



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of April 11, 2012

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 April 11, 2012, 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;
Brenda L. Decker, representing the Governor;
Michael D. Foley, Auditor of Public Accounts;
Don Stenberg, State Treasurer;
Scott Keene, representing the Insurance Industry;
Leslie S. Donley, representing the Attorney General;
Carlos Castillo, Director of Administrative Services;
Julie A. Beno, representing Libraries;
Brian Buescher, representing the Legal Profession;
Mike Konz, representing the Media;
Timothy Loewenstein, representing the General Public

Absent:

Ryne D. Seaman, representing the Banking Industry

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 right 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 on March 9, 2012 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

Ms. Decker moved to adopt the agenda as presented; seconded by Mr. Konz.

Voting For: Beno Buescher Castillo Decker Donley

	Foley Loewenstein	Gale Stenberg	Keene	Konz
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 February 8, 2012 meeting. Mr. Stenberg moved to approve the minutes; seconded by Ms. Beno.

Voting For:	Beno Foley	Buescher Gale	Castillo Keene	Decker Konz	Donley Stenberg
Voting Against:	None				
Not Voting:	Loewenstein				
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

Agenda Item 7.a. AGREEMENTS & ADDENDA

Agenda Item 7.a. 1. Electronic Government Service Level Agreements between Nebraska Interactive, LLC, the NE State Records Board and the following: Colfax County (signed 02/01/2012), Hamilton County (signed 02/01/2012), Red Willow County (signed 03/30/2012) and ServeNebraska (signed 03/30/2012). All signed by Chairman Gale pursuant to Board authority.

Mr. Brent Hoffman, General Manager, Nebraska Interactive, LLC explained the Electronic Service Level Agreement between Nebraska Interactive, LLC, the Nebraska State Records Board and the identified government agencies.

Agenda Item 7.a. 2. Addendum One – PayPort Service - to the Electronic Government Service Level Agreements between Nebraska Interactive, LLC, the NE State Records Board for the following: Hamilton County Treasurer (signed 02/01/2012); and the Red Willow County Clerk (signed 02/01/2012). All signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.b. PORTAL OUTAGE REPORT

On February 8, 2012 the state's portal (Nebraska.gov) experienced an outage for a period of 3 hours and 24 minutes. Mr. Loewenstein was asked to investigate the incident and gave a report to the Board. Mr. Loewenstein had a conference call with NIC technical support. He reported that as a result of the incident a larger firewall has been purchased along with a monitoring system to prevent this type of incident again. The contract provision regarding penalties was discussed.

After further discussion, it was decided Mr. Loewenstein will provide a written report of his investigation to Ms. Danahy and Mr. Hoffman will provide a follow-up report (in writing) verifying the installation of the larger firewall and monitoring system scheduled for this quarter has taken place and a list of what the monitoring system will be watching. This report will be presented at the next Board meeting. An action item will be on the agenda at the next scheduled Board meeting to determine if any penalties should be imposed.

**Agenda Item 8. NETWORK MANAGER OPERATIONS REVIEW
SUBCOMMITTEE REPORT (John Gale, Chair)**

**Agenda Item 8.a Legislative Changes to the Records Management Act (LB 719)
UPDATE.**

Colleen Byelick, Legal Counsel, reported LB 719 has passed the legislature and has been signed by the Governor. A copy of the revised Records Management Act will be provided at the next Board meeting.

**Agenda Item 8.b Transparency of NebPay fee transactions on the Sarpy County
Website.**

Chairman Gale reported the Subcommittee met on March 8, 2012 with Mr. Hoffman to study the fee transparency issue. Progress has been made, but a consensus has not been reached. The Subcommittee will continue to work on this issue and bring a resolution to the Board for ratification at the next Board meeting.

Agenda Item 9. EXECUTIVE DIRECTOR'S REPORT

Agenda Item 9.a. NSRB Cash Fund Balance Report

Ms. Danahy presented the March 31, 2012 Cash Fund Balance report. Mr. Loewenstein moved to approve the Cash Fund Balance Report; seconded by Ms. Donley.

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

Voting Against: None

Absent: Seaman

The motion carried.

Agenda Item 9.b. NSRB Grant Status Report

Ms. Danahy presented the March 31, 2012 State/Local Grant Project Status Report.

Mr. Chad Kudym, Executive Vice President, GIS Workshop, Inc. addressed the Board regarding GIS county projects and stated the county's enthusiasm for GIS projects and expressed appreciation to the Board for their support of the counties.

Ms. Danahy distributed a list of the grant applications received for 2012. Fourteen applications will be reviewed by the Grant Review Committee. The Committee will recommend awards for Board approval at the July 25, 2012 Board meeting.

Agenda Item 10. NEBRASKA.GOV REPORTS

Agenda Item 10.a. General Manager's Report

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

Mr. Keene left the meeting at 10:15 A.M.

Mr. Keene returned to the meeting at 10:25 A.M.

Mr. Foley left the meeting at 10:30 A.M.

Mr. Foley returned to the meeting at 10:34 A.M.

Agenda Item 10.b. Project Priority Report

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

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

Voting Against: None

Absent: Seaman

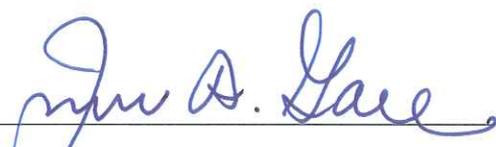
The motion carried.

Agenda Item 12. DATE FOR NEXT MEETING

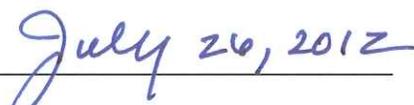
Chairman Gale announced the next NE State Records Board meeting will be held on Wednesday, July 25, 2012 at 9:00 A.M. in Room 1507, State Capitol Building, Lincoln, Nebraska.

Agenda Item 13. ADJOURNMENT

Ms. Donley moved to adjourn the meeting; seconded by Mr. Buescher. All members present signified by saying "aye". Chairman Gale declared the meeting adjourned at 10:55 a.m.



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



 Date