



## NEBRASKA STATE RECORDS BOARD

### MINUTES

#### Meeting of October 12, 2006

The meeting was called to order by Chairman John Gale at 9:05 A.M. on October 12, 2006, in Room 1507 of the State Capitol, Lincoln, Nebraska.

Chairman Gale introduced and swore in new member Mr. Timothy Loewenstein, representing the general public.

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

John Gale, Chairman;  
Jerry Catlett;  
John Curry;  
Brenda Decker, representing the Director of Administrative Services;  
Leslie Donley, representing the Attorney General;  
Jeanne Herbers, representing the State Auditor;  
Lauren Hill; representing the Governor;  
Timothy Loewenstein;  
Diane Vicars;  
Scott Yank, representing the State Treasurer

Not present were:

Lauren Riedesel

Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting are located in the back of the meeting room.

Chairman Gale announced public notice of the meeting was given by posting notice in the Lincoln Journal Star newspaper on September 12, 2006, on the State of Nebraska's online public meeting calendar, and keeping a current copy of the agenda in the Secretary of State's office listing the date, time and location of the meeting.

New member, Mr. Tom Freimuth, representing the legal community, arrived at 9:13 A.M. Chairman Gale introduced and swore in Mr. Freimuth.

Mr. Catlett moved to adopt the agenda; motion seconded by Ms. Hill.

Voting For:	Catlett	Curry	Decker	Donley	Freimuth
	Gale	Herbers	Hill	Loewenstein	Vicars
	Yank				

Voting Against:	None
Absent:	Riedesel

The motion carried.

Ms. Hill moved to approve the July 20, 2006 meeting minutes; motion seconded by Mr. Curry.

Voting For:	Catlett Gale	Curry Herbers	Decker Hill	Donley Yank
Voting Against:	None			
Not Voting:	Freimuth	Loewenstein	Vicars	
Absent:	Riedesel			

The motion carried.

Ms. Decker moved to approve the August 23, 2006 meeting minutes; motion seconded by Ms. Herbers.

Voting For:	Catlett Yank	Decker	Gale	Herbers	Hill
Voting Against:	Donley				
Not Voting:	Curry	Freimuth	Loewenstein	Vicars	
Absent:	Riedesel				

The motion carried.

Mr. Bill Ptacek, Deputy Secretary of State for Records Management, introduced agenda item 7.a. *Nebraska State Historical Society – Digital Archives Feasibility Study - \$25,000 grant*. Mr. Salvador Barragan and Mr. Tony Schmitz with the NE State Historical Society testified. Mr. Catlett moved to approve the grant; motion seconded by Mr. Curry.

Voting For:	Catlett Gale Yank	Curry Herbers	Decker Loewenstein	Freimuth Vicars
Voting Against:	Donley	Hill		
Not Voting:	None			
Absent:	Riedesel			

The motion carried.

Mr. Ptacek introduced agenda items 7. b, c, & d. *Webster County, Polk County and Johnson County Technical Advisory Committee Review*. The Technical Advisory Committee approved the Webster county grant proposal. Regarding Polk County, the Technical Advisory Committee has requested they comply with GIS NITC standards. Mr. Ptacek indicated Polk County has been advised of this requirement. Mr. Ptacek indicated

Mr. Bidrowski, NSRB Project Manager under contract, will address the Johnson County grant later in this meeting under agenda item 11. c.

Mr. Ptacek reported on the NSRB Cash Fund Balance. He indicated the Cash Fund Report is incomplete due to problems which arose when the Secretary of State Controller left and a new Controller hired. Ms. Susie Hinzman, Secretary of State Controller, and the Department of Administrative Services Accounting Division are working diligently to resolves these issues. Mr. Ptacek will notify Board members via email when all issues are resolved and a report is completed.

Mr. Ptacek reported on the Grant Status Report, the Reinvested Revenue Report, and the Unused Grant Monies Report. Mr. Ptacek indicated Mr. Bidrowski will be addressing some of the 'no activity' projects later in this meeting and Mr. Brian Stevenson will be addressing One-Stop Business Registration later in the meeting.

Mr. Freimuth motioned to move the University of Nebraska Library unused grant money to the NE State Historical Society for use in their Digital Archives feasibility study; motion was not seconded. Mr. Freimuth made a new motion to request the NSRB to contact the University of Nebraska Library to request they collaborate with the NE State Historical Society on their two grant projects; motion seconded by Mr. Loewenstein.

Voting For:	Catlett Loewenstein	Decker Vicars	Freimuth Yank	Gale	Hill
Voting Against:	Donley	Herbers			
Not Voting:	Curry				
Absent:	Riedesel				

The motion carried.

Chairman Gale called a recess at 10:35 A.M.

Chairman Gale reconvened the meeting at 10:50 A.M.

Chairman Gale reported Mr. Bill Bidrowski was hired as a project manager contractor and is working for the Board in that capacity. He also reported Ms. Brenda Decker (CIO) and Mr. Ron Moravec are nearing the completion of a proposal to the Board regarding a technical business analyst support contractor. Chairman Gale distributed a document explaining the Governor's appointment process for Boards and Commissions.

Mr. Ron Moravec, Chief Deputy Secretary of State, gave the General Counsel's Report. He confirmed that he and Ms. Decker are close to a final draft of an agreement for the Board's approval regarding technical support analysis.

Mr. Moravec reported the 2001-2002 Cookie Policy adopted by the Board cannot be located and recommended the Board repeal the 2001-2002 Cookie Policy and adopt the NITC Web Cookie Policy. Mr. Loewenstein motioned to repeal the 2001-2002 Cookie Policy and to adopt the NITC Cookie Policy; seconded by Ms. Donley.

Voting For:	Catlett Herbers	Curry Hill	Decker Loewenstein	Donley Vicars	Gale Yank
Voting Against:	None				

Not Voting: Freimuth

Absent: Riedesel

The motion carried

Mr. Moravec reported on Citizen Notification If Breach of Identity (LB 876). He indicated LB876 provides methods of notification if there is a breach. He said he is going to meet with Ms Beverly Neth, Director of the NE Department of Motor Vehicles (tentatively November 15, 2006), to iron out the contract language regarding this legislation.

Mr. Bill Bidrowski gave the contractor’s report. Mr. Bidrowski reported on the Board of Public Accountancy grant application. The project is in the late stages of testing. Mr. Brian Stevenson indicated a launch date decision will be discussed at a meeting on October 13, 2006.

Regarding the DAS – State Personnel grant application, DAS has an applicant tracking system RFP in rough draft form expected to be released in the next 30 days.

Regarding the Johnson County grant application, training will begin this month, however the entire project may take until the end of 2007 to complete. The Technical Review Committee has requested Johnson County comply with NITC GIS Standards and asked that they work with the State’s GIS Coordinator to accomplish this. Mr. Loewenstein motioned to stipulate that the release of grant funds will be authorized when the State GIS Coordinator ensures the Board Johnson County has met the State GIS Standards; motion seconded by Mr. Freimuth.

Voting For: Catlett Curry Decker Donley Freimuth  
Gale Herbers Hill Loewenstein Vicars  
Yank

Voting Against: None

Absent: Riedesel

The motion carried.

Mr. Bidrowski reported the Board of Barber Examiners project has experienced recent improvements and the system is showing signs of being easier to use.

Mr. Bidrowski reported the Kearney County grant is near completion. They should be submitting invoices from the vendor in the next 30 days.

Mr. Curry departed the meeting at 11:35 A.M.

Mr. Bidrowski reported the NE Arts Council project is completed and they are very happy with the results.

Mr. Loewenstein suggested Mr. Bidrowski send the Board members email updates on grant projects. Ms. Hill requested Mr. Bidrowski reconcile his report with the Grant Status Report, Unused Grant Monies Report, Reinvested Revenue Report and NSRB Cash Fund Balance Report.

Mr. Brian Stevenson, Nebraska.gov, gave the General manager’s Report and the Project Status Report. Ms. Herbers motioned to approve the Project Status Report; seconded by Ms. Hill.

Voting For: Catlett Curry Decker Donley Freimuth

Gale Herbers Hill Loewenstein Vicars  
Yank

Voting Against: None

Absent: Riedesel

The motion carried

Mr. Stevenson gave an update on the VISA Operating Regulations – charging fees through the Portal. The regulation in question is “A merchant that charges a convenience fee must ensure that it is a flat or fixed amount, regardless of the value of the payment due”. There is a discrepancy in the definition of ‘convenience fee’ by the parties involved. Mr. Stevenson indicated a conference call is scheduled for October 24, 2006 to hopefully resolve this issue. The parties involved in the conference call are the State Treasurer, NIC, First National Bank of Omaha and VISA.

Mr. Stevenson presented a ‘concept document’ on the CIO – Nebraska One Stop Business Registration Portal. Mr. Freimuth questioned the State’s policy on advertising on the State’s Web site. Chairman Gale indicated he and Mr. Moravec may look into it. Ms. Herbers asked what the time line is on this project and Mr. Stevenson indicated he would have that information in the near future. She also asked if the staffing levels of Nebraska.gov are in line with Nebraska.gov’s Business Plan. Mr. Stevenson described the current staffing levels and indicated they were on track.

Mr. Ptacek introduced and gave a history of the NE Department of Motor Vehicles – Addendum Seven. Mr. Ptacek recommended any further action be postponed until a resolution is reached regarding the VISA procedures question. He recommended a letter be written to Scott Yank, Deputy State Treasurer, from the NE State Records Board asking for a recommendation in writing when the resolution is reached by all parties. Mr. Loewenstein motioned to send a letter to Scott Yank asking for an explanation of the resolution and a recommendation, in writing, when it is reached; seconded by Mr. Yank.

Voting For: Catlett Curry Decker Gale Herbers  
Hill Loewenstein Vicars Yank

Voting Against: Donley

Not Voting: Freimuth

Absent: Riedesel

The motion carried

Chairman Gale announced the next meeting of the Nebraska State Records Board will be Tuesday, January 16, 2006 at 9:00 A.M.

No further business appearing before the Board, Mr. Curry moved to adjourn; motion seconded by Mr. Catlett.

Voting For: Catlett Curry Decker Donley Gale  
Herbers Hill Freimuth Loewenstein Vicars  
Yank

Voting Against: None

Absent: Riedesel

The motion carried.

Chairman Gale declared the meeting adjourned at 1:10 P.M.

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John A. Gale  
Chairman  
State Records Board