

September 2018 Board – Special Teleconference Board Meeting September 7, 2018

Opening

A teleconference meeting of the INK Board was called to order at 3:39pm on September 7, 2018 by Kathy Sachs, representing the Kansas Secretary of State, with the following members present:

Matt Billingsley, representing the Secretary of Revenue
Lana Gordon, Secretary of Labor
Aaron Kite, representing the Kansas Bar Association
Gregg Wamsley, representing the Kansas Library Association
Glen Yancey, representing the Executive Branch Chief Information Technology Officer

Others Present

Duncan Friend of the Information Network of Kansas, Inc.

Agenda

1. Public Key Infrastructure (PKI) Audit Funding

Friend opened by stating that a copy of an invoice for the PKI audit had been distributed earlier to the attendees. Sachs described the digital signature fund at INK and its background – and the intent was to cover things like improvements and audits. Previously, she explained, the contract was under Secretary of State but now the state Office of Information Technology Services (OITS) is the contract holder. Sachs said she would be glad to answer any questions about the expenditure.

Yancey asked if this was for auditing the certificate management program. Sachs answered that it was for the Registration Authority. She explained the difference between the digital signature and the PKI. The PKI practices back up the authenticity of the digital signature for non-repudiation. Yancey asked if they would actually be working with customers, like the Department of Revenue who has delegated authority, for example – would they review the documentation they collect and maintain to make sure they are in compliance. Sachs said he was correct – it is a random audit at the location where the documentation is stored. She explained how the process worked at Secretary of State – she didn't believe Department of Revenue still had certificates. Kansas State University has some certificates – so they would potentially need to go there.

Friend confirmed that the balance was around \$113,000, so there is enough money to cover the payment.

Action Taken: Yancey moved that the expenditure of \$13,000 be funded, Sachs seconded the motion. The motion was approved unanimously.

Note: While members were initially joining the call but before the meeting was convened, Friend updated them on the status of an Open Records request for INK he was working with Board Counsel to fulfill. It was taking some time – it is not a lot of records, but there is confidential material involved in the RFP response and discussions.

2. Business Form Finder

Billingsley asked Sachs if the first phase of the Business Form Finder project had been completed and, if so, were they ready to move on to the next phase. Sachs said that, if it was appropriate to say in a special meeting, she thought it was the time now. They'd wanted to make sure the mechanics were working before they moved on to make it more modern looking and she believes it has passed those tests. So, she would like at some point to request \$25,000 in order to meet with their advisory committee and find out what they think the next steps would be for improvement – she assumes it would be something like mobile. She feels it is time to move forward to modernize it. Billingsley asked if they were ready to move forward. Sachs said yes, they needed to give the committee an amount of money that was available and then see what they thought the priorities were.

Action Taken: Billingsley offered a motion to commitment to fund improvements to Business Form Finder up to \$25,000. Yancey seconded. There was no discussion. The motion was unanimously approved.

Billingsley wanted to make sure it came out of the reserved balance for the Kansas Business Center. Friend confirmed the balance and said that would be how the expenditure was coded.

Adjournment

Action Taken: Billingsley moved to adjourn the meeting, Secretary Gordon seconded. The motion was unanimously approved.

Meeting adjourned at 3:52pm.

The next INK board meeting will be held at 10:00 a.m. on October 2, 2018, at 700 SW Harrison, 2nd Floor Executive Conference Room, Topeka, Kansas.

Minutes submitted by: Duncan Friend