
Information Network of Kansas Board Meeting Minutes

October Special INK Board Meeting (via Teleconference) October 23, 2017

Opening

A meeting of the INK Board was called to order at 3:05 pm, Monday, October 23, 2017 via teleconference by Chairman Eric Rucker, with the following members present:

Matt Billingsley, representing the Secretary of Department of Revenue
Lana Gordon, Secretary of Labor
Gregg Wamsley, representing the Kansas Library Association
Phil Wittmer, Executive Branch Chief Information Technology Officer

Others Present

Duncan Friend of the Information Network of Kansas, Inc.; Nolan Jones of the Kansas Information Consortium, LLC.

Consent Agenda

The consent agenda for the meeting included the August 2017 INK Board minutes and the August and September 2017 Network Manager Reports; the following contracts for approval for KanPay Counter services: City of Sylvania, USD 459 Bucklin, and Lincoln County Health Department, along with a KanSite content management system service for Division of Budget, contracts in support of a District Court Record Search fee increase, and a Kansas Department of Revenue lesser-fee contract. Also included were contract amendments for the Kansas Real Estate Commission KanPay Counter and payment only contracts, and expenses requiring Board approval. In addition, the agenda contained an item requesting the delegation of approval for the remaining budgeted expenses for the year and refunds to the INK Project Manager and Board Treasurer.

Action Taken: Motion made to approve the Consent Agenda in its entirety by Secretary Gordon, seconded by Wamsley. Approved unanimously.

Subsequent Request for Correction to August 2017 Minutes. After the August 2017 minutes had been approved, Friend apologized for any misunderstanding of the change he had requested earlier and noted that a correction that needed to be made to the August minutes. The title for Item 6 in the minutes had accidentally been left in from the previous July meeting when typing the minutes. It showed “FY 2017 INK / OITS Avamar Contract for Approval”. However, in August, there had not been a request for contract approval – that had been done in July. What it had been called on the agenda for August was “Avamar Disaster Recovery Status” so this item should be corrected to say that.

Action Taken: Motion made to approve the suggested correction to the title of Item 6 in the August 2017 minutes to say “Avamar Disaster Recovery Status” was made by Wittmer, seconded by Billingsley. Approved unanimously.

Action Agenda

- I. **Draft 2016 INK Financial Audit, Agreed Upon Procedures Audit, Report to the Board (Motion to approve)**

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Friend briefly summarized the documents before the Board for approval.

Action Taken: Motion made to accept the 2016 INK Financial Audit, Agreed Upon Procedures Audit and Report to the Board made by Billingsley, seconded by Secretary Gordon. Approved unanimously.

II. 2nd Quarter INK Financial Reports (Motion to approve)

Friend noted that he had not had a chance to talk with Wamsley about them. He stated that he hadn't seen anything unusual with them, and Wamsley agreed.

Action Taken: Motion made to accept the 2nd Quarter 2017 INK Financial Reports made by Secretary Gordon, seconded by Wittmer. Approved unanimously.

III. AVAMAR Hosting Contract with OITS (Motion to approve)

Friend summarized the situation. Two meetings ago (in July), the Board had approved an Avamar hosting contract with OITS for the previous year (state fiscal year 2017, ending June 30, 2017). These traditionally had come at the end of the fiscal year, with INK paying in arrears. He recapped the different between the Disaster Recovery testing that KIC performed as part of their INK contract and the nightly Avamar backup which could be used for INK to test its own recovery independent of KIC and confirm that they are being delivered a copy of all the code necessary to recover and run the network, per the requirements of the contract. OITS wishes to go forward with a new contract at the beginning of the year and have INK pay monthly. A copy of the contract is attached.

Action Taken: Motion made to approve the Avamar Hosting Contract with OITS made by Secretary Gordon, seconded by Wamsley. Approved unanimously.

IV. Suspension of November 2017 grant cycle (Motion to approve)

In lieu of the last INK Board meeting, which was cancelled, the grant committee met. They decided that some updates needed to be made to the grant policy and procedures. And, they had some ideas about another project they were looking to do in the short term to stimulate some interest. Friend wasn't sure they were ready to talk about that today, but the consensus was that the changes probably wouldn't be ready to vote on in November, so they asked that the fall grant round (November 2017) be suspended.

Action Taken: Motion made to approve the Avamar Hosting Contract with OITS made by Wamsley, seconded by Secretary Gordon. Approved unanimously.

Other Business: Friend noted that Department of Administration had implemented a 2.5% pay increase for him in line with the Governor's edict for unclassified employees and he was informing the Board to seek their guidance. Rucker indicated they had spoken about it that morning and that he appreciated this notification and noted to the Board that this did not preclude the Board from other adjustments. There was no further discussion.

Adjournment

Meeting adjourned at 3:35pm. The next INK Board meeting will be held at 10:00 a.m. on November 7, at 700 SW Harrison, 2nd Floor Executive Conference Room, Topeka, Kansas.

Minutes submitted by: Duncan Friend