**State Government Council
of the
Nebraska Information Technology Commission**
Thursday, February 9, 2012, 1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:
Brenda Decker, Chief Information Officer, Chair
Beverlee Bornemeier, OCIO-Enterprise Computing Services
Dennis Burling, Department of Environmental Quality
Josh Daws, Secretary of State's Office
Keith Dey, Department of Motor Vehicles
Lori Henkenius, Nebraska Department of Education
Eric Henrichsen, Department of Health and Human Services
Joe Kellner, Department of Roads
Mike McCrory, Administrative Services
Glen Morton, Workers' Compensation Court
Mike Overton, Crime Commission
Steve Rathje, Department of Natural Resources
Jayne Scofield, OCIO-Network Services
Len Sloup, Department of Revenue

MEMBERS ABSENT: Pat Flanagan, Private Sector; Dick Clark, Policy Research Office; Mike Calvert, Legislative Fiscal Office; Dorest Harvey, Private Sector; Kelly Lammers, Department of Banking; Bill Miller, State Court Administrator's Office; Gerry Oligmueller, Budget Office; Col. David Sankey, State Patrol; Bob Shanahan, Department of Correctional Services; Terri Slone, Department of Labor; and Rod Wagner, Library Commission

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 1:30 p.m. There were 14 members present at the time of roll call. A quorum existed to conduct official business. Meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on December 15, 2011. The agenda was posted to the NITC website on February 3, 2012.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF DECEMBER 8, 2011 MINUTES*

Mr. McCrory moved to approve the December 8, 2011 minutes as presented. Mr. Dey seconded. Roll call vote: Overton-Abstained, Burling-Yes, McCrory-Yes, Bornemeier-Yes, Decker-Yes, Sloup-Yes, Daws-Abstained, Rathje-Yes, Morton-Yes, Dey-Yes, Henrichsen-Yes, Henkenius-Yes, Scofield-Yes, and Kellner-Yes. Results: Yes-12, No-0, Abstained-2. Motion carried.

STANDARDS AND GUIDELINES - RECOMMENDATIONS TO THE NITC*

NITC 1-204: IT Procurement Review Policy (Revised).

Josh Daws and Duane Doppler of the Secretary of State's Office were available to discuss the proposed addition to Section 1.2.1:

- For scanners over $500, agencies must document that they have consulted with the Records Management Division of the Secretary of State's Office to consider the use of the Records Management Division's scanning services.

After discussion, members recommended that the bullet regarding scanners be omitted and that the OCIO handle this communication with the requesting agency as part of the review process.

It was also suggested to put together a list or catalogue of the services other agencies provide. The OCIO has a services catalogue but it does not include what services other agencies offer. Ms. Decker stated that this could be part of the Clearinghouse Project.

The preapproved items listed in Attachment A will be updated by the Technical Panel.

Mr. Dey moved that the new language regarding scanners in Section 1.2.1 be removed, and it is recommend that the OCIO, as part of the procurement review process for scanner purchases, communicate with any agency that does not regularly purchase large scale scanners to determine if the requesting agency has considered using the Secretary of State's scanning services. Mr. Henrichsen seconded. Roll call vote: Kellner-Yes, Scofield-Yes, Henkenius-Yes, Henrichsen-Yes, Dey-Yes, Morton-Yes, Rathje-Yes, Daws-Abstained, Sloup-Yes, Decker-Yes, Bornemeier-Yes, McCrory-Yes, Burling-Yes, and Overton-Yes. Results: Yes-13, No-0, Abstained-1. Motion carried.

NITC 5-101: Enterprise Content Management System for State Agencies (New)
Kevin Keller, Office of the CIO

Purpose
The purpose of this standard is to provide, to the extent possible, a single technical solution for State agencies:
- *Capturing all types of content and storing content electronically;*
- *Converting and minimizing the number of paper documents the State maintains;*
- *Facilitate searching and retrieval of electronic documents;*
- *Retain and dispose of electronic documents based on established document retention policies;*
- *Improve efficiency and accuracy of exchanging information; and*
- *Unify document management in a single system to take advantage of economies of scale.*

The OCIO has 9 applications in production and are working on over 30 ECM projects for 9 different agencies. Some will go into production within the next 30 days and there are other projects going into production within 60-90 days.

Mr. McCrory expressed concerns about how the Enterprise Content Management standard would impact the Talent Management System project. Ms. Decker stated that a waiver can be requested.

Members discussed the exemptions listed in Section 4.

Mr. Burling moved to recommend approval of NITC 5-101: Enterprise Content Management System for State Agencies.   Mr. Dey seconded. Roll call vote: Morton-Abstained, Dey-Yes, Henrichsen-Yes, Henkenius-Yes, Scofield-Yes, Kellner-Yes, Overton-Yes, Burling-Yes, McCrory-No, Bornemeier-Yes, Decker-Yes, Sloup-Yes, Daws-Yes, and Rathje-Yes. Results: Yes-12, No-1, Abstained-1. Motion carried.

This will go to the Technical Panel for review and posting of the 30-day comment period.

NITC 7-301: Wireless Local Area Network Standard (Revised)

Jim Sheets was available for questions. This standard was last updated in 2006. The Network Services team drafted these updates to reflect current practices and to enhance network reliability and security.

Mr. Dey moved to recommend approval of [NITC 7-301](): Wireless Local Area Network Standard (Revised). Mr. Rathje seconded. Roll call vote: Sloup-Yes, Daws-Yes, Rathje-Yes, Morton-Yes, Dey-Yes, Henrichsen-Yes, Henkenius-Yes, Scofield-Yes, Kellner-Yes, Overton-Yes, Burling-Yes, McCrory-Yes, Bornemeier-Yes, and Decker-Yes. Results: Yes-14, No-0, Abstained-0. Motion carried.

This will go to the Technical Panel for review and posting of the 30-day comment period.

AGENCY REPORTS AND OTHER BUSINESS

Adobe has approached the OCIO to have a conversation regarding enterprise licensing. Members were asked to contact Mr. Becker if they are interested.

Brent Hoffman informed the Council that NOL will be posting an official report of the down time experienced with Nebraska.gov earlier in the week.

Mr. McCrory moved to adjourn. Ms. Henkenius seconded. All were in favor. Motion carried by unanimous voice vote.

The meeting was adjourned at 2:35 p.m.

The meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker, Office of the CIO.