
Information Network of Kansas Board Meeting Minutes

November 2020 INK Board Meeting November 5, 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, November 5, 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, Ashley Gordon, and James Adams, Kansas Information Consortium, LLC.

Consent Agenda

The Consent Agenda for the meeting listed the draft minutes for the October 1, 2020 INK regular Board meeting and the October 14, 2020 INK Special Board meetings, along with the October 2020 Network Manager Report. There were no contracts included.

Action Taken: Burghart moved to approve the items on the Consent Agenda. Wamsley seconded. There was no further discussion. Approved unanimously on voice vote.

Regular Agenda

1) Board Membership / Nomination Update

Friend began by saying the he did have a full slate of nominees for consideration for the open positions on the Board. He had been reluctant to distribute this in the materials as he was uncertain of the status of those who were nominated but were not later appointed. However, he would include the list in the minutes if the slate is approved. He recounted the terms of the open positions and the current status of the Kansas Bar Association appointment – there should be a new member appointed Friday, along with that of the Kansas Library Association which is still at the Governor’s office for consideration.

He continued, noting that as part of recruiting for the three open user association positions, he focused on soliciting nominees from associations that would be focused on representing three areas: Business, Agriculture / Ag Data, and Local Government / Education. He then went through the list of proposed nominees, speaking briefly about the context and background of how they came to be nominated and who they represented. The list is summarized as follows:

For a position devoted to representation from the Agriculture / Ag Data community (expires September 30, 2023): Ag Research and Technology Association (KARTA) - Dr. Terry Griffin, Associate Professor, Kansas State University and KARTA Advisor; Kansas Agribusiness Retailers Association (KARA) - Dustin Kuntz, Vice-chair, KARA; Owner, Harveyville Seed; Kansas Rural Water Association - Tom Sloan, Board of Directors Rural Water District No. 1, former state legislator.

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For a position devoted to representation from the Local Government / Education community (expires September 30, 2022): Kansas Association of School Boards (KASB) - Lori Blake, President, KASB and USD 306 Board member; Kansas League of Municipalities (KLM) - Sara Caylor, Mayor Pro-Tem, Ottawa, Ks; Current President, KLM; Kansas Association of Counties - Lucas Goff, Cowley County Manager (*This would be a reappointment to this position*).

For a position devoted to representation of the Business community (expires September 30, 2021): Kansas Association of Professional Insurance Agents (PAIK) - Vonda Copeland, VP, Copeland Insurance, Immediate Past President PAIK; Kansas Society of CPAs - DeAnn Hill, Owner of DeAnn Hill CPA, Baxter Springs, Ks, Former State of Kansas CFO; Kansas Bankers Association - Jeff Martin, Executive Vice President and IT Director, Heritage Bank; Kansas Association of Independent Insurance Agents (KAIA) - Kristy Wilson, Kellerman Insurance, Holton, Ks; Current President, KAIA.

He closed by saying that each of the three positions did not have an identical amount of time remaining on it. That is, they were staggered and so in two cases there is less than three years left in the appointment. After reviewing them, he suggested the three-year term be associated with the Agriculture position as this is a new area for looking at data. Then, for the local government / education position, he would suggest it be for two years as these are some fundamental stakeholders, including education. Finally, for the position dedicated to business, he felt that – while it is a three-year position and the person nominated for the next round would be on three years, sometimes business people were reluctant to devote a full three years as they had businesses to attend to. The strategy here would be that even if the person nominated only served for a year, the next nominee would also likely be from the business community, so there would still be an ongoing presence representing business.

Gaumer asked the members if they had any questions or discussion on what Friend had proposed. Hearing none, he continued that it seemed like a good slate and asked what Friend's timeframe was for proceeding. Friend responded that if the Board approved, right after the meeting he would send a letter on behalf of the Board to the Governor's appointment office with the nominations. He would also let them know that they wanted to get them filled as soon as they could, in that they are expired positions, two with shorter periods. At that point, it would then be in the Governor's office's hands.

Gaumer said that he had no concerns with the nominations as presented and that he did know a few of them. He didn't know if anyone else had concerns or nominations. There was a question as to whether or not the Board usually expressed preferences, if there were any, among the candidates. Friend responded that in his experience, since he had been doing this and was a representative on the board, he had not been involved in doing that or seen it. However, he had seen both the Bar and Library associations express a preference in their recommendations. And, in looking back through the files, he occasionally came across a case where the Board had expressed one in their recommendations. So, it could be done if the Board wanted to do it and he was happy to add one if the Board had any.

Action Taken: Wamsley moved to accept the slate as presented by Friend and have the Executive Director to send to the Governor's office for evaluation. Yancey seconded. There was no further discussion. Friend called the roll to record the vote. Passed unanimously.

2) Administrative Update: Contracts / Non-disclosure Agreements, Grant Application window

Grant applications. Friend began in reverse order, noting that November was the open window for grant applications. He mentioned that Barton County that had contacted him very recently about an opportunity. He was also going to reach out to organizations that had expressed interest in the past. He noted that at one point prior to the pandemic he had been talking with someone at Education related to teach licensure and data and he would go back specifically to see what the status was on that.

Contracts. He then informed the Board that he had continued to work with board counsel, Jones, and KDOR on updating a template used for contracts with the bulk vendors for driver history information.

Non-disclosure agreement. A copy of a draft non-disclosure agreement had been included in the Board packet. INK had not signed non-disclosure agreements in the past. However, he had been talking with Jones and with board counsel about this as a situation had come up previously with Office of Judicial Administration related to getting access to court data from the new system they are implementing and they had asked INK to sign a non-disclosure agreement with their vendor. This was delayed but we are currently working on this. In turn, a situation has come up with another vendor that relates to business we are doing. He can defer to board counsel on further discussion of who the vendor is, as it is a non-disclosure agreement, but the idea was that we would send out the draft – it was late – but while the members might not get a chance to review it, they can talk about it at this meeting. His concern was that INK was a public entity and there were open records and other aspects to that which he'd want to make sure were addressed – what would be proprietary, how that would relate to KIC, and so on, if they would do this. But, he does see that due to the unique nature of the public-private partnership, it did seem like there could be cause to do this. He then asked Shultz if he had comments to make on the topic.

Shultz said that Friend had sent him a NDA from a vendor that he'd reviewed. He felt that has the partnership expanded and worked with third-party vendors, they were going to want to protect their intellectual property. So, he had drafted a general non-disclosure agreement (NDA) that Friend had shared with the Board for the meeting today – it could have minor adjustments as they work with individual vendors and situations. He continued that he thought that it complied with the state Open Records Act – there are some exceptions to disclosure there that would fit with technology companies if they have plans, programs, that they hold themselves, then INK wouldn't disclose their specific programs. His intent in asking that it be provided to the Board today was that they be made aware that INK is entering into more relationships where third-party vendors are asking them to enter into these NDAs. He wanted the Board to know about it, see the draft he'd prepared, and see if they had any input on it. Friend described the scenario from here if the Board approved it. Next steps would be to engage the vendors, see if they have any changes, and then either potential come back to the Board if they do, or charge Friend to work with board counsel and if, within his judgment, there was anything requested that warranted returning to the Board, he could bring it back to the Board. The general thing at this point was to discuss it and see if the members had any questions or thoughts about this, even just the concept of signing a non-disclosure agreement. These are technology partners of INK's customers where working with them pertains to the services we are offering.

Burghart noted that the Department of Revenue entered into similar agreement quite often and what he saw here was consistent with what their agency did with companies. He didn't have an issue with what had been presented. Friend thanked him and deferred to Shultz for his input on next steps. Shultz said that from his experience working with boards and commissions it was just easier if the board would delegate the authority to execute these agreements to the Executive Director, versus needing to get Board members together just to get it signed. So, he suggested that if they were comfortable with it, they could just go ahead and delegate

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authority for Friend to sign non-disclosure agreements unless there's been a material change requested by the third-party vendor in which case he'd bring the material change back to the Board before he would sign it. Gaumer agreed and asked if a motion was needed.

Action Taken: Wamsley moved to delegate authority to Friend to work with Counsel to execute the non-disclosure agreement with third-party vendors and sign it unless there were material changes requested that Counsel felt required it to be returned to the Board for further review and approval. Yancey seconded. There was no further discussion. Friend called the roll to record the vote. Passed unanimously.

3) INK 2021 Business Plan Approach

Friend asked if Jones would display his presentation online and deferred to him to walk through it. The presentation addressed items that had been delayed in 2020 and would be carried forward to the 2021 Business Plan. Friend noted that while the new state 3-year IT plan was not yet available, he had contacted OITS and it was to be distributed at an upcoming meeting of the Joint Committee on Information Technology in November. *A copy of the presentation is attached to these minutes.*

Action Taken: None.

4) Service Spotlight: INK Subscriber Services Overview

Friend asked Gaumer if Jones could move this item up on the agenda to ensure they were able to present it, as it was delayed from last month when they had run out of time. Gaumer agreed. Jones then presented an overview of INK Subscriber Services. *A copy of the presentation is attached to these minutes.*

Action Taken: None.

5) Network Manager Report

Jones addressed recent uses of the Amber Alert and their efforts to put a web link in the announcements that those subscribing to the alerts could go to for more information. He then updated the Board on the status of NIC efforts under the exception the Board had authorized for them to bid on two Kansas state government projects. He reported that they did submit responses for both projects (COVID Testing and Hunting / Fishing licensing). He closed by noting that INK had served as an alternative backup location for election results and it appeared that had run smoothly this year.

Action Taken: None.

There was no additional business for discussion.

Adjourn

The meeting adjourned at 11:10 a.m.



2021 INK Business Plan Approach

INK Board of Directors Meeting - November 5, 2020

Approach to 2021 Business Plan



Building upon the objectives set forth in the 2020 INK Business Plan



Evaluating the incomplete 2020 initiatives and either continuing or refining those for 2021



Adding new initiatives for 2021

2020 Business Plan Initiatives: Status

Initiatives That Will Extend into Next Year

- In-person User Testing of State Portal
- Identifying, cataloging, evaluating, and using data collected by state agencies
- Agency API catalog
- Agency data classification assistance
- KIC Office Improvements for Customers (Media and R&D Rooms)
- Mobile Solutions
- Social Media-as-a-service platform
- Assist State on planning including SIM Plan
- Work with Kansas Partnership for Accessible Technology (KPAT)

Delayed But Still Targeted for this Year

- Expanded Use of Metrics
- Explore Potential to Provide Enhanced Data to the Public and Business Communities
- Surveys of Users and Data Providers
- Meet with commissions / associations focused on supporting communities with access challenges
- Operational Reviews (currently working on Financial Processes, to Help Desk / Customer Service)

Completed / On Track for Completion

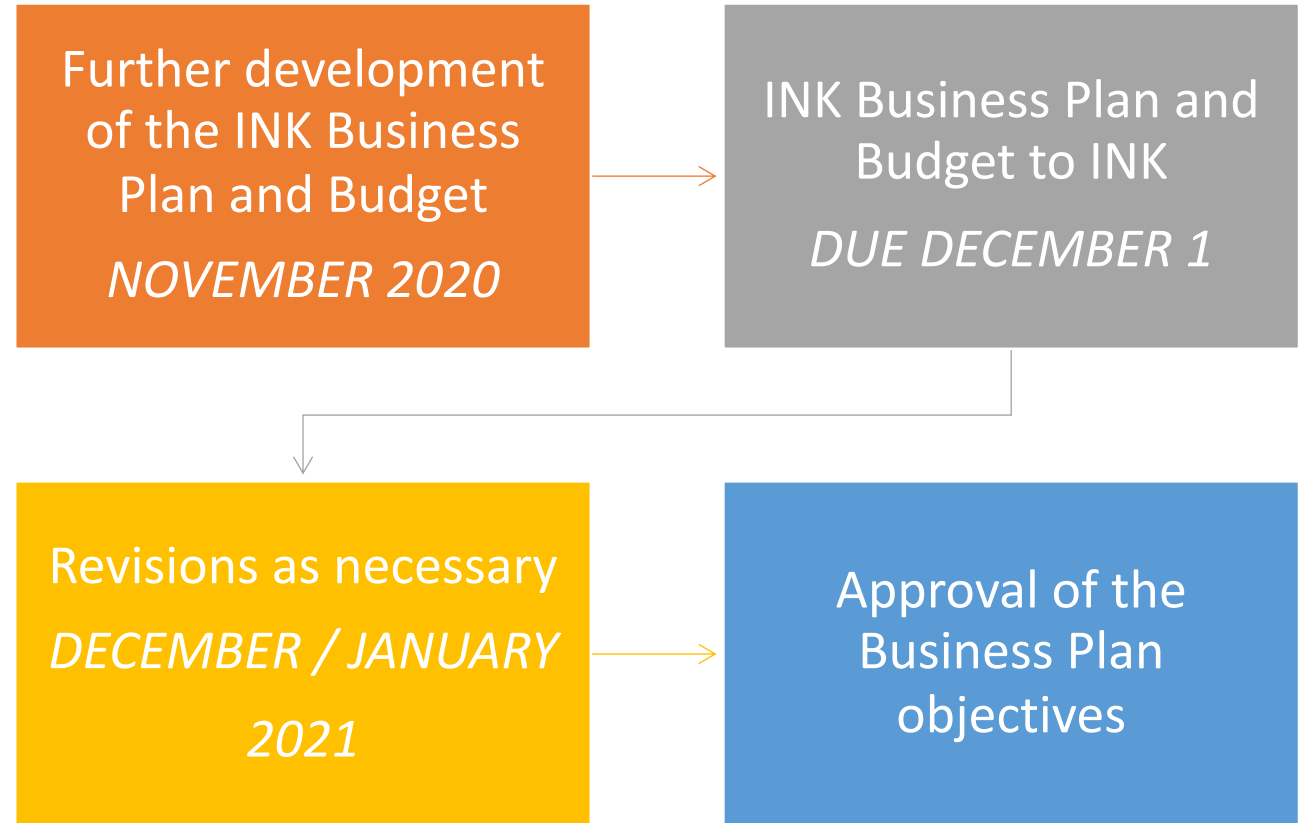
- Social Media Directory
- Expansion of the Kansas Business One Stop
- Work with agencies to reduce paper processes (ongoing)

Identify 2021 New Initiatives

- Collaborate with agencies and the Governor's Office to provide a flexible response to needs related to the COVID-19 pandemic (apps, grants, etc.)
- Survey / meet with existing state and local customers to discuss their initiatives
- Engage selected subscribers to identify desired services / improvements
- Review new State 3-year IT plan to better understand state direction, projects
- Review NIC initiatives in other state portals to identify new opportunities for Kansas
- Include goal to refresh INK Strategic Plan in 2021 to Set Overarching Direction for mid-term



Next Steps



Subscriber Services



Oct 1, 2020

Subscriber Service Overview

For many of our fee-based services, INK offers citizens and businesses a simple “subscription plan” option that uses a single billing account, provides access to services typically requiring agency approval and offers a direct help and support line.



Simplified monthly billing of fee services



The ability to easily track activity



Individual logins for up to 10 individuals per account for your organization



Multiple payment options, including direct withdrawal

History

- Subscriber Services Date from the Beginning of INK
- We have subscribers that started in 1992 and are still active users
- Established by the INK Enabling Statutes
 - 74-9302. Same; purpose and duties. It shall be the purpose of INK to perform the following duties:
 - (a) Provide electronic access for members of the public to public information of agencies via a gateway service;
 - (b) develop a dial-in gateway or electronic network for access to public information;
 - (g) explore options of expanding such network and its services to citizens and businesses by providing add-on services such as access to other for-profit information and databases and by providing electronic mail and calendaring to [subscribers](#).

History

- 74-9304. Same; duties and responsibilities; state agencies to cooperate and provide services and information; services and information to be provided pursuant to contract; agency may recover actual cost incurred. (a) In order to achieve its purpose as provided in this act, INK shall:
- (1) Serve in an advisory capacity to the secretary of administration, office of information technology services and other state agencies regarding the provision of state data to the citizens and businesses of Kansas;
- (2) seek advice from the general public, its **subscribers**, professional associations, academic groups and institutions and individuals with knowledge of and interest in areas of networking, electronic mail, public information access, gateway services, add-on services and electronic filing of information; and
- (3) develop charges for the services provided to **subscribers**, which include the actual costs of providing such services.

History

- 74-9307. INK; financing of operations; employees. (a) INK shall fund its operations from revenues generated from [subscribers](#), and from money, goods or in-kind services donated from private sources. Initial funding for start-up costs shall be obtained from private donations.

Subscribers have been a core element of INK since the very beginning.

Kansas.gov | NIC Payment Eng | Point-of-Sale Pay | LDAP User Ac | Subscriber X | Kansas Insur | NIC Kansas | 2020 Call Log | Show Count | Kansas Secret | Kansas Busin

https://portal.kansas.gov/subscribers/subscribers-only/

Kansas

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Subscribers Only

To protect the health and safety of our staff, we are limiting mail collection at this time. This may lead to delays in processing subscriber registrations and account changes. If you have an immediate need, please contact ks-helpcenter@egov.com and we will assist you as best we can.

Why subscribe? For many of our fee-based services, Kansas.gov offers citizens and businesses a simple "subscription plan" option that utilizes a single billing account, provides access to services typically requiring agency approval and offers a direct help and support line.

- Simplified monthly billing of fee services
- The ability to easily track activity
- Individual logins for up to 10 individuals per account for your organization
- Multiple payment options, including direct withdrawal

[Sign Up Now](#)

**A subscriber login is required to access the following services.

- [Business Entity Name Reservation](#)
- [Certificate of Good Standing](#)
- [Criminal History Record Check](#)
- [District Court Records Search](#)
- [KANN Kansas Automated Nurse Notification System](#)
- [KHP Online Accident Report](#)
- [KSBHA License Verification](#)
- [KSBN Kansas State Board of Nursing](#)
- [Letter of Good Standing](#)
- [Motor Vehicle Record](#)
- [Title, Lien and Registration Search](#)

GENERAL INFORMATION

- [Ask a Librarian](#)
- [Business Counselling](#)
- [Frequently Requested Phone Numbers](#)
- [State Information Directory](#)
- [Browser Support](#)
- [Portal Policies](#)
- [WebFile Help](#)

SUBSCRIBER HELP

- [View Billing Statement](#)
- [Billing Options](#)
- [Account Management](#)
- [Linking Subscriber Account with KanAccess](#)

STATE GOVERNMENT HELP

- [State Agency Phone Numbers](#)
- [State Communications Directory](#)

Subscriber Pricing

- Initial fee is **\$125** for the first year
- Yearly renewal fee is **\$125**

Each subscription is entitled to **10 usernames and passwords**. If the entity wants more than 10 usernames, additional subscription fees are required.

| Usernames and Passwords | Annual Subscription Fee |
|-------------------------|-------------------------|
| 10 | \$125 |
| 11- 20 | \$250 |
| 21-30 | \$375 |
| 31-40 | \$500 |
| 41-50 | \$625 |

Subscriber Billing Options

Subscribers have two options for billing:

1) Electronic Funds Transfer Billing

(NO PROCESSING FEES ARE INCURRED)

This is an automated funds transfer that will be deducted from the designated checking or savings account.

2) Manual Billing

(PROCESSING FEES ARE INCURRED)

This is a standard billing option where the account holder will mail a paper check for the full amount shown on the electronic monthly statement.

Electronic Monthly Statements are available online and users receive an email notice with a link to the invoice.

Subscriber Services

A subscriber login is required to access the following 11 services:

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In addition to these services, there are a few bulk subscriber options in which the subscriber can pay separate fees for large batches of data.

Subscriber Volume

4,499

Current active subscriber accounts

Revenue Generation of about \$560K Annually