

Information Network of Kansas Board Meeting Minutes

January 2019 Board Meeting January 3, 2019

Opening

A meeting of the INK Board was called to order at 10:05 a.m. Thursday, January 3, 2019 at 700 SW Harrison, 2nd Floor Conference Room, Topeka, Kansas by Chair Eric Rucker, representing the Secretary of State, with the following members present:

Matt Billingsley, Chief of Staff, Kansas Department of Revenue (Board Secretary)

Lucas Goff, representing the Kansas Association of Counties

Lana Gordon, Secretary of Labor (*by phone*) (Board Vice-chair)

Aaron Kite, representing the Kansas Bar Association

Gregg Wamsley, representing the Kansas Library Association (Board Treasurer)

Glen Yancey, CIO, Kansas Department of Health and Environment, representing the Executive Branch Chief Information Technology Officer

Others Present

Sam Williams, Secretary of Revenue; Duncan Friend, Information Network of Kansas; Nolan Jones, Ashley Gordon, and James Adams, Kansas Information Consortium, LLC. Nikki Reed, Kansas Department of Revenue.

Consent Agenda

The consent agenda for the meeting included the draft December 2018 INK Board Minutes, the December 2018 Network Manager Report and *KanPay Counter* contracts for Butler County, City of Geneseo, and Neosho County.

Action Taken: Motion to approve the Consent Agenda made by Wamsley, seconded by Billingsley. The motion was approved unanimously.

Action Agenda

Regular Business

1. Board Recognition: Kathy Sachs, former Deputy Assistant Secretary of State (Rucker)

Rucker stated that he had spoken with Sachs. She was not able to attend due to workload at her new job, but to convey her thanks to the Board for this recognition. He will deliver the plaque to her. Jones read off a framed poster from the early days of INK that addressed some of the features offered that they intended to give to Sachs as well in recognition of her service.

2. Network Manager Report (Jones)

Jones began by noting that Department of Revenue's *WebFile* was expected to go live the following week. KIC staff, in partnership with NIC and four law enforcement agencies, held their 2nd annual Holiday Heroes event and Jones showed some pictures of the event. He attended the 2nd meeting of the State Information Technology Executive Council – INK is a member – and they are presently reviewing state IT policies. Friend asked Jones to relate the discussion he'd heard on Public Key Infrastructure (PKI) policies, as this was something the Board had been involved in - there were funds on the INK balance sheet for PKI from when INK used to be in that business, for example. It has been used – Sachs

Information Network of Kansas Board Meeting Minutes

requested funding of a PKI audit recently – but Friend believes that money should be returned to the general fund of the Board since the program has ceased and wanted the Board to be aware in case the subject came up via the ITEC policy review. Jones agreed this may happen at some point. There are a lot of things, but that was on the roadmap. The report closed with a presentation by James Adams, the Director of Technology for KIC on the recent disaster recovery exercise (*see copy attached*). The board had several questions, including on the scope of the exercise. It was confirmed that this did not involve state agencies directly but the portal and data / applications residing there.

3. Committee Report: Finance. INK Banking Proposals, 2019 Expense Budget and 2019 Business Plan Financials (Discussion / Approval) (Wamsley / Friend)

Friend recapped the committee's charge: To review the banking proposals and recommend a direction as well as finalize decisions on budget estimates for open issues underlying the 2019 INK Expense Budget and offer a recommendation on approval for the 2019 Business Plan financials that had not yet been approved by the Board. Wamsley then explained the background of why they were looking at the bank accounts with regard to Kaw Valley. The consensus of the committee was that Kaw Valley looked to be adequately securitizing INK's funds now, so the funds should continue to be held there while the Board focused on the grant program and spending the funds to achieve the Board's mission.

This was followed by a wide -ranging discussion concerning the statutory purposes of INK, the pros and cons of an investment policy and expenditure targets for the Board, the role of staff in supporting the Board in their part-time duties and the appropriate level of investment in staff and expenses by the board relative to the mission, the objectives of the grant program and its connection to strategy and mission (short-term vs. longer-term), the role of KIC in the partnership, and the changes in philosophy, operations, and expectations introduced at the departure of the Executive Director in March 2016 including the elimination of outside counsel, vacating INK's office space, and not hiring a replacement.

The Board then took up the Expense Budget for calendar year 2019. Wamsley noted that some of the numbers in the budget were estimates based on the past and they were not necessarily committed to spend them. Friend explained, for example, that the budget for disaster recovery was included knowing that it is still an open issue if the Board will continue to do their own in addition to KIC; the estimate for rent is based on previous rents given the possibility that the office will no longer be offered free of charge at the Secretary of State, etc.

Action Taken: Motion to approve 2019 INK Expense Budget made by Billingsley, seconded by Yancey. The motion was approved unanimously.

The Board then discussed the financial portion of the 2019 INK Business Plan. Friend explained that the goals and objectives of the business plan had been approved late last year, but the financial portion had not as it was not yet delivered by KIC at the time. Friend then went over the financial table and noted that there was not a specific grant pool established. There was a discussion of the credit card charges and how they were handled in the chart by Yancey and other members of the board, along with Friend and Ashley Gordon from KIC.

Action Taken: A motion was made by Billingsley to approve the 2019 Business Plan including the Financials, seconded by Yancey. The motion was approved unanimously.

Information Network of Kansas Board Meeting Minutes

4. 2018 INK Financial Audit Agreement (Friend) (Discussion / Approval)

Friend explained what was included – he had given it to board counsel for review, so if the Board wanted to approve it, they could do so contingent upon the approval of counsel. The estimate for the audit (\$24,000) had been included in the 2019 INK Expense Budget approved in a prior motion.

Action Taken: A motion was made by Kite to approve the agreement with Berberich Trahan for the 2018 Annual Financial audits, seconded by Wamsley. The motion was approved unanimously.

5. INK Grant Request Status (Friend)

Friend indicated that he's talked to the Human Rights Commission, but he has still yet to get the CITO's together. He will do so after the meeting.

Action Taken: None.

6. INK 2019 Officer Nominating Committee Report (Discussion / Action) (Kite)

Kite reported for the committee. The committee members agreed that during the period of transition, it was important to have continuity, so they offered a slate of those representing the private (non-state) members, with the idea that it could be revisited later once any new board members were seated. Friend had worked with Board Counsel to get the language for the motion, as it was his concern that they not be labeled "interim" as there was no provision for that in statute. The Board Counsel said that the officers of the INK should hold a term as provided for in the by-laws for one year until a successor shall be elected and qualified. So, based on that, the nominating committee would just name the slate of officers, then if it were their or others opinion in the future, a nominating committee could be convened again.

Action Taken: Kite moved that the slate of officers for 2019 be as follows: Aaron Kite, Chair; Doug Gaumer, Vice-chair; Lucas Goff, Secretary; and Gregg Wamsley, Treasurer. Motion seconded by Yancey. The motion was approved unanimously.

7. INK Executive Director Position Committee Report (Discussion)

The committee was charged to determine if INK needed an Executive Director position and, if so, to draft a position description. Billingsley had shared one he'd received from Sachs with the members of the committee. Friend located a more recent one that Hollingsworth had provided when he departed – it is the same, but indicates a master's degree is preferable and was open as to salary. Gaumer had offered several notes on the PD from Billingsley and Friend had forwarded that to the committee. The committee had met the day prior to the Board meeting by phone and Friend indicated it was his understanding that they would discuss it further at the board meeting today.

Rucker asked if it was the desire of the Board to take the matter up at the February meeting. Kite indicated he would make that motion.

Action Taken: Rucker said he would take that in the form of a motion from Kite and asked for a second. Motion was seconded by Wamsley. After discussion below, the motion was approved unanimously.

Information Network of Kansas Board Meeting Minutes

Discussion: Rucker stated that the matter should be distributed in the form of a report to all the members of the Board between then and the February Board meeting for a potential action item on the February board agenda. Kite continued that the only further discussion would be to make sure to discuss this with Friend and make sure that the committee organized a date to discuss it so that they have a report.

8. Status: Historical Statutes Scanning Project (Friend / Jones)

Friend recapped the project briefly – the Board had voted to pay up to \$30,000 to BTCO to do some lawbook scanning. He said there had been some developments since the last meeting. Sachs had held a meeting right before she departed the SOS office with representatives from SOS and BTCO. Several lawbooks had been identified, there were samples provided to BTCO. The motion was that it would be hosted by INK. However, it appeared from the discussion at the meeting that it would be hosted by the Secretary of State. This seemed like a matter to be taken up with the new SOS administration. Friend has followed up with BTCO to obtain a summary of what occurred to-date as Sachs had been in conversations with them before he had become involved. The main person for regulations in the SOS office indicated that the Session Laws would be the best to start with. Finally, while the Historical Society was included in the motion as a party that would provide advice, neither they nor the State Library had interest/resources to participate. The issue of who is hosting it and owns the content/contract needs to be finalized, then he can get with Yancey about validating the specifications. Yancey agreed.

Action Taken: None.

9. Kansas Business Center: Business Form Finder enhancements (Friend)

Friend recapped the status of this item. This is something the Board has invested in, but it is owned and primarily funded by the Secretary of State's office. He's worked to put a contract together for the Secretary of State to sign with the person doing the development. He has had to bring it back once because the person doing it works for the state so there are benefits involved – there was an incorrect estimate from payroll staff, so the current board authorization of \$30,000 is \$280 short of the total for the project. Rucker asked the Board to absorb the additional \$280 as it was simply a calculation error. If there was a motion, that would be fine, or if not, Secretary of State will cover it.

Action Taken: Motion to raise the amount approved for payment by the Board for enhancements to Business Form Finder from \$30,000 to \$30,280 made by Kite, seconded by Wamsley. Motion unanimously approved with Rucker abstaining.

LUNCH

New Business

After lunch there was a brief discussion under new business as to whether or not any change in process needed to occur with the change in board leadership with regard to approval / signature on documents like project change requests and contracts. Kite and Friend agreed that could be worked out administratively.

Action Taken: None

Adjournment

A motion was made to adjourn by Rucker, seconded by Wamsley. Motion approved unanimously. The Board adjourned at 12:46pm.

Minutes submitted by: Duncan Friend