

Information Network of Kansas Board Meeting Minutes

December 2020 INK Board Meeting December 3, 2020

Opening

A meeting of the INK Board was called to order via online videoconference in Microsoft Teams at 10:02 a.m. on Thursday, December 3, 2020 by Vice Chairman Doug Gaumer with the following members present:

Mark Burghart, Secretary of Revenue
Kate Butler, representing the Kansas Bar Association
Jennifer Cook, representing the Secretary of State
Jim Haugh, representing the Secretary of Commerce
Glen Yancey, representing the Executive Branch Chief Executive Technology Officer

Others Present

George Stewart, PayIt, LLC; Duncan Friend, Information Network of Kansas; Nolan Jones, Ashley Gordon, and James Adams, Kansas Information Consortium, LLC.

Consent Agenda

The Consent Agenda for the meeting listed the draft minutes for the November 5, 2020 INK regular Board meeting, the November 2020 Network Manager Report, and contracts for KanPay Counter services for Consolidated RWD No 1 – Montgomery County, City of Mount Hope EMS, and the City of Ingalls.

Action Taken: Burghart moved to approve the items on the Consent Agenda and have Friend sign the approved contracts on behalf of INK. Cook seconded. There was no further discussion. Approved unanimously on voice vote.

Regular Agenda

1) Introductions: New Board Member Kate Butler, representing the Kansas Bar Association

The Board members exchanged introductions with Kate Butler, the new representative of the Kansas Bar Association recently appointed to the Board by Governor Kelly who was attending her first meeting of the Board. Butler is an Assistant District Attorney for Douglas County.

Action Taken: None.

2) Board Membership / Nomination Update

Friend briefly summarized the situation with board nominations and appointments. There are at present five members of the board seated with terms that have not expired, which constitutes a quorum by statute. In addition, there are four positions, three of which are filled but the members terms have expired, the other is vacant. After the Board's approval of a slate of nominees at their November meeting, Friend sent that slate to the Governor's appointment office for all four open positions and he summarized those nominees. The only status he was able to report was that they are trying to move forward on the Kansas Library Association position, but it sounded as if they were waiting to move forward on the others for that to be completed. He would attempt to get status again and report back to the Board at the next meeting.

Action Taken: There was no further discussion and no motion required.

3) INK 3rd Quarter 2020 Financial Reports

Friend noted that the Board had recently moved to acknowledging rather than approving the financial reports, so there wasn't necessarily a motion required here, but he would go over them briefly. He then walked through the Statement of Financial Position for the 3rd quarter. In the course of discussing current payables, Gaumer asked if INK turned those over every thirty days and both Friend and Jones confirmed they did, in many cases sooner. As far as receivables, from subscribers they were net 30, but when paid via credit card, they were settled quickly. Friend said that overall, he felt cash flow was fine and their financial condition was sound.

Because there was a new member present and for the Board's information, he also recapped the single spreadsheet he included in the monthly packets that showed the Board expenses and explained that it was included for information to show what had been spent during the month. The Board had come to a decision that if expenses were budgeted already in the annual budget, then re-approval wasn't necessary, and the Vice Chair taking over the former Treasurer duties had delegated to Friend to approve those on a regular basis except for his payroll expenses. So, providing this summary was something suggested by the auditors as an after-the-fact control so that the Board could see any expenses in case there were questions. Gaumer asked if there were any other questions and seeing none, proceeded to the next item.

Action Taken: None.

4) Office of Judicial Administration – Contract – Online Marriage License

Friend opened by saying this had been work that was ongoing with Judicial and that the contract had been late breaking, but the board attorney, Tim Shultz, had reviewed it, although he was unable to be at the Board meeting today. He deferred to Jones to go over the project and agreement, but the idea would be for their to be a motion by the Board to approve Friend to work with Office of Judicial Administration (OJA) to get it signed and sign it on behalf of INK – they have approved the copy before the Board also approved by Counsel.

<George Stewart from PayIt was identified as being on the call>.

Jones noted that the driver for the online marriage license process at present was the pandemic. Many district courts had stopped issuing marriage licenses completely. OJA had approached INK about how this process might be conducted online with the courts. The process for obtaining a marriage license had remained the same for decades so there was also some opportunity to revisit / redesign it. The previous process, for example, could require multiple in-person visits to the court. Jones explained how the application worked and noted that they hoped to get it launched the following week. There was an acknowledgement between the two parties that there was also more work that would need to be done on the process over time, this was just the initial implementation. He then explained the payment terms of the contract and noted that there are about 15,000 marriages each year in Kansas.

Action Taken: Cook moved to approve the agreement, delegating to Friend to finalize with Counsel and Office of Judicial Administration and sign on behalf of the Board when completed. Yancey seconded. There was no further discussion. Motion passed unanimously

5) INK Grant Overview / November 2020 INK Grant Proposal Round

Friend reported that he was still focused on soliciting agency interest in grants, although the efforts have been somewhat impaired by everything being virtual and a focus at present by recipients on getting CARES Act monies spent. And, of course, the focus of the Board investments was limited to those involving some aspect of public information. He has talked or exchanged email with the Kansas Water Officer, the

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Department of Education, had a brief conversation with KDOT where he mentioned this, and he was approached by Barton County based on a referral from the Kansas Association of Counties. He had a Zoom call with the State GIS director where they discussed grant opportunities, as well - they are a community that INK has partnered with several times in the past. At present, he has not had any additional proposals, however, and there are still some grant balances outstanding. He also mentioned that one of the items that would be carried forward in the 2021 INK Business Plan was funding the development of the Statewide Information Management (SIM) plan. There was a new state Chief Information Technology Architect so he planned to talk with him before the next meeting as well. About \$500,000 of the approximately \$700,000 budget in 2020 has been committed, so there was some progress this year and it is something he will continue to work on.

Action Taken: None.

6) 2020 Business Plan Status Review

Friend began by directing the members to a document in the packet that contained a table summarizing progress and status on the 2020 Business Plan initiatives. Jones had a presentation as well to go through those so he deferred to him to continue the item, recognizing that they had a hard stop at 11am today <*A copy of the presentation used by Jones is attached*>. He discussed several of the accomplishments from 2020 and then noted that some of the initiatives from 2020 that were delayed due to the pandemic would continue into 2021 and be shown in the upcoming 2021 Business Plan. He also said he was happy to answer any questions about the list included in the packet that summarized status of the 2020 initiatives.

Cook commented that she thought that they've done a great job on the Business One-Stop, but one thing it was important to keep in mind was that while they have completed the first three phases, there is a phase four that they are looking at, as well as some additional enhancements to what has already been built. So, as Jones mentioned, that would be ongoing. And, they had been able to pull some metrics a few days ago that showed there had been a fair amount of usage, which was very encouraging. She then asked Jones and Friend, broadly speaking, that while there are about 32 items on the matrix, she wondered if they had been prioritized, or if the list was in priority order. Friend responded that the list hadn't been prioritized, it was organized by the themes from the statute that they had been organized by in the previous business plan. He acknowledged that this would be helpful and as part of the 2021 Business Plan that was going to be presented in January, and priorities can be part of that discussion, too. Jones said that they could suggest them, and noted that often times they were driven by their agency partners.

Action Taken: None.

7) Network Manager Report

Jones said he would have a short report as November went by very quickly and a lot of work was on the back end. He noted that there have been a larger number than usual of Amber Alerts and one Silver Alert. They are continuing to work with the KBI to enhance that system by providing a link along with the message that will allow the public to get more information. However, given that potentially tens of thousands of people could do that all at once, it could look like a denial-of-service attack, so there are technical considerations to consider. Friend then asked if Jones provide an update on what he knew about the NIC bid on Wildlife and Parks and TourHealth / COVID-19 testing. Jones recapped what had transpired and NIC's role and the Board's approval. He then said as of yesterday, what he'd heard was that the "hunt / fish" associated with Wildlife, Parks, and Tourism has not made any announcement of an award. As for COVID-19 testing and TourHealth (the NIC partnership), that had gotten underway very quickly and within four days of the award, they had testing underway in the Northwest corner of the state.

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Action Taken: None.

8) Service Spotlight: Property Tax

This portion of the meeting was devoted to a brief presentation on Property Tax payment services provided by INK and their marketing made by Ashley Gordon <A copy of the presentation is attached>. There are approximately 70 counties participating at present and she talked about recent enhancements to the service.

At the end of the presentation, Friend asked Gordon and Adams who were on the call to introduce themselves and describe their roles to the new board member, Kate Butler. Jones closed the item by noting that there were competitors in this market, one of them being PayIt who was on the call who had recently taken over Shawnee County, but that was the nature of the situation. There were no further questions.

Action Taken: None.

New Business

1) 2021 Officer Nominating Committee: Nominations / Election

Friend explained that the Board normally convened a nominating committee to decide on nominations for the Board officer positions which are elected annually at the January meeting. At present, the term of Aaron Kite who was elected chair in 2020 expired at the end of September and he has since left the Board. Doug Gaumer was elected vice-chair and, while his term expired then also, as is allowed by the By-laws, he is staying on until a replacement is named by the Governor. Lucas Goff was elected Secretary, but his term has also expired and, while he was re-nominated to the Board by the Kansas Association of Counties, a decision had not yet been made by the Governor's office. So, the board could name a committee to reach out to the members and decide upon an officer slate for January. However, the complexity here is that for most of the thirty years of the Board's history, the chair, vice-chair, and secretary have been drawn from the Board's user association or private members, likely to avoid conflicts of interest and also to ensure the representatives of the users of government information are driving the Board's agenda. Friend continued that, if the board members wanted to continue that approach, they were still waiting on the rest of the user association nominations to be made and, although those currently serving had done so quite capably, their terms had expired. One suggestion would be that if Gaumer and Goff were willing to continue to serve in these roles for the next few months while the new members were being appointed, Friend could try to get back to the Board with the status of the appointments as soon as he could. In any event, Friend summarized that this is what the agenda item is, to solicit members for a nominating committee for the 2021 officers.

Gaumer responded that he was willing to stay on and help with the transition if that was of benefit. He asked if others had thoughts on this. Friend said he thought they would be OK if they just wanted to maintain the status quo and address it again in January as long as they all supported that approach. Cook thanked Gaumer for being willing to continue in the interim. She continued that she thought it would be OK to wait until January to see if they had any movement, even if they just had a timeline. Friend said he will try to get some type of answer / timeline for January or earlier.

Action Taken: None.

Adjourn

The meeting adjourned at 10:58 a.m.

The next meeting of the INK Board of Directors is scheduled to be held on January 7, 2021 at 10:00 a.m.



2020 Business Plan Overview

The best laid plans...

Core Objectives

- Provide a gateway to Kansas public information
- Expand the amount, kind, and utility of information available
- Expand the base of users of Kansas government information
- Improve access technologies
- Seek advice from the general public, network subscribers, and other parties in accomplishing its mission
- Advise the state (Secretary of Administration, OITS, and Agencies) on citizen and business access to data
- Provide oversight of the Network Manager

Overview of 2020 Objectives

- All of the 2020 objectives are tied to the core objectives previously noted
- 2020 has presented a number of challenges as well as opportunities to assist the agencies we serve
- One of the most important capabilities of INK is its ability to quickly pivot and assist agencies. This was an important accomplishment in 2020
- We have also been mindful of agency challenges. We have carefully balanced assisting while also being cognizant that many priorities have shifted.



Heading into 2021

- A great deal of analysis went into developing the 2020 INK Business Plan objectives
- For those objectives that couldn't be completed this year, many will be started or continued into 2021
- Some of the larger objectives that were completed this year include:
 - Kansas Business One Stop
 - Marketing Campaigns
 - Chatbots
 - Customer Support Ticketing (JIRA)

Kansas County Treasurers Association: Property Tax Payment Application



Dec 3, 2020



SERVICE SPOTLIGHT

Kansas County Treasurers Assn: Property Tax Payment Application

<https://www.kansas.gov/propertytax/>

The **Kansas County Treasurers Association Property Tax Payment** application allows taxpayers in participating Kansas counties to find and to pay for their property tax debts.

The service, originally launched in 2000, received significant updates in 2020. These updates, which were evaluated and approved by a committee of county treasurers, include UX updates, more robust search options, and the removal of KanAccess from the payment process. Also noteworthy is the ability for treasurers to collect both current and delinquent tax obligations through the application.

To date, over 70 Kansas counties are enrolled in the service.

Please note: Properties with taxes held in escrow are not eligible for the service. As such, the universe of available transactions is not equivalent to the number of properties in Kansas.

Application: Property Tax Payment Application

Partner: Kansas County Treasurers Association

Orig. Launched: Nov 2000

Cost to Agency: No Charge

Cost to User: ACH = \$2.00 per property; CC = 2.5% + \$2 per property

your property, your payment, your way



PAY PROPERTY TAXES ONLINE
PAY PROPERTY TAXES ONLINE
KANSAS PROPERTY TAX PAYMENT
KANSAS PROPERTY TAX PAYMENT

A central graphic featuring a white house icon inside a blue circle, which is itself inside a larger yellow circle. The text 'PAY PROPERTY TAXES ONLINE' is written in a curved path above the house icon, and 'KANSAS PROPERTY TAX PAYMENT' is written in a curved path below it.

Can you find them all?!

search for some of the ways you can
interact with Kansas Government at home

e d r i v i n g t e s t u y s
w h h c k v y g s j z a d d e
e s n e c i l g n i s r u n x
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MARKETING

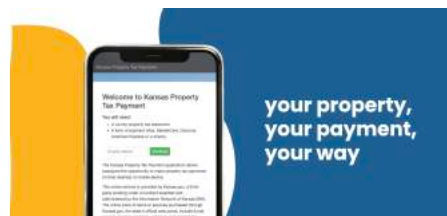
Social Media

1. driving test
Take a free and touchless practice driving test with Alexa!
Just say "Alexa, enable Kansas Driver's Practice Test."

2. state taxes
During the tax season, all Kansas taxpayers can file their
state taxes for free online using Kansas WebFile.

3. nursing license
If you are a nurse in Kansas, the Kansas Nursing Alexa skill
is a convenient and free way to find your license info with
just the sound of your voice.

4. virtual tours



PAY YOUR PROPERTY TAX BILL ONLINE



MARKETING



Treasurers'
Collateral

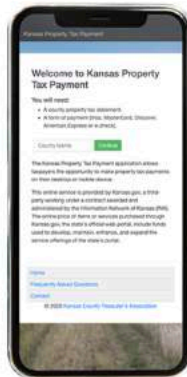


Kansas Property Tax Payment



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We make paying property taxes easy.
For your county office and your citizens.



Our Benefits

Late and delinquent payments accepted

24/7 support for your users

No in-person contact needed

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Already A User?

Follow our three steps for success

Assets

Download our assets to spread the word