The February, 2013 meeting was conducted in the KDOT Office, 700 SW Harrison, 2nd Floor, Topeka, KS 66603. At 10:0 a.m. Secretary Joe Connor called the meeting to order.

Board members and proxy present: Joe Connor, Kevin Cronister, Duncan Friend, Terry Holdren, Travis Rozean, Kathy Sachs, Dennis Slimmer. Others present: Phil Elwood of Goodell Stratton Edmonds & Palmer: INK’s General Counsel; Jim Hollingsworth, INK Executive Director; Jim Minihan, Imerge Consulting; Shane Myers, Wayne Dirks, James Adams, of Kansas Information Consortium LLC; Scott Somerhalder, NIC Vice President of Network Operations.

**Consent agenda**

January 2013 INK Board Minutes

January 2013 Executive Director Report

January 2013 Network Manager Report

**Service Requests**

No service requests during the month of January 2013.

**Contracts for Approval**

**Derby USD 260 (Administrative Building)** –Derby USD 260requests an Over-the-Counter service which will allow government agency constituents to pay for government agency services using credit cards at government agency locations and receive confirmation of payment. Development of the INK application for this service is at no cost to the contracted government agencies. This is a fee service.

**Derby USD 260 (Schools) –** Derby USD 260 requests an Over-the-Counter service which will allow government agency constituents to pay for government agency services using credit cards at government agency locations and receive confirmation of payment. Development of the INK application for this service is at no cost to the contracted government agencies. This is a fee service.

**City of Nortonville –** City of Nortonville requests an Over-the-Counter service which will allow government agency constituents to pay for government agency services using credit cards at government agency locations and receive confirmation of payment. Development of the INK application for this service is at no cost to the contracted government agencies. This is a fee service.

**Kansas Real Estate Appraisers Board (KREAB) –** Kansas Real Estate Board requests an amendment to the existing Electronic Government Service Contract for ”Appraiser License Renewals”. The Amendment modifies the fee structure to reflect an increase to the Appraiser License Renewal Fees, Appraiser License Renewal Late Fees, and assessed Portal Processing Fees. This is a fee service.

Dennis Slimmer moved to approve the agenda; Terry Holdren seconded; motion passed.

Dennis Slimmer moved to approve the consent agenda; Kevin Cronister seconded; motion passed.

Kevin Cronister, representing the Nominating Committee, presented the slate of officers: Secretary of Revenue Nick Jordan, Chair; Secretary of State Kris Kobach, Vice-Chair; Joe Connor, Secretary and Travis Rozean, Treasurer. Dennis Slimmer moved to approve the slate of officers as presented; Terry Holdren seconded; motion carried.

At 10:15 a.m., Terry Holdren moved the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of 2001 Session Laws of Kansas, for the purpose of review of the draft portal RFP with the following present: Joe Connor, Kevin Cronister, Duncan Friend, Terry Holdren, Travis Rozean, Kathy Sachs, Dennis Slimmer, Jim Hollingsworth, Jim Minihan, Phil Elwood remain present for Executive Session. 20 minutes. Seconded by Dennis Slimmer. Motion carried.

At 10:33 a.m. Travis Rozean joined the meeting.

At 10:35 a.m., the board came out of executive session. Kathy Sachs moved to approve the 2nd amendment and sign the contract with KIC for one year; Kevin Cronister seconded; motion passed.

At 10:38 a.m., Kevin Cronister moved the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of 2001 Session Laws of Kansas, for the purpose of discussion of Labor Matters with the following present: Joe Connor, Kevin Cronister, Duncan Friend, Terry Holdren, Travis Rozean, Kathy Sachs, Dennis Slimmer, Jim Hollingsworth, Jim Minihan, Phil Elwood, Shane Myers, Wayne Dirks, James Adams and Scott Somerhalder remain present for Executive Session. 20 minutes. Seconded by Terry Holdren; Travis Rozean abstained from voting; motion passed.

At 11:00 a.m. the board returned to regular session. Connor announced no binding action had been taken.

Jim Hollingsworth reported on the Performance Committee’s discussions to gather data in the attempt to alleviate concerns by INK customers. One type is an online survey function and the other is an in-person survey function. He is reaching out to a 3rd party professional group to help formulate questions on performance from agencies and customers. There will be additional information presented to the March board meeting. Jim Hollingsworth also said he made a list of all outages and asked Jim Minihan to look through the list and identify if they have been a result of migration to the CDC, a result of the issues with the payment center, or other reasons. Jim Hollingsworth wants to identify the issues to alleviate them with the agencies and customers. Jim Minihan reviewed the report dated February through October 2012 and said there were some commonalities with the issues related to firewall, network connectivity, switching IP address, KanPay Pay Pal, portal nodes fail, and database. Jim Minihan said it is necessary to be able to respond faster. Shane Myers will review the information from Jim Hollingsworth and Jim Minihan and provide a response in the March board meeting.

Jim Hollingsworth discussed the 2013 INK Financial Budget which is in three portions: The INK summary, the portal summary and overall of the executive summary. Assumed is the elimination of the KDOL and that is one of the largest reasons for the drop from 2012 to 2013 in gross receipts. In the 2012 Portal Budget, the adjusted portal net revenue is projected to be $5 million. The portal net revenue is the amount retained by INK prior to the payment of the vendor and INK expenses. INK’s expenses increased from last year and Hollingsworth stated he projects a decrease in net retained earnings of negative $125,000. There was discussion of the budgeted funds and the expenditure process limits of the Executive Director; Jim Hollingsworth will send the policy to board members. Kathy Sachs moved to approve the budget as submitted with the change of removing the system automated software line item of $300,000 from restricted funds and add a line item of KBC at $500,000 to restricted funds; Travis Rozean seconded and motion passed.

Travis Rozean presented the 2012 4th Quarter Financial Report. UMB money market is $500,000 with $45.00 interest. Liabilities: Biggest fluctuation in accounts payable is to KIC; due to an overdraft, NIC fronted $2.2 million for ACH reimbursement following a failed inbound ACH transaction. This has been resolved. Expenses were higher due to Avamar, additional contractors and lawyer fees. Bottom line INK revenue shows a $70,000 increase during the year. Unrestricted fund balance sits at $1.48 million. There have been no grants to agencies. Net revenue before grant activity is $579,000 compared to the budget of $566,000. Terry Holdren moved to approve the financials; Kevin Cronister seconded; motion carried.

Kevin Cronister moved to table the discussion on the 2013 INK Annual Business Plan until the March meeting; Dennis Slimmer seconded; motion approved.

Slimmer moved to adjourn the meeting. Rozean seconded. Motion passed. The meeting was adjourned at 12 Noon.