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## **BUSINESS ONE STOP MEETING MINUTES – 05/03/2007**

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### **Attendees:**

**Rick Becker – CIO**

**Steve Hartman - CIO**

**Steve Williams – DED**

**Sherry McCormick - Revenue**

**Brian Stevenson – Nebraska.gov**

**Jennifer Rasmussen- Nebraska.gov**

**Judy Jobman – SOS**

**Dale Arp – SOS**

**Allen Kassebaum - WCC**

**Randy Cecrle – WCC**

### **Topic One: Presentation and group discussion of master questions and flow charts**

Nebraska.gov presented the changes that were made to the flow charts based on the discussions from the last meeting:

- Trade Mark or Service Mark application was moved to the beginning of the questionnaire, becoming an optional form for anyone doing business in Nebraska.
- An entirely new flow was created specifically for non-resident contractors.
- The corresponding flow for businesses that are NOT non-resident contractors was then modified accordingly.

The group went through all current question flows with corresponding forms in detail, with the exception of domestic business entity flow, as it was decided to be identical to the foreign flow, with only the required forms for Secretary of State changing. The Secretary of State will review these flows once again for accuracy and Jennifer from Nebraska.gov will check in with them before the next meeting to see if any alterations need to be made.

It was determined that forms listed on a user checklist will fall in to one of three categories: Required, Requested, or Optional. Required forms would include those required by law, based on the user's answers to the questions in the wizard. Requested forms would include those not required by law, but indicated as necessary based on the user's answers to the questions in the wizard. Optional forms would include those not required by law, and not indicated as necessary based on the user's answers, but which might be recommended for other purposes. Nebraska.gov will update the flow charts to reflect the different types.

Discussion of IRS form SS-4 resulted in the decision to include it as a required form in the appropriate places in the flow of questions, but also to include it on all other checklists as optional, with information on its other possible uses for business owners.

### **Topic Two: Discussion of suggestions from individual agency meetings**

The group discussed what should be the extent of the user's ability to save and return to a prior wizard session. It was decided that this is a necessary functionality for the primary rollout, and it will facilitate Phase Two, when the user will have the ability to enter more specific information that will be leveraged for different agencies' business forms.

There also was discussion of what the agencies' help desk personnel's ability should be to log in to the application and view a user's answers to the questionnaire. This benefit of this would be in facilitating customer service. It was decided that this would need further discussion once the application prototypes are constructed. Functional specifications will not be written until the group has a prototype.

### **Topic Three: Next Steps**

In addition to further revisions of the flow charts, Nebraska.gov will begin work on the application prototypes.