

# Information Network of Kansas Board Meeting Minutes

---

## November 2022 Regular INK Board Meeting November 3, 2022

### Opening

A meeting of the INK Board was called to order in the Department of Revenue Secretary's conference room on the fourth floor of the Mills Building in Topeka, Kansas at 10:04 a.m. by INK Board Chair Tom Sloan. The following other members were present:

Lori Blake, representing the Kansas Association of School Boards (*via Zoom*)  
Kate Butler, representing the Kansas Bar Association  
Mark Burghart, Secretary of Revenue  
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

Duncan Friend, Executive Director, Information Network of Kansas; Susan Mauch, INK Board Counsel; Nolan Jones (*via Zoom*) and Ashley Gordon, Kansas Information Consortium, LLC; Art Gutierrez, Kansas Association of School Boards (*via Zoom*).

### Consent Agenda

The consent agenda included the draft minutes for the October 5, 2022 regular Board meeting, the October 2022 Network Manager report, and KanPay payment processing services for the following organizations: Barber County Health Department, Barber County Ambulance, City of Andale, City of McCune, and Shawnee County Planning Department (an addendum to add this department to an existing contract).

**Action Taken:** Secretary Burghart moved to approve the items on the Consent Agenda. Seconded by Yancey. No discussion. The motion was unanimously approved.

### Regular Agenda

#### *Regular Business*

#### 1) **Kansas Biological Survey – Existing Grant Modification Request**

Friend recapped the history of the previous grant award this request related to. This request was to make use of some of the originally approved budget of the Nested Hexagon Framework and Landscape Summary Database that the Board had reduced based on costs savings that the Biological Survey had reported achieving during the course of the grant to-date. To Friend, it seemed like something the Board would have approved had it been in the original grant request. Sloan indicated he felt it was a reasonable extension of the original grant. Butler noted that they would still come in under the originally approved budget. Sloan asked if there was further discussion and, seeing none, asked for a motion to approve.

**Action Taken:** Butler moved to approve the proposal. Seconded by Yancey. No discussion. The motion was unanimously approved.

#### 2) **Kansas Governmental Ethics Commission Grant Request: Meeting Streaming**

<Blake left the meeting at the beginning of this item> Friend described the grant requesting equipment and a network connection to be able to stream meetings of their commission.

**Action Taken:** Haugh moved to approve the proposal. Cook seconded. No discussion. The motion was unanimously approved.

# Information Network of Kansas Board Meeting Minutes

---

## 3) Personnel/Hiring Logistics Committee update (*Executive Session*)

**Action Taken:** Yancey moved that the meeting of the Information Network of Kansas Board of Directors be recessed for a closed executive meeting for thirty minutes beginning at 10:12 a.m. and returning at 10:42 a.m. pursuant to K.S.A. §75-4319(b)(1) for consultation with an attorney for the public body to discuss personnel matters of non-elected personnel related to compensation and benefit package for both future and current employees. Board members, their representatives, and Board Counsel to attend. Seconded by Cook. No discussion. The motion was unanimously approved.

The Board returned from Executive Session at 10:42 a.m.

**Action Taken:** Yancey moved that the meeting of the Information Network of Kansas Board of Directors be recessed for a closed executive meeting for thirty minutes beginning at 10:43 a.m. and returning at 11:05 a.m. pursuant to K.S.A. §75-4319(b)(1) for consultation with an attorney for the public body to discuss personnel matters of non-elected personnel related to compensation and benefit package for both future and current employees. Board members, their representatives, Board Counsel, and the Executive Director to attend. Seconded by Cook. No discussion. The motion was unanimously approved.

The Board returned from Executive Session at 11:05 a.m.

Blake (*via Zoom*) introduced Art Gutierrez (also attending via Zoom) who is one of the individuals nominated by the Board as nominated by the Kansas Association of School Boards (KASB) as a potential member in the position Blake was currently occupying as a user association of statewide character. He is the current President-elect of the KASB, assuming his role in January. He serves on the board of Emporia Public Schools. She had invited him to attend the meeting and thanked him for attending. Gutierrez was interested in what the Board was about and what better way than to attend a meeting.

**Action Taken:** Yancey moved to adopt the INK Chief Administrative Officer position description and the revised INK Executive Director position description with the following amendments:

Item 13 in the Chief Administrative Officer position description. The existing draft language is removed and will now read “Other duties as assigned by the Executive Director.”

Item 5 in the Chief Administrative Officer position description. A grammatical error is corrected to read “as desired”, replacing “and desired”.

Item 13 in the Executive Director position description. The item will be amended to read “Manage INK’s offices in Topeka and exercise management responsibility including annual performance reviews and evaluations over any personnel and contractors that the Board has approved for hiring or retention and report such performance reviews to the INK Board.” The position descriptions with the amended language will be distributed before the next board meeting.

Seconded by Butler. No discussion. The motion was approved unanimously.

**Action Taken:** Yancey then moved that the INK Board table items 5 and 6 on the agenda (“Kansas Public Employee Retirement System (KPERS) – Next steps on separate enrollment” and “State Group Health Insurance – Next steps on separate enrollment”) and that INK seeks to continue the relationship with the Department of Administration for the current Executive Director and that, for all new hires, INK will put together a negotiated compensation

# Information Network of Kansas Board Meeting Minutes

---

package with any such prospective employees to include retirement in the private sector and also the seeking of health insurance benefits in the private sector and that INK as a board would make decisions about any contributions to both as a negotiation for employment with any prospective employee, and that INK would not participate in KPERS or the State Employee Health Benefit Plan for any new hires going forward.

Seconded by Haugh. No further discussion. The motion was approved unanimously.

#### 4) Syndeo HR/Payroll Outsourcing Contract – Status / Next steps

Friend summarized the work with Syndeo to-date. Most recently, he had received back a contract in his email while he was outside during the Executive Session that indicated they had accepted the changes that had been suggested by INK Counsel. However, given that it was predicated on the prior assumptions about his exiting the state HR/Payroll system, it would need to be revisited and reviewed by Counsel as he had not yet spent any time exploring the option they had available that it appears the Board in their last motion would want to use. His understanding was that the price to INK was the same whichever model INK decided upon. Yancey asked if the offerings they discussed appeared to be included in what Syndeo offered and Friend confirmed he felt certain they were, but because he had not had reason to explore them, he couldn't say as far as any other impacts. He didn't know what their offerings were, but he did understand it to be that the model that would have been used for KPERS and GHI was a "use your (INK's) vendors" approach and that he understood it that if INK found other private vendors, rather than using those Syndeo had agreements with, they could support that, too.

Sloan asked the members if there were questions on what was being proposed. Seeing none, he asked when it might be implemented. Friend said that while the original target for the previous approach was December 31, because he had not talked with them about this revised approach – they wouldn't know until he called them after the meeting – he couldn't yet estimate how long it would take. He then asked the total cost of the contract. Friend noted that the amount charged was monthly but allowed for up to 10 employees – it was a monthly fee that added up to \$18,000.

Butler said she thought they should find out what changes with the agreement with their change of game plan before finalizing it. They don't know what they don't know. Sloan suggested they might need a special meeting if they wanted to hit the first of the year. Mauch said she felt it wasn't as big of a crunch now as they haven't hired anybody. She does understand that the idea would be to get something in place so INK could do payroll. She pointed out that rather than entering a lot of data for employees, the task would be to get everything in place so that they could hire an employee. Friend said that while he didn't know yet what Syndeo would suggest, he saw two gates to implementation once an agreement was in place. One was going back and forth between Syndeo, the committee, and the Board to decide on what the actual benefits would be. The second would be doing the same thing about what the policies in the Policy Handbook would be. There was then an extended discussion about when they would like to complete the contract and the work with Syndeo.

Yancey asked Friend to work with Syndeo to set up a meeting the following week with Syndeo and as many members of the personnel committee as are available to start hammering out the details. He indicated he could get a hold of his contacts in private industry to find out what was standard in terms of non-monetary compensation. He thought that by the end of November, they could have that ready to go in the handbook so then the Board can review and approve it, so that things will be ready if the personnel committee rolls over due to the election. The consensus of the members was that a motion was not needed at this point to proceed.

**Action Taken:** None.

#### 5) Kansas Public Employee Retirement System (KPERS) – Next steps on separate enrollment

#### 6) State Group Health Insurance – Next steps on separate enrollment

**Action Taken:** These two items were tabled as part of a motion in Agenda Item 3.

# Information Network of Kansas Board Meeting Minutes

---

## 7) Policy and Procedures Committee update Kansas Nonprofit Chamber Contract

Friend introduced the item as Blake had left the meeting. He summarized the actions taken so far and that the Board had requested a sample table of contents for the Board Policy Handbook which Friend had obtained and distributed in the packet – it was located in the contract included. He had sent this to the committee and Blake thought it looked fine. Mauch indicated that she had included the date June 30, 2023 for completion as the draft had not included a date. Yancey suggested that they ask to see if the draft could be available by the March meeting. Cook said it would help to have some benchmark dates for when some of it would be available. Sloan expressed that he felt much of it was boilerplate – he felt he could write it in a week. Friend responded that in fairness to Cindy Miles, when they first talked, she said something like 6-8 weeks to deliver the whole thing – he can't find it on his phone at present. But it got lost in the whole back and forth, originally the board wanted a table of contents, they had a contract, Mauch included an end date. There was some further discussion, as Friend indicated he had not talked to her about having a draft by the end of the year. Sloan asked to have it put in the contract that a draft would be delivered by the end of the year.

**Action Taken:** Yancey moved to insert language in the contract with the Kansas Nonprofit Chamber for the Board Policy Handbook to require a draft for review by the January 2023 INK Board meeting and that contingent upon that being included, they approve the contract and delegate the execution of it to Friend. Seconded by Cook. No further discussion. The motion was approved unanimously.

## 8) Strategic Planning Update

Friend updated the Board on status. The agreement has been updated and that contract executed. He and Jones had a Zoom call with Molly Saunders to outline their general set of initiatives to propose, and they are working with her to get feedback on formatting and also to get in a position to bring it back to the Board. They aren't complete yet, but they do have it and are working with Molly to complete it. Friend gave an example of the potential mismatch among goals and strategies, interdependencies among strategies under different goals, and also emphasized that they recognized this would be public and wanted to make sure it put the best face on things. He assumed that for the next meeting they will have what they thought they could have had for this meeting. Yancey said he liked iterative approaches so as soon as they had something they thought was in a condition to share, they could do that, and if there was a mid-month meeting, they could provide feedback.

**Action Taken:** None.

## 9) Network Manager Report

Jones said that they had been focused on preparing for disruption issues around the election, just as a precaution. Amber Alert project is going well, as well as the effort around the KDOR Tax Portal.

*<The power unit for the video screen fell off the wall at this point, ending remote participation>*

**Action Taken:** None.

## New Business

Sloan noted that the By-laws required him to appoint a Nominating Committee for the next year, so he was going to appoint Cook, Yancey, and Haugh. Sloan asked Friend to inform Krauss.

Sloan asked if there was any other new business. Friend took a few minutes to inform the Board of a survey from the Department of Administration he had responded to about INK's accounting policies and procedures. While there were some practices in place, there was not a lot of written documentation – although there was going to be an effort to do so, and he wanted the Board to know that this information was likely to be publicly reported as it would be used to rank risk, something he assumed they would then want to manage. He did ask DofA if they thought INK was exempt and they did not believe so, and he also reported it to Mauch.

**Adjournment:** Yancey moved to adjourn the meeting at 11:50 a.m. The motion was approved unanimously.