

Operations Committee

February 19, 2016

Operations Committee meeting called to order at 11:40 a.m.

Roll call: Gregory Boyer, Bryan Chandler, Robert Wasko

In attendance: Vanessa Niekamp, Jarrod Williams

Committee meeting notation: Ms. Vanessa Niekamp, executive director, introduced the following agenda items:

1. Record Retention Schedule

1. The schedules were added to BoardDocs for easy reference and transparency.
2. Included record retention process to BoardDocs to illustrate how a schedule is created, approved or denied, and retained by Department of Administration (DAS) / Records Management (RIMS).
3. Vanessa Niekamp added one agency specific schedule in 2013 concerning annual pre-need report.
4. Robert Wasko asked Vanessa Niekamp if pre-need report was a public record. Ms. Niekamp replied it was a public record. If records request occurred, the record would be redacted. Mr. Wasko asked what information would be redacted. Ms. Niekamp replied that all personal identifying information would be redacted.
5. Record retention schedule is posted in office for ease of access and transparency.
6. Transient records were explained.

2. IT Assessment from DAS

1. A conversion of personal computer operating systems in March 2016 will occur with MS Office 365 to be installed on all machines and laptops.
2. The conversion will mandate board members to use state issued e-mail accounts.
4. E-mails may be deemed transient records and deleted upon reading based on the content of the message.

3. Cancellation notice about February 19, 2016 Board Meeting

4. Inquiry to AG about declaring an emergency meeting

1. Board counsel replied that circumstances do not warrant an emergency meeting but could board reschedule another meeting provided a 24 hr. public notice is given.
2. Ms. Niekamp provided a draft to board counsel regarding a motion to authorize executive director of board to grant temporary privileges to applicants.
3. The board cannot be replaced by this motion because persons will still need to appear before the board and compliance cases still need to be heard.

5. Chris Angles

1. Ms. Niekamp invited Mr. Angles to the Operations Committee meeting, but Mr. Angles could not attend.
2. The role of Central Services Agency (CSA) / Department of Administrative Services (DAS) is not to direct, but to support and assist the boards and commissions. CSA/DAS takes direction from the boards.

Committee meeting notation: Mr. Gregory Boyer, board president, introduced the following agenda item:

6. Mr. Greg Boyer updated committee on recent lawsuit.

Committee meeting notation: Ms. Niekamp introduced the following agenda items:

7. Discussion about Controlling Board requests

8. Ms. Niekamp informed about written notification sent to Nick Gatz, Deputy Director of Boards and Commissions, regarding second last-minute notice of absence by Thomas Taneff.

Operations Committee meeting adjourned at 12:27 p.m.