

Information Network of Kansas Board Meeting Minutes

June 2023 Regular INK Board Meeting

June 1, 2023

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 10:05 a.m. by INK Board Chair Tom Sloan. The following other members of the Board were present:

Mark Burghart, Secretary of Revenue

Jim Haugh, representing the Secretary of Commerce

Kate Butler, representing the Kansas Bar Association (*via Zoom*)

Jennifer Cook, representing the Kansas Secretary of State (*via Zoom*) – Joined at 10:19 a.m.

Art Gutierrez, Kansas Association of School Boards (*via Zoom*)

Sara Moesel, representing the Kansas Library Association (*via Zoom*)

Others Present

Duncan Friend, Executive Director, Information Network of Kansas; Susan Mauch, INK Board Counsel; Nolan Jones, James Adams, Ashley Gordon, and Glen Yancey, Board advisor (*via Zoom*).

Consent Agenda

The Consent Agenda included the draft minutes for the May 4, 2023 INK regular Board meeting, the May 23, 2023 special Board meeting, and the May 2023 Network Manager report, along with the following contracts: (KanPay Counter - Ford County Planning, Zoning, and Environmental Health; Neosho County Register of Deeds; Ottawa County Rural Fire District #4; City of Linn Valley Fire Dept; City of Bazine; KanPay Common Checkout (CCP) - Jefferson County Planning and Zoning.

Action Taken: Haugh moved to approve the Consent Agenda, seconded by Burghart. There was no discussion. The motion was unanimously approved.

Regular Agenda

Regular Business

1. Network Manager Report

Jones reported on the status of the new State Home page, scheduled to go live the following Monday. He also updated the Board on the conversations they had been having with the Office of Judicial Administration regarding a new website and potential application in place of the current website that was hosted by another vendor. He noted that he had supplied an update on the April 2023 outage, but did not have a lot to add beyond what was included there.

Action Taken: None.

2. Executive Session – Network Outage Discussion with Attorney on contractual matters

<Cook joined the meeting>

Action Taken: Sloan moved that the meeting of the Information Network of Kansas Board of Directors be recessed for a closed executive meeting for ten (10) minutes beginning at 10:18 a.m. and returning at 10:28 a.m. pursuant to K.S.A. §75-4319(b)(2) for consultation with Board Counsel which would be deemed privileged in the attorney-client relationship to discuss the April 2023 outage and the application of Network Manager contract provisions thereto, and that the board members, their proxy representatives, Friend, and Mauch attend. Haugh seconded. There was no discussion. The motion was approved unanimously.

The Board returned to open session at 10:28 a.m.

Action Taken: Haugh moved to require a penalty payment of \$10,000 for the outage. Seconded by Gutierrez. There was no discussion. The motion was approved unanimously.

3. Position Description and Hiring Logistics (Personnel)

A. Status Update / Next Steps

Yancey reported that the committee had reviewed all the resumes collected from the position announcements and described the process they used to evaluate them. The committee met and settled on a subset of candidates for the Executive Director and Chief Administrative Officer positions. He suggested that next steps would be to send out some historical / explanatory information on INK then have short preliminary interviews with each candidate to ask them why they should be the preferred candidate for the position. This would hopefully be accomplished in the next week. Then they would use those interviews to cull the list further and to proceed with formal interviews for what would be just a few remaining candidates and then work with the Board to make a final selection. Butler concurred. Yancey also mentioned that the committee had met with Syndeo's 401K representative and there had been some questions that Mauch was going to research regarding INK's eligibility to participate in a 401K vs. 403(b) plan given its status as a governmental entity. Mauch indicated she was doing so. There were some questions about the experience of the candidates and it was noted that many were from out-of-state.

B. Syndeo Employee Handbook Questionnaire – Response

The Board discussed the status of the handbook questionnaire briefly. Rather than going over individual questions at the meeting, Sloan asked that the members send any feedback they had to the Personnel committee by the close of business on Tuesday, June 6.

4. New Grant Applications

Friend said that he had included a new grant request – the only one he had received in May during the open submission period – from the Biological Survey. It was a continuation / expansion of the work they were already doing, but in support of state agencies, including the Kansas Department of Wildlife and Park, by including data to support the latest 10-year Kansas State Wildlife Action Plan.

Action Taken: None.

5. Other Committee Reports

I. Finance. There was no report.

II. Policy and Procedures. Friend noted Krauss was out, but that Haugh was researching state policies for some of the topics to be included. Haugh responded that his personnel officer had been out of the office or otherwise focused on other priorities, but was working on it.

III. Network Manager System Information Delivery. Friend and Jones reported that they had spoken with representatives from Rubrik (including Adams and a representative from NIC/Tyler Corporate in charge of the backup work).

6. Transition Update

Leave Payout (“Final Payroll True-up”)

Friend stated that this item was mislabeled on the agenda. The Board didn't not owe any additional funds for his final leave payout, but the ongoing quarterly payments had been estimates and there was a final “true up” in the amount of \$4,656.19. He could just go ahead and pay that, as it was within budget, but because it dealt with himself and he was leaving, he wanted to call attention to it to the Board.

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Action Taken: Butler moved to authorize payment of the final payroll payment to the Department of Administration in the amount of \$4,656.19. Seconded by Cook. There was no further discussion. The motion was unanimously approved.

Friend then summarized status on a variety of items, including banking, where he had been working with the banks, Sloan, and Krauss to get Sloan on all the accounts; the accountants (MizeCPAs) to get Krauss access to their systems, and both he and staff from MizeCPAs and KIC had been providing information to the auditors for the annual Financial Audit and he had given them Krauss's contact information. Syndeo had been discussed before – the main outstanding items there were the questionnaire for the employee handbook that had been discussed earlier and he had exchanged contact information for them with the Personnel Committee and vice versa. Legal matters had been handed over to Butler and there had been a brief meeting on the OJA contract with Mauch and Butler to discuss status. The office move would shortly be completed, the mail forwarding forms had been submitted to USPS as of May 22. Friend was working to get key cards for Butler and Sloan, email would have an out-of-office message that provided contact information for Sloan, Krauss, and Jones, and the phone would be forwarded to Sloan. There was discussion throughout by Friend and the Board members.

Action Taken: None.

The meeting closed with Jones presenting a plaque from the Board and Network Manager commending Friend for his service to INK over the past 20 years.

Adjournment: Burghart moved to adjourn the meeting at 11:34 a.m. The motion was approved unanimously.