

# Information Network of Kansas Board Meeting Minutes

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## April 2024 Regular INK Board Meeting April 4, 2024

### 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 10:00 AM by INK Board Chair Tom Sloan. The following other members of the Board were present:

Kate Butler, representing the Kansas Bar Association  
Mark Burghart, Kansas Secretary of Revenue  
Andrea Krauss, Kansas Independent Oil & Gas Association  
Jeff Maxon, Office of Information Technology Services  
Jennifer Cook, representing the Secretary of State  
Kayla Savage, representing the Kansas Department of Commerce  
Sara Moesel, representing the Kansas Library Association (*via Zoom*)

### Others Present

Murray McGee, INK Executive Director; Dusti Cerca, INK Chief Administrative Officer; Susan Mauch, INK Board Counsel; Nolan Jones, James Adams, and Ashley Gordon, representing the Kansas Information Consortium.

### Consent Agenda

The Consent Agenda that was presented included the draft minutes from the March 7, 2024, INK Regular Board Meeting; February 2024 Financial Statement; and March 2024 Network Manager Report.

Also included were contracts for approval for the Nemaha County RWD#4 - KanPay Counter; Coffey County Public Library; Coffey County Public Library Special Fund; Soldier Township; Cowley County RWD #2; Leavenworth Public Library; and Friends of Mulvane Public Library.

**Action Taken:** Butler made a motion to approve the consent agenda and Cook seconded the motion. With that the call for a vote was made. The motion was approved by unanimous vote.

### Regular Business

#### 1. Engagement Builder Overview – Nolan Jones and James Adams – Kansas Information Consortium

Jones presented information about technology that his team is in the process of leveraging. For years they have used a platform called App Engine to do very basic straight forward electronic forms and some advanced forms. They are migrating to a new platform called Engagement Builder which was built by NIC and supported by a dedicated team. They will be migrating all App Engine forms to this new platform to provide new opportunities to agencies. Engagement Builder is the platform that Kansas Corporation Commission (KCC) is using to create their own forms. The platform is much more powerful but requires a deeper level of IT knowledge to use it. A developer has been assigned to take the lead in training on this program. KCC met this week and is testing the limits of the platform. Mauch is reviewing the KCC contract to include wording that states that KCC cannot build forms for other agencies. The KIC team wants to be confident in which platform KCC will use before proceeding with the contract.

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Jones states that he and McGee met with the Board of Pharmacy. INK currently provides their online payment processing and renewals. They want a basic form to use for tracking customer check payments that are received in office by mail. KIC can build this form using Engagement Builder in a matter of hours.

Jones states that another tool, Application Platform, is coming along in which they have not received training. Historically this program was called IntelliTrack. Application Platform is a much larger platform allowing for larger projects but would need developers to support the tool.

Savage questioned if KCC has the capacity in their department to leverage the Engagement Builder program.

Jones stated that he is impressed with their knowledge and ability while working within the program. KCC is taking the next couple weeks to test the limitations of the program and verify if this program will work for their needs.

**Action Taken:** Chairman Sloan opened the floor for questions. There were no other questions or action from the board.

## 2. INK Executive Director Report

McGee provided highlights from his written report. He reports that the KBI contract amendment has been signed by all parties.

McGee also reports that the Highway Patrol VIN Inspection Scheduling contract has been signed and they plan to start a public education campaign soon with a target to go live in May.

KCC staff have finished their test. McGee and Jones will be meeting with them to finish out the last details.

McGee and Jones have scheduled a meeting with the Department of Agriculture's water office next Monday to demonstrate the program.

McGee continues to have weekly meetings with several agencies regarding the Water One Stop program. He states that the program will need to be renamed because the name Water One Stop is in use. Gordon has created and presented a charter for the program. The team is currently addressing navigation issues on the project. McGee states that the project is close to starting once all parties agree on the terms and identify who will be the responsible party for signing the contract.

KIC staff is working with OJA. Updates to their website are nearly finished. The search engine is the next project for OJA.

KHP wants to digitize the VIN Inspection forms and record system. They partner with several agencies that complete inspections such as police and sheriff departments. These inspections are recorded on paper forms in triplicate which are sent to another party to be entered into the system. This procedure is creating errors. They want to digitize the form so that the information can be entered by tablet and uploaded into the system that will merge into KHP's system.

Butler is concerned the public component is not evident on this project. We don't want to spend hours on this project if this is not a project that INK is able to do.

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McGee responded that INK is assisting in the process that currently has over 700 errors and slow entry of data.

Savage said she feels the public piece of the project may not be the information that is put out but may be the information intake process.

Butler states that INK needs to be careful with agency-to-agency interfacing reiterating that INK's strategic plan is to increase the amount of government data being provided and used by the public. Public data needs to be more outward than inward.

Sloan stated that a couple years ago a meeting was held with the Department of Agriculture regarding staff reading meters on irrigation systems, writing it down and going back to enter it into the system.

Jones said their meeting will address the public notification regarding farmer allotment of water and shutoff of pumping. This is currently handled by mail, and they are looking for a different approach. The second part will be providing the public with electronic forms, access to maps with the ability to notify neighbors when and where new wells are being added.

McGee has spoken to the Saline County Administrator. Saline county and 19 other counties are using a software program for their noxious weeds reporting to the Department of Agriculture. Beginning July 1<sup>st</sup>, the program will no longer be supported. They are requesting INK's assistance with their reporting to Ag and tracking of their chemical voucher program.

McGee has engaged in conversations with the City of Wichita. They are spending \$150K annually in legal publications and feel that the public is not viewing them. In addition, the City of Wichita is posting their legal notices on their city website. They want a centralized website for posting of time-stamped legal notices that will not be run by the city. McGee has reported this information to the League of Municipalities, KS Association of School Boards, and the KS Association of Counties. This has added to the interest in INK possibly creating a statewide website for legal publications.

McGee and Cerca have been working on INK policy and procedures. McGee has spoken to the Department of Education, KS Treasurers Association, and the City of Dodge City to update grant information and documentation.

**Action Taken:** Chairman Sloan opened the floor for questions. There were no other questions or action from the board.

### 3. Network Manager Report

Jones states that the payment card industry 4.0 requirements have been released and his team is looking at them closely. PCI requires that networks for these applications be scanned quarterly by a PCI approved vendor to verify that the transaction process is secure. Tyler Tech already performs this for their network applications. They will be reaching out to agencies that use a 3rd party for processing to advise them of this requirement.

KIC is working on website tweaks for OJA to include a desired self-help site. To simplify, OJA has compressed their categories from 9 or 10 to 6 categories. The support for the 7 district court subsites is complete. They will have to start loading their own content into the site and make any changes that they desire. The search site is built and functions but does not function sufficiently for attorneys. The fall back is to separate out the search program to create its own application. This would be a separate project. How they want that search to occur will be presented to the board for approval.

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Jones reports that KDOR is very busy of the tax side and Phase 2 of their project is being moved out.

Jones states that they are working on Water One Stop project to identify what they want. Gordon has created a draft charter and will meet with Vijay Ramasamy to review and work on the contract.

**Action Taken:** Chairman Sloan opened the floor for questions. Sloan inquired about the status of the KDOC project. McGee replied that the agency is looking to begin this summer/fall. They have been provided with a demonstration and are talking internally.

Sloan inquired about the Board of Regents. McGee states that he has reached out multiple times with no response.

Sloan inquired about Department of Education. McGee states that he has met with the Commissioner, but it is early in the process and ball is in their court.

Sloan inquired about Wichita State University. McGee replied that WSU has received a grant from the KS Health Foundation and met this week with 100 different organizations regarding homeless issues. This is a huge project with a lot of groups involved and a lot of information that they need to pull together.

There were no other questions or action from the board.

## 4. INK Grant Policies/Procedures

Mauch states that she has listened to the comments from the last meeting and has stripped down what wasn't needed and added back in more reasonable expectations to communicate to applicants. She also added in details to allow for more control on INK's side. Dodge City is the best example. The agency would not respond to McGee until he went up the ladder. The grant has been awarded but they have not done anything with it. The changes to the grant applications allows for implementation of time limits, suspension, and termination of grants to be a more robust system. Mauch states that she has provided a comparison of what was presented from last meeting and the changes that have been made since to the grant application.

**Action Taken:** Chairman Sloan opened the floor for questions. Butler states that she has reviewed the application and found inconsistencies with wording such as Board of Directors, Ink Board, Board, grants, and Grants Committee. She also states that the Grants Committee does not exist.

Mauch recommends that a Grants Committee be created and expanded. She advised that INK use to have one, but it morphed into Sloan, the Executive Director, and the Chairman of the Board. Mauch further states that she believes that the committee going forward should be expanded and that the awarding of grants will be annual during the spring and mini grants are out.

Sloan inquired if there will be allowances for emergency grants.

Mauch replied, no, because the mini grants are out. However, special grants have been left in. State and federal grants and matching funds that have a time sensitive nature.

Butler agreed that a Grants Committee is appropriate. The applicant needs to know who to contact.

Krauss agrees with Butler stating that how the committee is created needs to be provided in the bylaws and on the grant application. The committee members and how they are selected either needs to be addressed as a standing committee in the bylaws or remain as a ADHOC committee and the makeup of that committee needs to be addressed somewhere.

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After some discussion regarding the structure of a grants committee Sloan suggested a special meeting to determine the structure.

Sloan requests that the board members send their suggestions on how they want the committee to be structured. He requested that suggestions be sent in one week to McGee who will compile the data send it back to the board for review. The scoresheet should be drafted by McGee, Mauch and Cerca.

Mauch responding stating that the scorecard will be comprised in conjunction with the grant policy. She reminded the board that the application states May 1st and applicants will start accessing the application.

Sloan requested a Zoom meeting be set for next week with recommendations submitted by Monday. He requested that McGee send out a doodle to determine a meeting time that works best for everyone and then schedule the meeting for next week.

Maxon suggests changing the wording about revenue generation on the grant application stating that INK needs to be careful with statements regarding digital equity. We want to ensure that it is not seen as a tax on a service but as a fee. He listed changes to be made on page 8 and 15.

Krauss requested changing the wording to if an application is approved and a grant is awarded it will be self-sustaining thru nominal fees instead of revenue generating.

Mauch states that she can clean that up.

Moesel states that the grant application must be as simple as possible for applicants.

There were no other questions or action from the board.

## Committee Reports

**A. Finance Committee – No Report**

**B. Policy and Procedures Committee –** Krauss states that a redline copy and a clean copy of the INK Accounting Procedures has been included in the board packet for review. Changes that have been made by McGee and Cerca have been included. The name Tyler Technologies has been changed to Network Manager. Wording has been added to require the Network Manager to supply a monthly report of past due accounts and that billing past due 180 days shall result in legal action.

**Action Taken:** Chairman Sloan opened the floor for questions. Mauch requested that the wording regarding the procurement section be softened and to state that INK is not subject to procurement best practices would say to bid out for audit services and capital expenditures. She also suggested sending the procedures to Debbie Daugherty at Mize for review and feedback. Once completed, a clean copy of the procedures is to be presented to the board for vote at the next board meeting. There were no other questions or action from the board.

**C. Banking / Financial Committee –** Krauss states a new SAMS form has been printed and will be signed at the conclusion of today's board meeting. The signatures will be witnessed and notarized by a KDOR staff member who is a licensed notary.

**D. Personnel Committee –** Butler reports that McGee now has complete access in Syndeo systems to access INK staff information online.

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## **Other Business**

There were no other questions or action from the board.

## **Adjournment**

With no further action for the board to consider Savage made a motion to adjourn the meeting. Butler seconded the motion. The board voted unanimously to adjourn the meeting at 11:13 AM.

Submitted by:

Dusti Cerca  
Chief Executive Administrator