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# Information Network of Kansas Board Meeting Minutes

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## July 2019 Board Meeting July 11, 2019

### Opening

A meeting of the INK Board was called to order at 10:10 a.m. on Thursday, July 11, 2019 at 700 SW Harrison, 2nd Floor Conference Room, Topeka, Kansas by Chair Aaron Kite, representing the Kansas Bar Association, with the following members present:

Mark Burghart, Secretary of Revenue

Deputy Secretary Patty Clark, representing the Secretary of Commerce

Jennifer Cook, representing the Kansas Secretary of State

Doug Gaumer, representing the Kansas Bankers Association (Vice Chair) (*by telephone*)

Gregg Wamsley, representing the Kansas Library Association (Board Treasurer)

### Others Present

Kirk Thompson, Director, Kansas Bureau of Investigation (KBI); Leslie Moore, Director, Information Services Division, KBI; Elizabeth Kari, Emergency Preparedness Planner / Project Manager, KBI; Duncan Friend, Information Network of Kansas; Nolan Jones, Ashley Gordon, James Adams - Kansas Information Consortium, LLC.

### Consent Agenda

The consent agenda for the meeting included the draft June 2019 INK Board minutes: the June 2019 INK Network Manager report; and over-the-counter service (KanPay Counter) contracts for the City of Protection and the City of Wathena. Secretary Burghart asked for a correction to the spelling of his last name in the attendee list included in the minutes.

**Action Taken:** Cook moved to approve with the change noted in the minutes, seconded by Wamsley. There was no further discussion. The motion was unanimously approved.

### Regular Agenda

#### Regular Business

#### 1) Kansas Bureau of Investigation – Scrap Metal Grant Application Overview

An updated grant proposal from the KBI to construct an online application for a legislatively mandated Scrap Metal program was included in the board packet. The amount being requested was \$60,000. The proposal anticipated that INK (via KIC) would be paid this sum to develop the application. Elizabeth Kari provided an overview of the grant and took questions from the Board, with answers being provided, in part, by Director Thompson. Jones also provided his perspective on the development required and KIC's ability to perform the work. Kite asked whether the application could be designed to provide aggregate information about the industry that could be information INK could deliver and it was agreed this seemed possible without violating the statutory restrictions. After significant discussion, the board determined that rather than awarding a grant, it would be appropriate to ask KIC to perform this work and to have them adjust the 2019 Business Plan accordingly to accommodate it. In turn, KBI agreed to pay annual maintenance of \$30,000 to INK to support the application. Gaumer expressed support for the idea and offered an initial motion.

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**Action Taken:** Gaumer moved that the board direct INK's business partner KIC to modify the 2019 INK Business Plan accommodate their development of the Scrap Metal application project as proposed by the KBI, with the cost of the development not to exceed \$60,000, and to develop a contract with the KBI for the Board that would include a maintenance fee of \$30,000 per year to support the application. Kite seconded. There was no further discussion. The motion was unanimously approved.

## 2) Network Manager Report

Jones noted that he would make his report quick, but the first half of June he was on jury duty where all his access to digital communications were cut off during the day, so he was still catching up. He had three main things to report: There had been some significant project go-live at the first of the month, including for the Secretary of State on payment processing and it was going well; the Kansas portal developed on off hours and sponsored an internal conference for the entire NIC company on Growth and Innovation – he didn't get to participate as he was out, but it was well-received; and, Jones continued to search for a new location for their office. Their current lease expires at the end of the year and there were items in the Business plan that would use additional space, such as an R&D room and media room for use by agencies. Cook added that Jones and his team had done a great job in implementing their project at SOS.

Clark asked about the relationship between KIC and the other states. Jones responded that there was an agreement that if any state had something that could be reused, they were welcome to take the code and do so. It was not quite straightforward given the differences in platforms, but they can always share best practices, rulesets and project plans. He used the scrap metal application as one that other states might be interested in reusing the code from. Clark then asked a question about PayIt and where they fit in, as she had recently heard of them. Friend briefly explained the history as it related to INK.

**Action Taken:** None.

## 3) Finance Committee Update

Friend and Wamsley directed the Board to the packet of materials where there was a draft of an Investment Policy for the Board that had been reviewed by counsel. Friend noted that it was not all original, he had used both the state's Pooled Money Investment Board policy and a model policy for a national accrediting group for state investment policies as guides. Friend then walked through the draft policy.

Wamsley said he felt the first step here was approving the investment policy before moving forward with procurement.

**Action Taken:** Wamsley moved approval of the INK Board Investment Policy. Clark seconded the motion. There was no discussion. The motion was unanimously approved.

Clark asked if INK had a minimum percentage of assets that had to be granted. Friend answered no, but it had been most recently discussed, which was an idea suggested by Cook, that it be something in the neighborhood of 60% to start. Kite noted that this was an aspirational goal. The finance committee had suggested \$720,000 for this year's grant pool.

### 4) User Association Listing / Board Candidate Identification

Kite provided some background, indicating they'd asked Friend at the last meeting to come back with a listing of organizations from which prospective board members might be drawn. Friend briefed the Board on the requirements to nominate an individual to fill the remaining position on the Board that is dedicated to user associations, while handing out a list of 20 potential organizations from which a candidate might be drawn as a basis for discussion by the Board. The list also showed the statutory definitions and process relevant to the candidate to be selected.

Kite asked if all those organizations listed were users of INK. Friend indicated that some were, but he considered them all "potential" users and also thought it was possible some could be possible data providers – he stated that he had identified organizations involving land because he believe there was interest there, as well as potential revenue and systems and INK had a good county footprint. He then noted some of the organizations listed that had had members on the Board previously, such as Kansas Grain and Feed, the CPAs, and Kansas Association of Mappers. He closed by expressing he was fine with whatever approach the Board wanted to take – pick three or five organizations or he could choose. The intent was to involve them in the process.

Cook stated she thought they should be a user or potential user, perhaps in multiple ways, like a subscriber. Friend wasn't sure these organizations specifically were all subscribers, but in many cases, there would be companies from the industry they represented that subscribed to INK. Kite asked which service INK provided to the Oil and Gas industry. Jones said he wasn't aware of anything specific – they would use general business services, like Secretary of State. Kite asked Friend if he had a recommendation. He responded that he could make a recommendation, but he really wanted to get to what Clark was getting at, the idea of looking at the three sectors. He wasn't sure if they were ever going to be big users. He wanted to defer to KIC as well, as some of these might be sectors that he had ideas for services that could be built for them. He noted that he had put Insurance on the list for this reason, as they were definitely a user and there had frequently been one on the Board. Kite expressed interest in agriculture and technology.

Cook expressed interest in a technology firm with an agriculture focus or vice versa, as did Clark – Kansas Wheat might be an option. The crop consultant industry that is emerging may also be an area to look into. Clark said the Corn Growers were also organized like Kansas Wheat and might be a place to look, Kite asked if there was an association of Kansas Agronomists. They use technology and are consulting with the producers. Friend responded that he would look that up. Gaumer asked if there was an engineering association – Friend confirmed there was. Gaumer continued that he thought someone with an engineering background who would be familiar with technology would be a pretty good addition. Clark added that, along those lines, the Association of General Contractors.

Friend summarized what he'd heard: The Ag/Tech combination seemed to be of interest to the members – Kansas Wheat, the Corn Growers, maybe other people like crop consultants – Kite noted there was a Kansas Association of Independent Crop Consultants. Secretary Burghart suggested Friend contact Secretary Mike Beam at Agriculture who might have a suggestion. Friend noted that engineers had been mentioned – Kite mentioned education. Jones directed the conversation to Adams given his experience on the Seaman School Board. Clark asked if it was better in his opinion to have principals, school boards, or superintendents? Adams said he felt the superintendents would be best – or finance officers. There is a superintendent's association and one that was the financial officers' association. Kite mentioned Kansas Association of Cooperatives and Friend said he had contacted them before and would do so again. Kite noted that the process would likely be laborious.

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**Action Taken:** Kite moved that Friend select three names from organizations that Friend had just listed and from what had been discussed, and that he move forward with the recruitment process with those three organizations and keep the Board informed. Once the three names had been offered, Friend would work with the Chair to write the letter submitting them to the Governor's office. Clark seconded the motion. Unanimously approved.

### **New Business**

#### **1) Board Orientation / INK Overview**

While 55 minutes had been allotted on the agenda for this item, there were only about 15 minutes left when this agenda item was reached, so Friend ran through the slides (*copy attached*) quickly and Jones briefly discussed some of the services INK delivered for the state. There was no discussion. Clark asked that the presentation be distributed by email after the meeting.

**Action Taken:** None.

### **Adjournment**

The Board adjourned at 12:15pm.

Minutes submitted by Duncan Friend