

Information Network of Kansas Board Meeting Minutes

August 2020 INK Board Meeting August 6, 2020

Opening

A special meeting of the INK Board was called to order via teleconference at 10:15 a.m. on Thursday, August 6, 2020 by Vice Chairman Doug Gaumer with the following members present:

Mark Burghart, Secretary of Revenue
Jennifer Cook, representing the Secretary of State
Jim Haugh, representing the Secretary of Commerce
Gregg Wamsley, representing the Kansas Library Association
Glen Yancey, representing the Executive Branch Chief Executive Technology Officer

Others Present

Tim Shultz, INK Board Counsel; Duncan Friend, Information Network of Kansas; Nolan Jones and James Adams of the Kansas Information Consortium, LLC.

Consent Agenda

The Consent Agenda for the meeting listed draft minutes for the March 5, March 13, June 4 and July 10, 2020 meetings of the INK Board; the July 2020 Network Manager Report; and contracts for KanPay Counter services for Linn County RWD #1, USD 270 – Plainville, and USD 299 – Sylvan.

To start the Consent Agenda item, Friend noted that two sets of minutes – those for the June 4 and July 10 meetings – were not yet prepared and should be removed from the list of items on the Consent Agenda. The March 5 and 13 minutes were forwarded to the Board prior to today's meeting.

Action Taken: Wamsley moved to approve the Consent Agenda with the modifications discussed to remove the minutes for June 4 and July 10. Secretary Burghart seconded. There was no discussion. Friend called the roll for the vote. Approved unanimously.

Regular Agenda

1) Network Manager Report - Including Disaster Recovery Exercise Results

Jones reported that INK continued to work on small projects with the Governor's office on COVID-related matters. They also recently added some information to the Kansas Business One-stop that addressed not-for-profit organizations. And, they are also working on Phase 3 of the KBOS project that involves developing "toolkits" that are out for review with the committee members of the KBOS. They are intended to contain the information needed to start common types of businesses in Kansas. Another project that had completed recently was the Spanish language version of the practice driver exam for Alexa. They had worked with a language professor at Washburn University to do the translation. The annual disaster recovery exercise had also been completed during July. It was a big thing for them as they treat it as if it were a real event – and this year's exercise went very well. The KBI Scrap Metal project had implemented successfully and this month they had also implemented the application programming interface (API) that had been scheduled to launch post go-live. So far everything is going well.

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Jones closed by talking about a service they provided that was similar to the Amber Alert and this was the “Silver Alert”, something that people don’t necessarily hear as much about. It uses much of the same technology, even though it does not go to a person’s phone. It is a quiet service but is used much more frequently than the Amber Alert and is also offered by INK.

At the conclusion of Jones’ remarks, Gaumer asked the Board members if they had any questions. Seeing none, they moved to the next item.

Action Taken: None.

2) Service Spotlight: Kansas Highway Patrol Crash Logs / Accident Reports

Friend interjected briefly before Jones began this item, noting to the Board that this was a new segment of the meetings that they were going to try to make recurring where they highlighted the operation of a service to give the Board a deeper view of the diversity of things INK did and also allow the chance for questions. So, while this one might seem sort of random, it was included in that vein, as they had been working on it recently and it seemed like a service that the Board may not know about. The other thing they might do is to present on something that the Board might want to consider rolling out – something other states are doing or that looks like an opportunity in Kansas.

Jones referred to the slides Friend had sent out as part of the packet that the members could use for reference, but it would not be required. He then turned the presentation over to James Adams who introduced himself as the Director of Technology.

[A copy of this presentation is attached to the minutes.]

Action Taken: None.

3) INK Administrative Update (incl. Finance / Investment Status, Annual Financial Audit Status)

Friend began by discussing the status of the audit of the INK 2019 financials. The audit was essentially complete but it fell to him to follow up with some of the organizations that had been contacted multiple times but had not yet returned their confirmation letters to the auditors that they’d received earlier in the summer. He also has outstanding a document that needs to be updated each year to make sure any changes in controls and processes were documented. It is normally perfunctory but takes some thought. When complete, this results in a draft that also contains a management discussion and analysis of the financial results of operations for that year that he develops and shares with the chair and the Board. He had hoped to have all of this complete and to the Board for this meeting, but he does not. At present, in working with them, he is trying to get it finished up shortly so he can distribute it to the Board. It is his highest priority and he is now back to work, so he hoped to have it completed. The early September meeting, then, would be when Karen Linn, the Managing Director from Berberich Trahan would come and present the final draft.

Friend stopped for feedback and Gaumer asked the members if they had any questions. Secretary Burghart said that he didn’t have a question, but wanted to add that it would be very helpful if he could get it in the members hands as soon as he received it. Friend concurred and said he certainly understood the importance.

The next item Friend wanted to discuss is a certificate of deposit that was coming due at Kaw Valley Bank

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on Sunday, August 9. It would be approximately \$1,020,350 when it matures and had a 2.05% interest rate. He had exchanged email with Gaumer about this. The sentiment of the finance committee had been to keep the money flexible hoping to get more of it out the door for grants in the coming year rather than committing it to another time deposit, especially when interest rates were so low. So, the choice really looked to be what was called a “public funds” money market account that would have the amount in excess of FDIC coverage securitized. As he’d noted in the last meeting, CoreFirst had not been interested in doing this. So, he had looked around at interest rates and then talked with Kaw Valley and they were willing to do a public funds money market at 15 basis points, which was around the market rate. So, it seemed like the best thing to do for the short-to-medium term was to go ahead and move it from the CD into a new public funds money market account that would be securitized.

Friend concluded by saying that to accomplish the transfer, he would need a motion today to move the balance of the maturing CD at Kaw Valley Bank to a public funds money market account there and work with the Vice Chair who now has the treasurer duties to address the necessary paperwork and approvals.

Gaumer responded that he felt Friend did a great job summarizing the situation. The only thing he would verify was that they were securing the balance in excess of FDIC coverage. Friend agreed and said he would do so and contact them after the call to provide it.

Action Taken: Yancey moved to direct Friend to move the balance on the maturing CD at Kaw Valley Bank into a money market account there predicated on their providing documentation that it would be collateralized. Wamsley seconded it. There was no further discussion. Friend took a roll call vote. Approved unanimously.

Friend had no other items for his report.

He did want to add one thing to notify the members that as things had come down to the end of the previous administration, there were cases where there had been some delay in getting board positions filled so individuals that were nominated were filling out the three-year term of those that had moved on versus starting from scratch. So there are some board members that are coming due and Kite is one of them. It doesn’t necessarily mean he would not be re-nominated to the board, but he will get this information to the Bar. Gaumer’s appointment is also coming due. In addition, Wamsley’s position had a slate of nominees sent over to the Governor’s office by the Kansas Library Association. He understood they had tried to move forward to nominate someone but they had not notified Friend about that and it sounded likely that this person did not accept that. Friend said that he had tried to recruit new members, including the representative from the Precision Agriculture community that he had met with Scott Allegrucci, the Governor’s appointment secretary to talk about earlier in the year. So, Friend had some work to do in coming back to the Board to let them know where things stood going into the fall.

New Business

There was no other new business.

Action Taken: Wamsley moved to adjourn. Yancey seconded. Approved unanimously.

The meeting adjourned at 10:55 a.m.

Kansas Highway Patrol:

Online Crash Logs and Online Accident Reports

Service Comparison

| | KHP Online Crash Logs | KHP Online Accident Reports |
|----------------------------|--|--|
| URL | www.kansas.gov/khp-crashlogs/ | www.kansas.gov/accident-reports |
| Built | 2004 | 2013 |
| Components | User Interface Admin Authentication (admin only) | User Interface Admin Authentication via KanAccess (users and admin) Payment Processing Shopping Cart |
| Access | Public | Instant Access and Subscriber |
| Cost | No Charge | \$5 per report, \$2 per witness statement; 3% CC surcharge, 2% Subscriber surcharge |
| Payment Options | N/A | CC or Kansas.gov Subscriber Account |
| Record Summary | Unofficial report; preliminary information; subject to change | Official, detailed record, including details, diagrams, and narratives; witness statements also available |
| Online Availability | Minimum of 14 days; up to 30 days if updates were made to the log | Any record created after May 1, 2013. |



SERVICE SPOTLIGHT

Kansas Highway Patrol: Online Crash Logs

www.kansas.gov/crash-logs/

The **Kansas Highway Patrol Online Crash Log** application allows users to retrieve preliminary information about both injury and fatality crashes that occur on Kansas highways or the Kansas Turnpike.*

Online Crash Logs are considered unofficial records. They contain preliminary information and are subject to change. Users may search by: date, county, and type of crash. These records are made available to the public at no charge.

Crash log data is available for 14 days from the entry of the event. Certain crash information may remain on the site for up to 30 days, if additional information has been added to the record since its original creation.

If a crash log no longer appears on the site, an official report containing details of the incident may be ordered through the Kansas Highway Patrol Online Accident Report service.

Please note: In fatality crashes, KHP will withhold the names of fatality victims until next of kin are notified

Application: Online Accident Reports

Partner: Kansas Highway Patrol

Orig. Launched: 2004

Cost to Agency: No Charge

Cost to User: No Charge

*As of Feb 2018, injury and fatality crashes worked on the Kansas Turnpike can be found in the KHP Crash Log service.



SERVICE SPOTLIGHT

Kansas Highway Patrol: Online Accident Reports

www.kansas.gov/accident-reports

The **Kansas Highway Patrol Online Accident Report** application allows users to purchase official accident reports for both injury and fatality crashes that occur on Kansas highways or the Kansas Turnpike.*

Online Accident Reports (OARs) are the official record of the crash event. The details of the crash, accident diagrams, and law enforcement narratives are contained within the report. Witness statements, if any, are also made available for purchase.

Searches of the database may be performed by: name, case number, county, and date range. Records are made available via instant access (credit card) payments or may be billed to the users Kansas.gov subscriber account. Users may purchase multiple reports and/or witness statements for multiple incidents in one transaction.

OARs were made available online in May 2013. Reports prior to this date may be obtained through the Kansas Highway Patrol.

Application: Online Accident Reports

Partner: Kansas Highway Patrol

Orig. Launched: 2013

Cost to Agency: No Charge

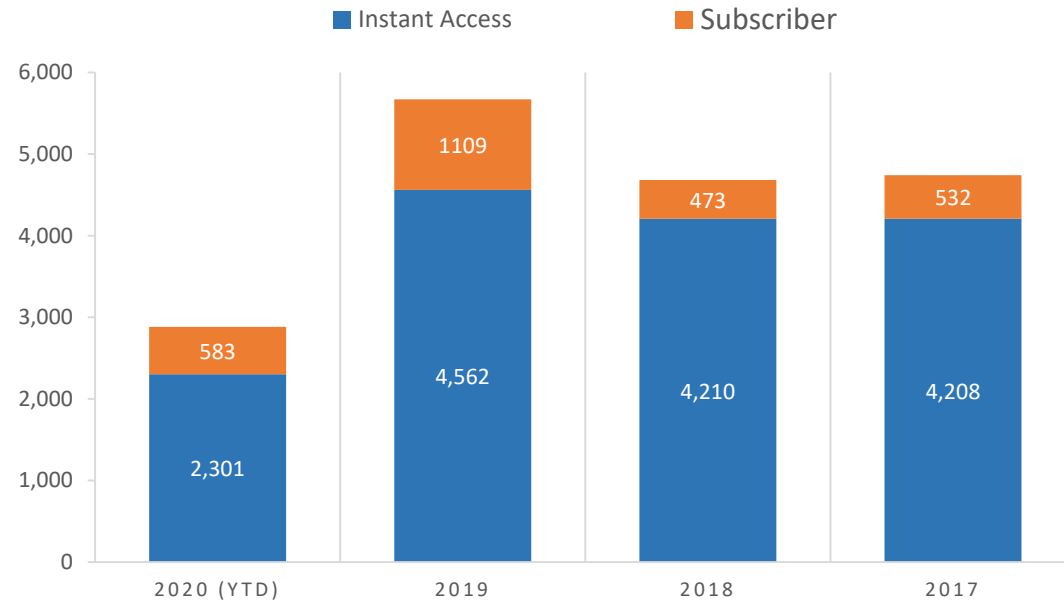
Cost to User: \$5 per report, \$2 per witness statement; 3% CC surcharge, 2% Subscriber surcharge

Revenue Information

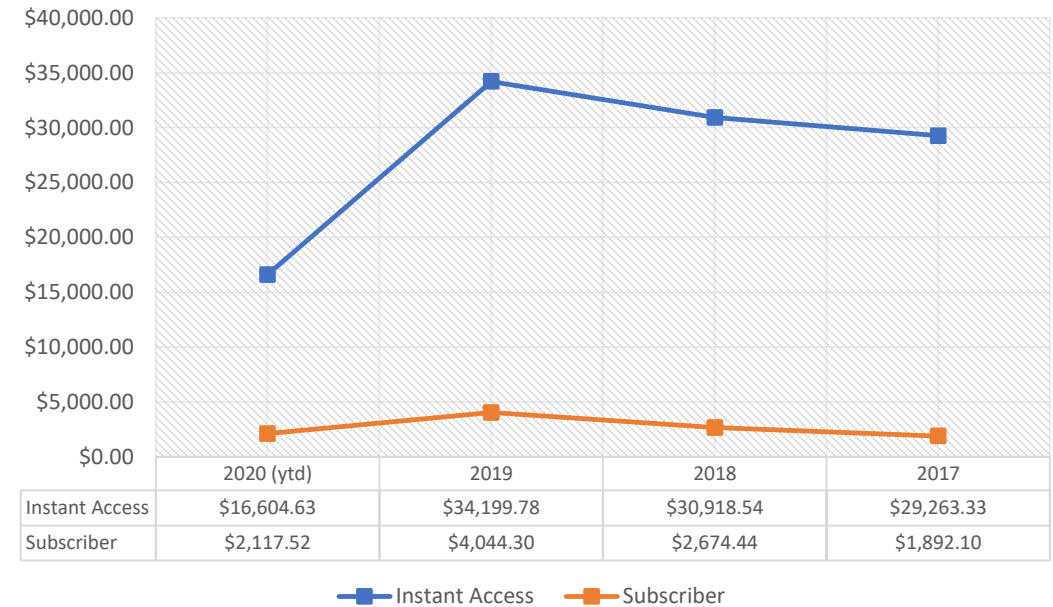
Kansas Highway Patrol: Online Accident Reports

www.kansas.gov/accident-reports

TRANSACTION VOLUME



GROSS REVENUE



Revenue Information

(details)

Kansas Highway Patrol: Online Accident Reports

www.kansas.gov/accident-reports

| INSTANT ACCESS | Volume | Gross | COS | Net |
|----------------|--------|-------------|-------------|----------|
| 2020 (YTD) | 2,301 | \$16,604.63 | \$16,121.00 | \$483.63 |
| 2019 | 4,562 | \$34,199.78 | \$33,126.00 | \$993.78 |
| 2018 | 4,210 | \$30,918.54 | \$30,018.00 | \$900.54 |
| 2017 | 4,208 | \$29,263.33 | \$28,411.00 | \$852.33 |

| SUBSCRIBER | Volume | Gross | COS | Net |
|------------|--------|------------|------------|---------|
| 2020 (YTD) | 583 | \$2,117.52 | \$2,076.00 | \$41.52 |
| 2019 | 1,109 | \$4,044.30 | \$3,965.00 | \$79.30 |
| 2018 | 473 | \$2,674.44 | \$2,622.00 | \$52.44 |
| 2017 | 532 | \$1,892.10 | \$1,855.00 | \$37.10 |