 7.a.6.** The Board reviewed the following Citizen Payment Processing Addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State

Records Board and the City of Gretna Addendum 1 and the City of Hickman, Addendum 2. All agreements were signed by Board’s Chair pursuant to Board authority.

**Agenda Item 7.a.7. Addenda 3, Revised Proposal for Online Payment of Boiler Inspection Fees** between Nebraska Interactive LLC, the Nebraska Department of Labor (NDOL), and the NE State Records Board. Mr. Chase stated the original Addendum 3 created an online payment system for boiler inspections was approved by the Board in 2016 to reduce the need for additional staff. John Albin appeared and testified that since 2016, the NDOL has experienced a low adoption rate for online payments for boiler inspections; primarily because there was no cost savings for the user. Mr. Albin stated that the revised addenda offer the same fee rate, but the NDOL would pay the merchant fees. Such an arrangement would encourage online payments and reduce the need for increased staffing. Under LB 301, boiler inspections will be transferred to the Nebraska State Fire Marshal on July 1, 2019. Chris Cantrell stated that as a smaller agency, it is important that the Fire Marshall operate as efficient as possible. Mr. Cantrell added that an increase in the use of online services would result in lower operational costs. Ms. Stenger motioned to approve the Revised Addenda 3 and 4 in a single vote, which was seconded by Mr. Ojeda.

**Agenda Item 7.a.8. Addenda 4, Revised Proposal for Online Payment of Elevator Inspection Fees** between Nebraska Interactive LLC, the Nebraska Department of Labor (NDOL), and the NE State Records Board. Mr. Chase stated the original Addendum 4 created an online payment system for conveyances (elevators) inspections was approved by the Board in 2016 to reduce the need for additional staff. Mr. Albin confirmed that since 2016, the NDOL has experienced a low adoption rate for online payments for elevator inspections; primarily because there was no cost savings for the user. Mr. Albin also said that the revised addenda offer the same fee rate, but the NDOL would pay the merchant fees. Such an arrangement would encourage online payments and reduce the need for increased staffing. Under LB 301, elevator inspections will be transferred to the Nebraska State Fire Marshal on July 1, 2019. Chris Cantrell stated that as a smaller agency, it is important that the Fire Marshall operate as efficient as possible and an increase in the use of online services for both elevator and boiler inspections would result in lower operational costs. Ms. Stenger motioned to approve the Revised Addenda 3 and 4 in a single vote, which was seconded by Mr. Ojeda.

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

Voting Against: None

Absent: None

Abstain: None

The motion carried.

**Agenda Item 7.a.9. Addenda 4, Proposal for Online Medical Malpractice Insurance Renewal** between Nebraska Interactive LLC, the Nebraska Department of Insurance (NDOI), and the NE State Records Board. Mr. Chase presented the Addendum which would allow users

to deposit payments electronically into the Nebraska Medical Malpractice Fund. Appearing on behalf of the NDOI was Laura Arp. Lt. Gov. Foley motioned to approve the addendum, which was seconded by Mr. Karpisek. The Chair offered a friendly amendment that the addendum is modified to meet the requirements of the new Portal Agreement. Lt. Gov. Foley and Mr. Karpisek agreed to modify the motion to include the amendments suggested by the Chair.

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

Voting Against: None

Absent: None

Abstain: None

The motion carried.

**7b. Non Action Item: Network Manager Definition or Designation:** At the December 12, 2018 Board meeting, Lt. Gov. Foley motioned to direct the Portal Operations Review Subcommittee to study questions associated with the relationship between the State Records Board, the Office of the Chief Information Officer (OCIO), and the Board’s contractor, Nebraska Interactive, LLC. The Chair stated that the subcommittee has not met, but assured the Board that when it does, it will report to the Board of its findings.

**Agenda Item 8.** Review of revised addendum templates for the 2019 portal agreement: Mr. Chase presented the following template documents for review and approval by the Board.

- 8a. Action Item:** Payport PIN Debit Addendum
- 8b. Action Item:** Event Registration Addendum
- 8c. Action Item:** Real Estate Tax Payments Addendum
- 8d. Action Item:** Citizen Payment Processing Addendum Template
- 8e. Action Item:** Business Payment Processing Addendum Template

Mr. Chase indicated the templates do not change the rate previously approved by the Board, but the language is changed to comply with the 2019 Portal Agreement. Ms. Stenger motioned to approve the items 8a through 8e, which was seconded by Lt. Gov. Foley.

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

Voting Against: None

Absent: None

Abstain: None

The motion carried.

**8f. Action Item:** Mr. Weir motioned to authorize the Board Chair to utilize, review and execute the templates outlined in Item 8a to 8e. The motion was seconded by Mr. Ojeda.

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

Voting Against: None

Absent: None

Abstain: None

The motion carried.

**Agenda Item 9. EXECUTIVE DIRECTOR’S REPORT.**

**Agenda Item 9a. Cash Fund Balance:** Mr. Chase presented the Nebraska State Records Board Cash Fund Balance update for the Fourth quarter of 2018. Mr. Chase also indicated that \$356,000.00 will be transferred on or before June 15, 2019 according to LB 944 and the Fund should be able to meet these requirements. Lt. Gov. Foley moved to adopt the Cash Fund Balance, which was seconded by Mr. Ojeda.

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

Voting Against: None

Absent: None

Abstain: None

The motion carried.

**Agenda Item 9b. Project Status Report:** Mr. Chase presented a report on the projects performed by NI LLC. The report contained a response by the partner agency and NI LLC as to the progress of the projects.

**Agenda Item 9c.** Mr. Chase indicated that all remaining documents for the Portal Agreement have been signed and submitted to the Nebraska Department of Administrative Services.

**Agenda Item 10. PORTAL MANAGER REPORT**

**Agenda Item 10.a. Project Priority Report:** Mr. Hoffman presented the updated priority report for the fourth quarter of 2018. Ms. Donley moved to adopt the Project Priority Report, which was seconded by Mr. Weir.

Voting For:	Evnen Walters Weir	Foley Donley	Karpisek Ojeda	Jackson Stenger
Voting Against:	None			
Absent:	None			
Abstain:	None			

The motion carried.

**Agenda Item 10.b. General Manager’s Report:** Mr. Hoffman presented the General Manager’s report indicating that in the fourth quarter of 2018, NI LLC processed \$63 million in payments to state agencies or entities and safely processed over eight million electronic transactions. Mr. Hoffman also stated that the NI LLC has also improved its online functionality or “uptime” percentage to 98.8 percent and improved its response time by 50 percent.

**Agenda Item 10.c. General Manager’s Presentation:** NI LLC outlined its business plans for services under the 2019 Portal Agreement. Appearing on behalf of NI LLC was Mr. Hoffman, Bruce Rice, Carmen Easley, and Jessica Evers. Ms. Easley and Mr. Hoffman indicated that all NI LLC staff have been certified with the Nebraska Center for Excellence’s Lean Six Sigma program. Ms. Easley also stated that NI LLC is moving from the Waterfall method of software development to the Agile method for online projects. Ms. Evers explained how NI LLC would employ the Agile method and how it would affect future projects with state agencies or entities.

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

Chairperson Evnen announced the next NSRB meeting will be held on June 5, 2019, at 9:00 a.m., in Room 1507 of the State Capitol.

**Agenda Item 12. ADJOURNMENT**

Lt. Gov. Foley moved to adjourn the meeting, which was seconded by Ms. Donley. All members present signified their agreement by saying “aye”. Chairperson Evnen declared the meeting adjourned at 10:43 a.m.

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

6/5/2019

Date





## NEBRASKA STATE RECORDS BOARD

### MINUTES

Meeting of June 5, 2019

#### **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 9:00 a.m. on June 5, 2019, in Room 1507 of the State Capitol, Lincoln, Nebraska.

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;  
Tony Ojeda, representing the Insurance Industry;  
Walter Weir, representing the General Public  
Angela Stenger, representing the Media

#### Absent

M. John Steier, representing the Banking Industry  
Tyson Larson, representing the State Treasurer;

#### Vacant member positions:

Representative of the Legal Profession  
Representative of the Libraries

#### Staff in attendance:

Colleen Byelick, Chief Deputy and General Counsel, Secretary of State  
Steven Chase, Executive Director  
Tracy Marshall, Recording Clerk

#### Others in attendance

Brent Hoffman, Nebraska Interactive LLC (NI LLC), General Manager  
Sarah Bohnerkamp, Business Applications Support Technician for the Nebraska  
Department of Health and Human Services (NDHHS)  
John O'Keefe, Process Improvement Coordinator NDHHS  
Ed Toner, Chief Information Officer, Office of the Chief Information Officer (OCIO)

James Ohmberger, IT Manager II, Office of the Chief Information Officer (OCIO)  
Terry Lowe, IT Applications Developer, OCIO

**Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT.**

Chairperson Evnen 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.**

Chairperson Evnen announced public notice of the meeting was duly published in the Lincoln Journal Star on May 5, 2019, 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.**

A copy of the agenda was posted on the Board’s website on May 28, 2019. Mr. Ojeda moved to adopt the Agenda as presented; seconded by Ms. Donley.

Voting For:	Evnen Donley	Foley Ojeda	Karpisek Stenger	Jackson Weir
Voting Against:	None			
Absent:	Steier	Larson		
Abstain	None			

The motion carried.

Mr. Steier joined the meeting at 9:04 a.m.

**Agenda Item 5. APPROVAL OF MINUTES.**

Chairperson Evnen asked for a motion to approve the minutes of the April 10, 2019 meeting. Ms. Stenger moved to adopt the Minutes as presented; seconded by Mr. Ojeda.

Voting For:	Evnen Donley	Foley Ojeda	Karpisek Stenger	Jackson Weir
Voting Against:	None			
Absent:	Larson			
Abstain	Steier			

The motion carried.

Mr. Larson joined the meeting at 9:14 a.m.

**Agenda Item 6. PUBLIC COMMENT.**

Chairperson Evnen 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. CHAIRPERSON’S REPORT.**

**Agenda Item 7.a. Agreements & Addenda:**

**Agenda Item 7.a.1. Addendum 12, Nebraska Department of Health and Human Services online vital statistics project.** Mr. Chase introduced the addendum that would replace the system requesting birth certificates online. Brent Hoffman appeared on behalf of NI LLC, stating the project not only expands the user’s ability to request birth certificates, but also marriage, divorce, and death certificates. Lt. Gov. Foley initially motioned to table the addendum so more time would be allowed to review this addendum. The Chair did ask that NDHHS provide testimony on the addendum. Sarah Bohnercamp of NDHHS stated that the only individuals that can order birth certificates online are parents and the individual requesting the certificate. Death certificates are also in large demand by individuals and business such as funeral directors. With the new process, Ms. Bohnercamp estimates that the NDHHS staff could process double the amount of requests for documents. John O’Keefe also appeared on behalf NDHHS, stated the new system would also reduce the amount of steps and personnel required to process a request would be reduced significantly. Lt. Gov. Foley renewed his motion to table the addendum so more time would be allowed to review this addendum. Mr. Ojeda and Mr. Larson stated that they would opposed the motion to table because it would delay needed services. Mr. Jackson stated that he would support the motion so more time could be dedicated to reducing costs. The Chair indicated that unless something very unusual was learned, he would support the motion but would defer to Lt. Gov. Foley if he continued to have concerns. Lt. Gov. Foley renewed his motioned to table the addendum, which was seconded by Mr. Weir.

Voting For:	Evnen Steier	Foley Stenger	Karpisek Weir	Jackson
Voting Against:	Donley	Ojeda	Larson	
Absent:	None			
Abstain:	None			

The motion carried.

**Agenda Item 7.a.2. Revised Addendum 2, Nebraska Brand Committee (NBC).** Mr. Chase introduced a revised addendum to Addendum 2, which created a suite of services that allowed cattle inspectors to use mobile devices for inspections. The project was created on the OS (Apple) platform and the inspectors use Apple iPads as the mobile devices. The addendum required that the project be moved to an OCIO-approved platform (Android) on the next refresh. Both NBC and NI LLC have requested to retain the OS platform and devices past the refresh period. The OCIO agreed and approves a modification of the addendum. Mr. Chase indicated that the revision only modifies the Board’s share from 10 percent to 20 percent to comply with

the 2019 portal agreement. The addendum is also modified to remove the language requiring the NI LLC and NBC to move to a platform approved by the OCIO, NI LLC and NBC. Ms. Donley motioned to approve the addendum, which was seconded by Ms. Stenger.

Voting For:	Evnen	Foley	Karpisek	Jackson
	Larson	Donley	Ojeda	Steier
	Stenger	Weir		

Voting Against: None

Absent: None

Abstain: None

The motion carried.

**Agenda Item 7b. 2018 Audit of Nebraska Interactive LLC:** The annual audit dated April 26, 2019, was provided to the Finance Subcommittee. The subcommittee, chaired by Lt. Gov. Foley, has reviewed the report in a meeting on May 29, 2019. Lt. Gov. Foley indicated that the audit shows that NI LLC is a financially health company. Lt. Gov. Foley also presented a chart to the board showing that NI LLC makes substantial payments to its parent company, NIC Inc. (NIC), and that payments made to the Record Management Cash Fund were growing and should increase significantly under the new portal agreement. Lt. Gov. Foley recommended that the Board officially receive the audit. Chairperson Evnen stated that because this was a subcommittee recommendation, no formal statement of support or “second” was necessary and the matter was submitted for vote.

Voting For:	Evnen	Foley	Karpisek	Jackson
	Larson	Donley	Ojeda	Steier
	Stenger	Weir		

Voting Against: None

Absent: None

Abstain: None

The motion carried.

**Agenda Item 8. PORTAL MANAGER REPORT**

**Agenda Item 8.a. Project Priority Report:** Mr. Hoffman presented the project priority report for the first quarter of 2019. Ms. Stenger moved to adopt the Project Priority Report, which was seconded by Mr. Weir.

Voting For:	Evnen	Foley	Karpisek	Jackson
	Larson	Donley	Ojeda	Steier
	Stenger	Weir		

Voting Against:     None  
 Absent:               None  
 Abstain:             None

The motion carried.

**Agenda Item 8.b. 2019 Business Plan:** Mr. Hoffman presented the 2019 Business Plan. Mr. Hoffman stated the three business principles motivating the business plan and how it is streamlining processes for NI LLC. Mr. Hoffman said that NI LLC also share information and services provided by other NIC subsidiaries with Nebraska agencies and entities. Mr. Jackson moved to adopt the Business Plan, which was seconded by Lt. Gov. Foley.

Voting For:           Evnén           Foley           Karpisek           Jackson  
                           Larson         Donley         Ojeda             Steier  
                           Stenger       Weir

Voting Against:     None  
 Absent:             None  
 Abstain:            None

The motion carried.

**Agenda Item 8.c. General Manager’s Report:** The general manager’s report was part of the documents for the Board. Mr. Hoffman provided no other comments for the report.

**Agenda Item 9. EXECUTIVE DIRECTOR’S REPORT.**

**Agenda Item 9a. Cash Fund Balance:** Mr. Chase presented the Nebraska State Records Board Cash Fund Balance update for the first quarter of 2019. Mr. Chase also indicated that \$356,000.00 will be transferred on or before June 15, 2019 according to LB 944 and the Fund should be able to meet these requirements. Mr. Chase further noted that no other transfer by the legislature were requested in the recent legislative session. Mr. Ojeda commented that the Board should consider reviving the grant program if funds are available. Lt. Gov. Foley moved to adopt the Cash Fund Balance, which was seconded by Ms. Stenger.

Voting For:           Evnén           Foley           Karpisek           Jackson  
                           Larson         Donley         Ojeda             Steier  
                           Stenger       Weir

Voting Against:     None  
 Absent:             None

Abstain: None

The motion carried.

**Agenda Item 9b. Project Status Report:** Mr. Chase presented a report on the projects performed by NI LLC. The report contained a response by the partner agency and NI LLC as to the progress of the projects. Mr. Ojeda requested that the reports are provided to the members prior to each meeting.

**Agenda Item 9c. Update on the portal contract:** Mr. Chase noted that NI LLC provided the transition plan, which was reviewed and approved by Ed Toner of the OCIO. Mr. Chase also stated that NI LLC’s parent company has provided a certification of insurance, which will be reviewed by the Executive Director and the Agency Counsel.

**Agenda Item 10. DATE FOR NEXT MEETING**

Chairperson Evnen announced the next NSRB meeting will be held on September 18, 2019, at 9:00 a.m., in Room 1507 of the State Capitol.

**Agenda Item 11. ADJOURNMENT**

Chairperson Evnen declared the meeting adjourned at 10:24 a.m.



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

\_\_\_\_\_  
Date



## NEBRASKA STATE RECORDS BOARD

### MINUTES

#### Meeting of September 18, 2019

**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 9:00 a.m. on September 18, 2019, in Room 1507 of the State Capitol, Lincoln, Nebraska.

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  
Tony Ojeda, representing the Insurance Industry;  
Walter Weir, representing the General Public  
Angela Stenger, representing the Media .

**Absent**

M. John Steier, representing the Banking Industry

**Vacant member positions:**

Representative of the Legal Profession  
Representative of the Libraries

**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 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 22, 2019, 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 adopt the Agenda as presented. Mr. Murante seconded the motion. There was no discussion on the adoption of the agenda.

Voting For:	Evnen Donley Weir	Foley Murante	Karpisek Ojeda	Jackson Stenger
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Voting Against: None

Absent: Steier

The motion carried.

**Agenda Item 5. APPROVAL OF MINUTES.** The Chairperson asked for a motion to adopt the minutes of the June 5, 2019 meeting. Mr. Ojeda moved to adopt the minutes. Ms. Stenger seconded the motion. Mr. Foley moved to strike the following sentence from page three of the draft minutes, "Guardians are not allowed to request under the current system." Mr. Ojeda and Ms. Stenger accepted Mr. Foley's amendment to the minutes as a friendly amendment. The Chairperson restated that the question to be voted on was the adoption of the minutes with the sentence, "Guardians are not allowed to request under the current system." stricken from page three of the draft minutes. There was no further discussion.

Voting For:	Evnen Donley Weir	Foley Murante	Karpisek Ojeda	Jackson Stenger
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Voting Against: None

Absent: Steier

The motion carried.

**Agenda Item 6. APPROVAL OF FINANCIAL REPORT.** Colleen Byelick, Chief Deputy and General Counsel for the Secretary of State provided an overview of the June 30, 2019 Cash Fund Balance report. Mr. Foley moved to approve the June 30, 2019 Cash Fund Balance report. Mr. Ojeda seconded the motion. There was no further discussion.

Voting For:	Evnen Donley Weir	Foley Murante	Karpisek Ojeda	Jackson Stenger
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Voting Against: None



Absent: Steier

**Agenda Item 7. PUBLIC COMMENT.** The Chairperson asked the members of the audience if anyone wished to come forward to provide public comment to the Board. No audience member indicated a desire to provide public comment.

**Agenda Item 8. OLD BUSINESS.**

**Agenda Item 8.a. Tabled Agreements & Addenda:**

**Agenda Item 8.a.1. Nebraska Department of Health and Human Services Addendum 12:** Nebraska Department of Health and Human Services Addendum 12 regarding vital records was considered at the June 5, 2019 meeting and was subsequently tabled to give the Board more time to review the addendum. Deputy Director Newmyer with the Nebraska Department of Health and Human Services was called upon to provide the current status of the addendum. Ms. Newmyer testified that the Department of Health and Human Services was withdrawing the addendum. The Chairperson stated that no further action was necessary as the matter had been previously tabled and there was no motion to take the matter off the table.

**Agenda Item 9. NEW BUSINESS.**

**Agenda Item 9.a. Revised Agreements & Addenda (No Fee Change)**

**Agenda Item 9.a.1. Nebraska State Fire Marshal Addendum 5:** The Chairperson explained Nebraska State Fire Marshal Addendum 5 and Addendum 6 together indicating that the purpose of these addenda was to transfer the services listed in the addenda from the Nebraska Department of Labor to the State Fire Marshal. There was no change other than the body that was performing the services and explained this was being done pursuant to a statutory change regarding responsibilities for elevators and boiler inspections. Mr. Foley moved to adopt Nebraska State Fire Marshal Addendum 5. Mr. Karpisek seconded the motion. There was no further discussion.

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

Voting Against: None

Absent: John Steier

The motion carried.

**Agenda Item 9.a.2 Nebraska State Fire Marshal Addendum 6:** The Chairperson explained Nebraska State Fire Marshal Addendum 5 and Addendum 6 together as indicated above. A motion to adopt Nebraska State Fire Marshal Addendum 6 was made by Ms. Stenger. The motion was seconded by Mr. Ojeda. There was no further discussion.

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

Voting Against: None

Absent: Steier

The motion carried.

**Agenda Item 9.b. Revised Agreements & Addenda (Clarification – Transaction Types)**

**Agenda Item 9.b.1. Nebraska Department of Motor Vehicles Revised Addendum 12:** The Chairperson indicated that the following two addenda were revised addenda which clarified additional transaction types being added to existing Department of Motor Vehicle services. Mr. Foley moved to adopt Department of Motor Vehicle Revised Addendum 12. Mr. Murante seconded the motion. There was no further discussion.

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

Voting Against: None

Absent: Steier

The motion carried.

**Agenda Item 9.b.2. Nebraska Department of Motor Vehicles Revised Addendum 13:** The Chairperson indicated that this was the second addendum from the Department of Motor Vehicles which added additional transaction types to an existing Department of Motor Vehicle service. Mr. Karpisek moved to adopt Department of Motor Vehicles Revised Addendum 13. Mr. Weir seconded the motion. Mr. Foley asked about the swipe hardware that would be provided to the Department as it was difficult to discern from the copy of the Revised Addendum provided to the Board. Ms. Byelick indicated that 40 “FD-40” swipe devices were provided by Nebraska Interactive to the Department of Motor Vehicles pursuant to Revised Addendum 13. Mr. Foley also asked about the swipe devices related to Revised Addendum 12. Ms. Byelick indicated that 80 “Magtek DynaPads” swipe devices were provided by Nebraska Interactive to the Department of Motor Vehicles pursuant to Revised Addendum 12. There was no further discussion regarding Revised Addendum 13.

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

Voting Against: None

Absent: Steier

The motion carried. The Chairman requested that the minutes reflect the discussion regarding the swipe devices.

**Agenda Item 9.c. New Services**

**Agenda Item 9.c.1. Nebraska Department of Motor Vehicles Addendum 15:** Rhonda Lahm, Director of the Department of Motor Vehicles testified regarding Addendum 15. Director Lahm indicated that the purpose of this addendum was to allow renewals of fleet vehicles. Director Lahm explained this service would allow motor vehicle owners who have between 25 to 2500 vehicles the ability to renew all vehicles in one group, instead of individually. Director Lahm indicated that several pricing models were considered but that .5% of the DMV fee was determined to be the best pricing model for a number of reasons. Director Lahm indicated that the DMV believed the proposed pricing model was the most fair, that it would lead to adoption of the service, that the fee was appropriate for the service provided and that the fleet renewal fee would be less expensive than if the owners were to renew each vehicle individually. The Board members asked several questions regarding the proposals. Walter Weir inquired as to whether there could be a quantification of savings, such as an impact statement showing possible savings for citizens or for the state. The Chairperson asked Director Lahm if she could provide further information in response to Mr. Weir’s inquiry if the Addendum was adopted. Mr. Murante moved to adopt Department of Motor Vehicle Addendum 15. Mr. Foley seconded the motion.

Voting For:	Evnen	Foley	Karpisek	Jackson	
	Donley	Murante	Ojeda	Stenger	Weir
Voting Against:	None				
Absent:	Steier				

The motion carried.

**Agenda Item 9.c.2. Nebraska Department of Motor Vehicles Addendum 16:** Rhonda Lahm, Director of the Department of Motor Vehicles testified regarding Addendum 16. Director Lahm explained that this service would give motor vehicle dealers the ability to title a vehicle at the time of purchase. She stated that motor vehicle dealers have been asking for this service. She indicated this would be a voluntary service for both the dealer and the purchaser. She further indicated that dealers would have to be approved to participate. She indicated the pricing for the proposed service was consistent with other online business filings. Director Lahm indicated a potential time savings for county treasurers if the title is issued at the dealership as opposed to at the county office. Ms. Donley moved to approve Department of Motor Vehicle Addendum 16. Mr. Murante seconded the motion.

Voting For:	Evnen	Foley	Karpisek	Jackson	
	Donley	Murante	Ojeda	Stenger	Weir
Voting Against:	None				
Absent:	Steier				

The motion carried.

**Agenda Item 10. EXECUTIVE DIRECTOR’S REPORT.**

**Agenda Item 10.a. Review of Template Agreements:** Ms. Byelick indicated two statement of work had by signed by the Chairperson pursuant to Board authority since the last meeting.

**Agenda Item 10.a.1 Nebraska State Patrol SOW:** Ms. Byelick presented the statement of work for the Nebraska State Patrol which was signed by Chairperson Evnen pursuant to Board authority.

**Agenda Item 10.a.2 Secretary of State SOW:** Ms. Byelick presented the statement of work for the Secretary of State which was signed by Chairperson Evnen pursuant to Board authority.

**Agenda Item 10.b. Review of Project Status Report:** Ms. Byelick presented the Project Status Report. Ms. Byelick indicated that all agencies with outstanding projects open at the end of the second quarter were contacted and asked to provide feedback regarding their projects with Nebraska Interactive. Ms. Byelick summarized the feedback that was received from the various state agency partners. Mr. Weir asked if the agencies could be requested to provide information on whether the project was within the initial cost estimate. Ms. Byelick clarified that this was for time and material projects and noted that the State Patrol MCDV project was the only time and material project in the current report.

**Agenda Item 11. NEBRASKA INTERACTIVE REPORTS.**

**Agenda Item 11a. Project Priority Report Q2:** Ms. Byelick indicated that the project priority report was as of August 6, 2019 and that the Board members could follow the progress of the projects on the Board’s website. In response to Mr. Weir’s questions regarding time and material work, Mr. Hoffman indicated that the State Patrol MCDV project was being funded by a federal grant and also indicated that if a time and material project would go over the initial estimate that an amendment to the statement of work would have to be submitted. Mr. Hoffman gave an update on the Project Priority Report for the second quarter. The Board did not have any questions regarding the report. Mr. Weir moved to approve the Project Priority Report, which was seconded by Mr. Karpisek. There was no further discussion.

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

Voting Against: None

Absent: Steier

The motion carried.

**Agenda Item 11.b. General Manager’s Report:** Mr. Hoffman provided an overview of the General Manager’s Report for the second quarter. The Board members asked Mr. Hoffman several questions regarding the report.

**Agenda Item 12. DATE FOR NEXT MEETING.** The Chairperson announced the next NSRB

meeting will be held on December 11, 2019, at 9:00 a.m., in Room 1507 of the State Capitol.

**Agenda Item 13. ADJOURNMENT.** The Chairperson declared the meeting adjourned at 10:24 a.m.



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



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Date