

**Nebraska Information Technology Commission
State Government Council**

Online Business Registration Work Group

**Wednesday May 17, 2006, 2:30 P.M. to 3:30 P.M.
Executive Building
Lower Level Conference Room
521 South 14th Street, Lincoln**

Minutes

A. Participants:

Name	Agency
Bair, Trevor	Nebraska.gov
Barrett, Karen	Revenue
Becker, Rick	Office of the CIO
Cecrle, Randy	Workers Compensation Court
Daws, Josh	Secretary of State
Hartman, Steve	Office of the CIO
Hatten, Jill	Labor
Henderson, Steve	Office of the CIO
Hightshoe, Melodee	Labor
Kassebaum, Allen	Workers Compensation Court
Sloup, Len	Revenue
Stevenson, Brian	Nebraska.gov

B. Report and Recommendations from Nebraska.gov

This project has been inactive for over a year. The new management team at Nebraska.gov has reviewed the project and has recommendations for the work group. Brian Stevenson reported on their review of the project based on the information available, including the previous meeting minutes, the draft Project Plan, and the draft process flow chart.

Nebraska.gov recommends proceeding as follows:

- Pre-Phase 1: Review the existing Nebraska.gov website for businesses, and make changes to better organize the information.
- Phase 1: Provide a utility to enter “shared data”, and implement the IRS application (one of the four previously identified as part of Phase 1).
 - Need to clarify which specific applications will be part of the online business registration process from the following agencies: Revenue, Labor, and Secretary of State
 - Need to identify common data elements, specifically for the applications to be done first.

The recommendations were discussed by the group:

- Need to provide for deleting any “saved” information from the system after a specific period of time.
- Need to coordinate with Nebraska Directory Services (Steve Hartman) to ensure compliance with the Identity and Access Management Standard.
- Experience in Kansas was that integrating multiple applications into a single online application was problematic. For example, any required change to a specific agency application could create problems for other applications and made changes difficult. Architecture for our project is important, may make more sense to keep the applications with the agencies, and use the portal to feed data, or link to the agency application. This would allow agencies to maintain control over their applications; require data from the user which is not part of the common data elements; and allow changes to an agency application without disrupting the other processes.
- Karen Barrett had a copy of the draft “Prototype Specification” document, dated December 15, 2004, from the previous work on this project. A copy will be provided to the group.
- The group generally agreed with the recommendations, and discussed next steps.

C. Next Steps

1. Nebraska.gov will work on documentation, including tentative timelines.
2. Nebraska.gov will meet with individual agencies to identify specific applications and begin work on common data elements.
3. The agenda for the next work group meeting will include a brainstorming session on improvements to the current Nebraska.gov business website, and a review of documentation and timelines.
4. Common data elements need to be identified and agreed to at a future meeting.