

STATE OF NEBRASKA

Board of Examiners for County Highway and City Street Superintendents (BEX)

November 2, 2021

Authority to Conduct Business for the Board as it Relates to Communications, Questions and Information Requests of the Board and Staff

Intent: To establish, for the sake of managing communications and for transparency, a more formal process to receive and respond to questions and inquires of the BEX. **Note:** This authority does not include examination preparation training which may be provided by the Nebraska Department of Transportation (NDOT); such training is not sponsored or determined by the BEX.

1. Routine, common, typical and previously answered communications, questions and requests can be discussed and resolved quickly electronically or telephonically by Board staff and need not involve the Board. Examples are how to apply for an initial license or a license renewal, how those are processed, and details of examinations (date/time/place).
2. Non-routine communications, questions and requests for information should be sent in writing (hard-copy) or electronically (e-mail to ndot.blshelp@nebraska.gov or file-sharing) to Board staff. Examples are examination results (furnished by the Board Secretary, possibly signed by Board staff on behalf of the Secretary), complaints, approval or verification of professional development hours, results of professional development hours audits, and suspension or revocation of a license. Those requiring a response are handled as follows:
 - a. Responses shall be in writing (hard-copy) or electronic (e-mail or file-sharing), to the requesting individual or entity.
 - b. Board staff shall respond if within its experience and knowledge to resolve.
 - c. The NDOT or the State shall provide supplemental/additional support as needed for examination preparation and grading, legal advice, or other issues. Board Staff is authorized to confer with, and request reviews/evaluations and recommendations from said support personnel. Board staff, if in agreement, will respond and communicate directly to the individual or entity in writing, as above in 2.a.
 - d. Before being brought to the Board, complaints shall be reviewed by Counsel for direction on how to proceed. Such review and direction are outside the purview of this document.
 - e. For those issues, questions and requests where Board staff and supplemental/additional support personnel do not agree, or are not sure of an appropriate response, both shall confer with the Chair of the Board for a proper response, and either the Chair or Board staff shall respond back to the individual or entity, as above in 2.a.
 - f. Any issues, questions and requests not resolved to the satisfaction of the individual or entity in any of the above steps, may be taken to the full Board for resolution.
 - g. All non-routine communications, questions and requests for information will be reported to the Board at any subsequent meetings, for the purpose of transparency in the conduction of the business of the Board. These may not have all details; they may be summaries, relevant portions of communications, and /or listings.