

Information Network of Kansas Board Meeting Minutes

March 2021 INK Board Meeting March 4, 2021

Opening

A meeting of the INK Board was called to order via online videoconference in Microsoft Teams at 10:05 a.m. by INK Secretary Lucas Goff with the following members present:

Mark Burghart, Secretary of Revenue
Jennifer Cook, representing the Secretary of State
Jim Haugh, representing the Secretary of Commerce
Vicky Ortiz, representing the Kansas Library Association
Tom Sloan, representing the Kansas Rural Water Association
Kristy Wilson, representing the Kansas Association of Independent Insurance Agents
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.

Note: At the start of the meeting, technical difficulties prevented Friend from attending as well as Sloan. The meeting was underway and the Consent Agenda approved before Friend joined the meeting about 12 minutes in.

Consent Agenda

The Consent Agenda for the meeting included the draft minutes for the February 4, 2021 INK Board Meeting, the February 2021 Network Manager Report, and contracts for Ellis County Sheriff's Office (KanPay Counter) and Sentinel Information Systems for the ongoing purchases of motor vehicle records. A contract with the Kansas Real Estate Appraisal Board for development of a website using an online content management system (KanSite) was included, but Jones noted that Friend had not received the attachments referenced in the document, so if it was to be approved, a motion would be needed to delegate to Friend to approve after the documents have been received and agreed to by Board counsel.

Action Taken: A motion was made and seconded to approve the Consent Agenda, with the exception that the Kansas Real Estate Appraisal Board contract was approved contingent on the Executive Director receiving the required attachments and agreement by board counsel. There was no further discussion. The motion was approved unanimously.

Regular Agenda

Regular Business

1) New Board Member Introductions

Two new members had recently been appointed by the Governor's office introduced themselves: Kristy Wilson, representing the Kansas Association of Independent Insurance Agents (KAIA) and Tom Sloan, representing the Kansas Rural Water Association.

Action Taken: None.

Information Network of Kansas Board Meeting Minutes

Note: While the members were waiting for Friend to log back into the meeting, Jones moved forward with what had been agenda item 7, the Network Manager Report.

7) Network Manager Report (*moved up on agenda*)

Jones informed the members generally about the pending acquisition of NIC, the parent company of KIC, by Tyler Technologies. He also talked about legislation they had been tracking at the national level on privacy and noted that they had been watching Kansas legislation as well, including a bill that Friend would likely address later with regard to Legislative streaming. He also clarified some question on the previously approved consent agenda with regard to fees. When Friend joined the videoconference, Goff confirmed that the Consent Agenda had been passed unanimously.

Yancey then indicated that he had a question for Jones. Jones had mentioned that he didn't really have any information to provide about the acquisition other than what had been publicly released, but he asked if Jones understood what the timeline for concluding the transaction looked like. Jones understanding was late April or early May.

2) Board Member Appointment Update

Friend noted that Secretary Burghart had provided a brief on status at the last meeting (February), but what he had heard back from the Governor's office in the course of Wilson and Sloan's appointment was that the Appointment's office was in the process of completing interviews for the final remaining open position, but that they did not believe the appointment would be ready before this Board meeting, and they did not. This was the position devoted to Local Government – Goff was re-nominated for this position, along with someone from the Kansas Association of School Boards and the League of Municipalities. So, he would expect that the final appointment would occur by the next meeting.

Goff noted to the Board members that as they grew closer to completing the Board roster, they might want to consider electing new officers, perhaps at the next meeting.

Action Taken: None.

3) Q4 2020 Financial Statements

Friend directed the members to the packets of information he'd sent out for a copy of the financial reports as due to the technical problems he'd had, he'd switched laptops and wouldn't be able to display the documents. He said that he recognized that the material would be very new for some members but intended to go over it at a high level and answer any questions.

He began by explaining that the financial reports were presented to the Board quarterly and these were for year-end 2020, about 2 months ago. These are the financial reports that the audit would go against. He had been in touch with the audit firm and expected to have their contracts on the next agenda for approval. In the past, the Board has approved the financials at their meetings, but in the recent past they have moved to "accepting" them, pending this final audit each year. The audit has historically occurred in June and was scheduled for a similar time this year. INK has always done well and had a good audit. The financials then, once audited, flow their way into the state Comprehensive Annual Financial Report. So, there is a level of scrutiny that goes on in the background. The other point he wanted to mention before he moved forward was a phrase in the introductory letter than noted that the accounting firm was "not independent as it relates

Information Network of Kansas Board Meeting Minutes

to INK.” This is because Mize who does these reports also process INK’s accounts payable – that is, the expenses of the Board, like attorney or accountant fees, travel reimbursements, those kinds of things.

Friend then went through the financial statements and explained the high-level categories and what they reflected. As part of the explanation of the grant balances, he noted that there is a bill in the Legislature that asks for INK to fund streaming expenses as part of an omnibus spending bill – somewhat similar to how INK had come to fund the streaming in the first place. He had just discovered it last night and it is just now scheduled to be heard the following week, so he will research further. He then stood for questions.

The Board acknowledged the financial statements as had been presented.

Action Taken: None.

4/5) INK / KIC Contractual Matters / Network Outage – Executive Session

Friend began this agenda item by noting that, at Counsel’s recommendation, the two items that were listed as a possible executive session had been combined into one and asked if Shultz had any comments on that. Shultz responded to the Board that the purpose of the Executive Session was so that any questions the members had of a legal nature they could consult with Counsel. He continued, noting that the Board can’t act on any matter in the Executive Session.

Friend noted that he had the language required and thought Goff did, too, required to go into Executive Session. Goff asked who would need to be invited that and he responded that he thought it would be himself (Friend), Shultz as Counsel, and then the Board members and their proxies. Friend added that he had the language from the Kansas Open Meetings Act if they wanted him to read it and then adopt the motion.

Sloan interjected that he had the language needed for the motion.

Action Taken: Sloan moved to recess into executive session. The subject of the executive session will be to discuss governance-related matters and legal issues related thereto as authorized by K.S.A. §75-4319(b)(2) of the Kansas Open Meeting Act which authorizes consultation with attorneys on matters that would be deemed privileged under the attorney-client privilege. The open meeting will be reconvened via the current Microsoft Teams video conference at 10:55 a.m. and that the attendees of the executive session shall be the board members or their proxy representatives, Board Counsel, and the Executive Director. Seconded by Haugh. No further discussion. Motion passed unanimously.

The Board returned from Executive Session at 10:55 a.m. It was then expressed that they should return to Executive Session to continue their discussion.

Action Taken: Sloan moved that the Board authorize its Executive Director and INK Counsel to meet and negotiate with Tyler Technologies to determine the potential impact of their acquisition of NIC on INK operations and contract and that recommendations be brought back to the Board at a future board meeting. If necessary, a non-disclosure agreement may be signed. The motion was seconded by Yancey. There was no further discussion. Motion approved unanimously.

Information Network of Kansas Board Meeting Minutes

Goff continued that another Executive Session would be needed to discuss the network outage and asked if there were any further discussion prior to doing so.

Action Taken: Sloan moved to recess into executive session. The subject of the executive session will be to discuss governance-related matters and legal issues related thereto as authorized by K.S.A. §75-4319(b)(2) of the Kansas Open Meeting Act which authorizes consultation with attorneys on matters that would be deemed privileged under the attorney-client privilege. The open meeting will be reconvened via the current Microsoft Teams video conference at 11:10 a.m. and that the attendees of the executive session shall be the board members or their proxy representatives, Board Counsel, and the Executive Director. Seconded by Cook. No further discussion. Motion passed unanimously.

The Board returned from Executive Session at 11:10 a.m.

Action Taken: Yancey moved that the INK Board, in consultation with counsel, has reviewed the network outage for the Kansas Department of Revenue and the Kansas Information Consortium (KIC) for the period of January 24-25 and has determined under the contract that no fault is attributed to KIC and the Board will assess no penalty under this particular clause. Sloan seconded. There was no further discussion. The motion was unanimously approved, with Secretary Burghart recusing himself from the vote.

6) 2021 Business Plan Initiatives – Status Report

Jones provided an overview and summarized status of in process and upcoming initiatives from the 2021 INK Business Plan <A copy of the presentation is attached to these minutes>.

Action Taken: None.

7) Network Manager Report

This agenda item was moved earlier in the meeting (see above).

Action Taken: None.

New Business

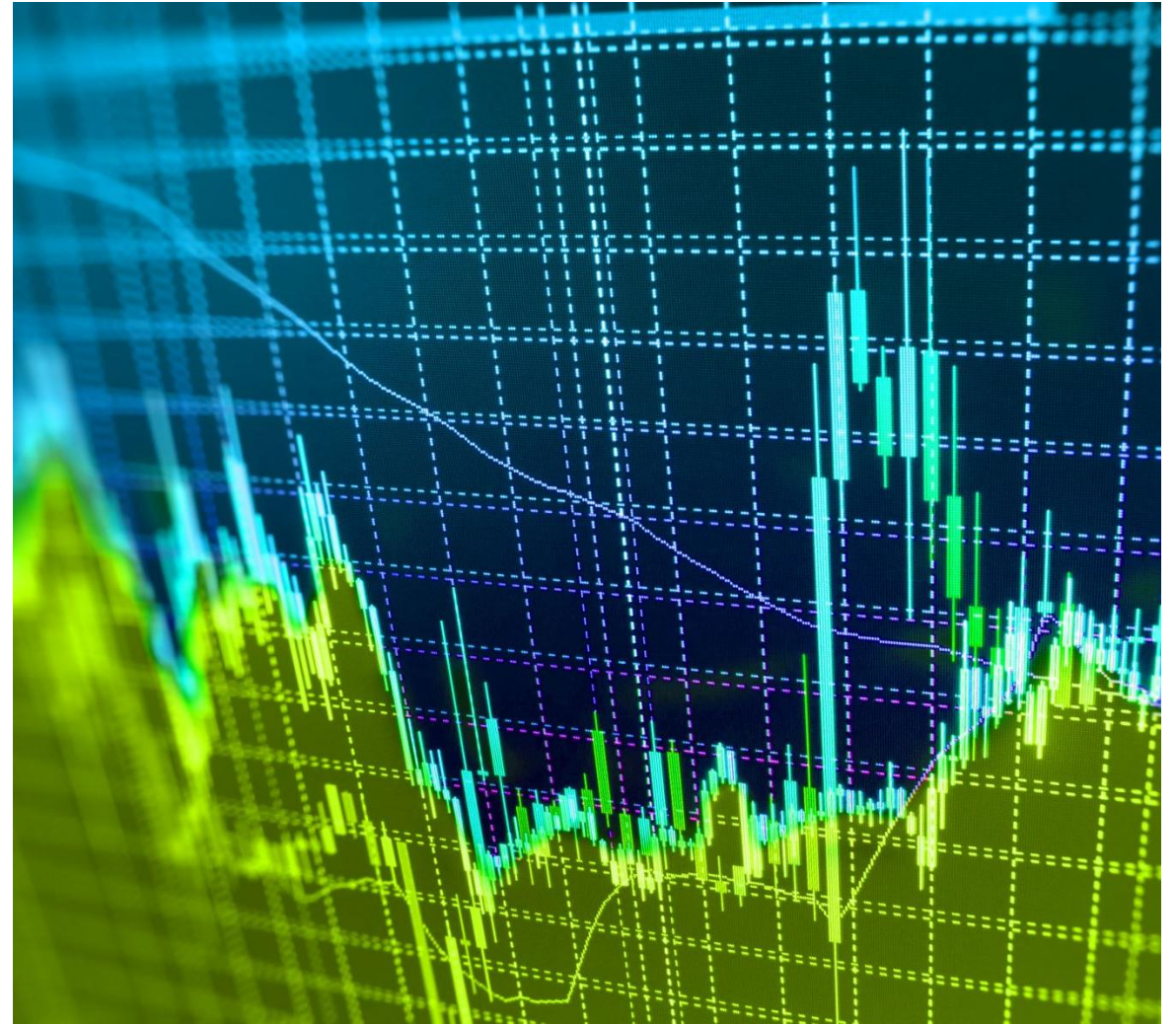
Friend noted that the omnibus budget bill in the Legislature, SB267, that had just been introduced included language that required INK to fund legislative streaming. He would talk to Tom Day, the Director of Legislative Administrative Services about it to get more information, but wanted the Board to be aware. There was some additional discussion of the matter, Sloan asked Friend to investigate what might be of benefit to INK that could be included in the language and Friend agreed to report back.

Adjournment:

Goff moved to adjourn the meeting. Wilson seconded. Approval was unanimous. The meeting adjourned at 11:30 a.m.

March 2021

INK Business Plan Quarterly Update



Statutory Goal:

Provide a gateway to Kansas public information

What We Are Doing

- G2 Expand Help Desk System to More Customers. Expand JIRA ticketing system to at least five agencies
 - Kansas Board of Tax Appeals and five staff added
- G4 Enhance INK Social Media Directory
 - Further updates made to the Social Media Directory. <https://portal.kansas.gov/social-media/>

Upcoming in Q2

- G1 Implement Mobile Services
- G3 Expand contact information on Kansas.gov
- G4 Enhance INK Social Media Directory
 - Work with state PIOs and Governor's office to enhance directory and support their work on social media
- G8 Investigate New Payment Solution
 - Presenting to the ED regarding options for enhanced payment processing allowing individuals to use cash for online payments
- G10 Live Chat / Chatbots

Completed

N/A

[Home](#) | [social-media](#)

social-media

Below is a list of agencies and associations in and around Kansas government.

U.S. Congressional Delegation

Name	Social Media
Senator Jerry Moran	f t You Tube RSS
Senator Roger Marshall	f t Instagram
Rep. Tracey Mann, 1st District	f t Instagram
Rep. Jacob LaTurner, 2nd District	f t
Rep. Sharice Davids, 3rd District	f t Instagram You Tube
Rep. Ron Estes, 4th District	f t Instagram You Tube

State Agencies and Associations

Name	Social Media
Kansas.gov	f t Instagram You Tube
Adjutant General's Department	f t
Kansas African American Affairs Commission (KAAAC)	f t You Tube
Aggregate Producers Association (KAPA)	f
Department for Aging and Disability Services (KDADS)	f t
Agribusiness Retailers Association (KAHD)	f t
Department of Agriculture (KDA)	f t Instagram
Association of Community Mental Health Centers of Kansas (ACMHCK)	f t
State School for the Blind (KSSB)	f t RSS
Department of Commerce	f t Instagram
Association of Counties (KAC)	f t

Statutory Goal:
*Expand the base of
users of Kansas
government
information*

What We Are Doing

- EB3 Rebranding to Merge Public View of INK/KIC
 - Currently working on prototype combined website (INK/KIC)
- EB 4Market services
 - Marketing program for WebFile is underway. Marketing plan was developed in coordination with KDOR PIO. Primary focus is on social media. This marketing is currently being executed including paid social media advertising.

Upcoming in Q2

- EB2 Identify / Adopt Mobile Best Practices
- EB5 Increase use of Web Analytics

Completed

N/A



On the Radar



Gather materials and discuss approach for the
30th Anniversary of INK in January 2022

(raise awareness and potential use of INK services)

Statutory Goal: *Improve Access Technologies*

What We Are Doing

- A1 Work with organizations representing disabled users to improve accessibility of INK services

Upcoming in Q2

- A2 Encourage, support, and partner with state technology accessibility organizations
 - Engagement with groups representing the disabled community
 - Coordinate with leadership to help restart the Kansas Partnership for Accessible Technology (KPAT) of which INK has been a member

Completed

N/A

Statutory Goal: *Seek advice from the general public, network subscribers, and other parties in accomplishing its mission*

What We Are Doing

- S2 Survey the Public

Upcoming in Q2

- S1 Conduct (at least 3) Online focus groups
- S3 Solicit feedback from INK user groups

Completed

N/A

Statutory Goal: *Advise the state (Secretary of Administration, OITS, and Agencies) on citizen and business access to data*

What We Are Doing

- AD 1 Assist / advise the state in strategic planning and policy for Information Management
 - Met with State Chief Information Technology Architect to inquire about plans to update State Information Management (SIM) Plan and offer possible grant funding
 - On team to review and update ITEC Policy 8000 – State Data Administration – currently underway and developed draft policy framework
 - Met w/Chief Data Officer for State of Oregon to discuss new State Data Strategy and obtain materials

Upcoming in Q2

- To be determined

Completed

N/A

Further Activities

Remaining for Q1

- OS1 Planning for INK Operational Reviews
 - Operational Review of Payment Processing (*scoping*)

Upcoming in Q2

- Financial Administration and Reporting
- Security and Information Management
- Business Development

Completed

- Customer Support and Service Desk
- Project approval processes