

Information Network of Kansas Board Meeting Minutes

January 2021 INK Board Meeting January 7, 2021

Opening

A meeting of the INK Board was called to order via online videoconference in Microsoft Teams at 10:03 a.m. on Thursday, January 7, 2021 by INK Secretary Lucas Goff with the following members present:

Mark Burghart, Secretary of Revenue
Kate Butler, representing the Kansas Bar Association
Jennifer Cook, representing the Secretary of State
Jim Haugh, representing the Secretary of Commerce
Vicky Ortiz, representing the Kansas Library Association
Glen Yancey, representing the Executive Branch Chief Executive Technology Officer

Others Present

Michael Church, Senior Archivist for Collections, Kansas Historical Society Tim Shultz, INK Board Counsel; Duncan Friend, Information Network of Kansas; Nolan Jones, Ashley Gordon, and James Adams, Kansas Information Consortium, LLC.

Consent Agenda

The Consent Agenda for the meeting listed the draft minutes for the December 3, 2021 INK regular Board meeting, the December 2020 Network Manager Report, and contracts for KanPay Counter services for Woodson County Emergency Medical Services (EMS) and KSU Extension Office (Meade County).

Action Taken: Cook moved to approve the items on the Consent Agenda. Haugh seconded. There was no further discussion. Approved unanimously on voice vote.

Regular Agenda

Regular Business

1) **Introductions: New Board Member Vicky Ortiz, representing the Kansas Library Association**

Goff deferred to Friend to introduce Vicky Ortiz, recently appointed to the Board by the Governor. Ms. Ortiz works at the Dodge City Public Library and is representing the Kansas Library Association, serving the remainder of the term previously filled by Greg Wamsley. Ms. Ortiz introduced herself to the members and Goff welcomed her and thanked her for being part of the Board.

Action Taken: None.

2) **Board Appointment Status & 2021 Officer Nominations / Election**

Friend summarized the status of the open positions and noted that while two members had been appointed in the last couple months, they were for the Bar Association and Library Association and did not address the nominations that had been submitted by the Board on November 5, 2020. He continued that he understood they were working on getting them filled, but while the Board had asked him to obtain a general timeline, he had had not been successful in getting a response with regard to that. He had also shared the challenge presented by the vacancies in the user association members with regard to the tradition of electing Board officers from their ranks. Friend then noted that, according to the by-laws, the election of officers would have occurred at the January meeting, normally based on the recommendation of a nominating committee

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that had been convened prior to solicit member interest in serving, with them then proposing a slate. Of course, he continued, there are two new members now from outside – Butler and Ortiz – but new members may well want more time on the Board before they would feel comfortable serving as officers.

Goff suggested that, since the Board knew that its vice-chair and secretary are in the position of “running out their time” since their terms have expired, it would be beneficial to make some adjustments in case those appointments are not renewed, so there is a relatively smooth transition. Friend continued, saying that he was really deferring to the Board’s direction on this matter – he noted that Gaumer might be on later on the call if they wanted his input as well.

Yancey offered that his opinion that it didn’t really make sense to nominate and elect officers until there was long-term stability on the Board. The Board can conduct business and the members that are serving beyond their term are experienced members so they understand what the board should and shouldn’t do. And, he didn’t feel there was a reason to disadvantage new members by electing officers before they had a chance to acclimate themselves to the Board and weigh in effectively and appropriately.

Action Taken: Yancey moved to table the election of officers until the board has a timeline for appointments and understand what the interim term of extended membership may be for those currently holding the officer positions. Secretary Burghart seconded. There was no further discussion. The motion passed unanimously.

Burghart offered to inquire on the status with the Appointments Office and the members of the Board supported his doing so.

3) Network Manager Report

Jones highlighted several activities that had occurred during the month. The Office of Judicial Administration online Marriage License solution launched on December 18. It seems to be working well so far and he thinks it will evolve over time. Two of the most important services INK provides are Webfile / Homestead tax filing. They launched on Monday of this week, with Homestead having some significant enhancements for this filing season. He ended with an update about the work that the INK Board had allowed the parent company NIC to bid on with COVID testing. That work has been going very well – they are working in the Northwest section of the state over an area of about 16,000 square miles.

Action Taken: None.

New Business

4) Kansas Historical Society Grant – Status Update / Extension Request

Friend introduced Michael Church, Senior Archivist for Collections at the Kansas Historical Society and briefly described the nature of the grant he was here to talk about that involved both scanning of Governor’s papers from the “Bleeding Kansas” times and redesign/redevelopment of the Kansas Memory website, a project that INK had initially funded the development of a number of years ago. He noted that while they have been making good progress on the scanning and have significant budget left overall, they are interested in extending the deadline for the grant related to the rebuild of Kansas Memory and Church is here to talk about that.

Church discussed progress on the digitization part of the project which he viewed as very successful. They have digitized the records of 11 governors from 1861-1893 from the beginning of statehood to the beginning

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of Populism in Kansas and involved digitization of more than 93,000 pages, all of which are available on the current Kansas Memory website.

He continued that, on the re-development side of the project for Kansas Memory, they had been delayed by the impact of COVID-19. They had contracted with IT firm that had been good to work with and had embedded a developer with the Historical Society. Then, the development shifted offsite due to COVID-19, at which time they started to run into problems, with the contracted developer having a personal crisis where most of the code was lost. Church then explained the efforts they had made to retrieve the code and have the vendor make good on the situation. The Historical Society has paid for the development work (of which about 10 months was lost), but the vendor has now agreed to assist them in finding a new developer and to fund that developer for 10 months with the intent of getting them back on track and completing the work.

Action Taken: Cooked moved to grant the Historical Society's extension request through December 31, 2021 for their KansasMemory.org Redevelopment and digitization project. Goff seconded. There was no further discussion. Motion passed unanimously.

5) MVR Vendor Contract - KDOR/INK/Embark Safety

Friend described the efforts with INK and KDOR to update the contract for Motor Vehicle Record sales to the current vendors (and for reuse with new ones). The main purpose was to enhance the audit procedures and then revisit / update any miscellaneous areas that appeared to need it. This represents the first using the new template, which has also been reviewed and approved by INK Counsel. Friend said that his idea was the this one could be discussed and questions answered, but in the future, as other updates with vendors using the same template came in, he would just place them on the Consent agenda for approval.

Friend then deferred to Jones for further explanation. Jones noted that it was good practice to revisit contracts on a regular basis and this was an update to the standard template used by all five of the current vendors – Embark would be a new one approved by KDOR. Friend addressed Secretary Burghart from Department of Revenue, asking if he had any comments and noted that they had been working with KDOR's attorney, Bob Challquist on all this. He indicated he did not have any additional comments.

Action Taken: Yancey moved to approve the contract between the Kansas Department of Revenue, Information Network of Kansas, and Embark Safety. Haugh seconded. There was no further discussion. The motion was passed unanimously, with Secretary Burghart recusing himself.

6) MVR Vendor One-time Fee

Friend that he had not included information in the board packet on the item. What happened was that an MVR vendor had an issue in their submission to pull records and ended up requesting that KDOR rerun it for them. That was at KDOR's discretion and they did it but ended up incurring some costs. The costs to INK for working on this were minimal, but an agreement was worked out for the vendor to pay \$15,000 for the work. So, what is being asked for here is approval of a fee to Samba Safety for work performed by Kansas Department of Revenue in support of their MVR records service where the funds would be directly provided to KDOR upon receipt, with the INK Board waiving any charges for INK. Friend noted that he had worked with INK Counsel to craft a motion to address this and that he can read that whenever and if a member chose to make it. deferred to Jones to provide details. Jones confirmed the specifics of what had occurred and pointed out his support for a provision in the draft motion that waived any fee for this that would go to KIC.

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Yancey asked to confirm what the vote would be on. Friend responded that it was both the charging of the \$15,000 fee, as the Board is required to approve all fees, and the waiving of the INK/KIC portion of the fee, so that it would go entirely to Department of Revenue for their work.

Action Taken: Yancey moved to assess a fee of \$15,000 to a bulk Motor Vehicle Record vendor, Samba Safety, on behalf of the Kansas Department of Revenue and the Information Network of Kansas to cover costs incurred by KDOR to prepare a special data file to correct an unintentional issue caused by the vendor. INK will waive any associated processing fee and remit the \$15,000 collected directly to the Kansas Department of Revenue. Motion seconded by Cook. There was no further discussion. Motion passed unanimously, with Secretary Burghart recusing himself.

7) 2021 Business Plan Review

Friend briefly walked through the flow of approvals and documents. The draft 2021 INK Business Plan had been sent out about a week prior to the meeting and today a summary would be presented <see attachment to this document> and then the Board could either wait a month or approve today. At the back of that business plan – it is about 15 pages – is a cash flow that ends where the INK Board budget starts, that is, what INK plans to receive in 2021 and then how much is spent for its operations and then grants. This flow, the INK expenses, are usually separately approved and will be the next item on the agenda for which a handout with that draft budget is also included. Jones and Friend conducted the presentation and then stood for questions. When the presentation was concluded, hearing no further questions or discussion, Goff called for a motion.

Action Taken: Haugh moved to approve the 2021 INK Business Plan. Butler seconded. There was no further discussion. Motion passed unanimously.

8) 2021 Information Network of Kansas Budget Review

Friend directed the Board to the draft 2021 budget for INK Expenses. These are the expenses of the Board itself (vs. INK overall) and, based on estimates of INK's revenue share for 2021, suggests an amount that could be devoted to a grant pool, based on the Board's previous direction about how that might be calculated <A copy of the budget presented is attached>. Friend walked through the handout, noting the results of budget-to-actual for the previous year and then discussing his estimating basis on the major items for the new year. The anticipated grant budget for the year according to this calculation would be \$600,000.

Goff asked if there was any further discussion. Hearing none, he called for a motion.

Action Taken: Yancey moved to approve the draft 2021 INK Expense Budget as submitted. Secretary Burghart seconded. There was no further discussion. Motion passed unanimously.

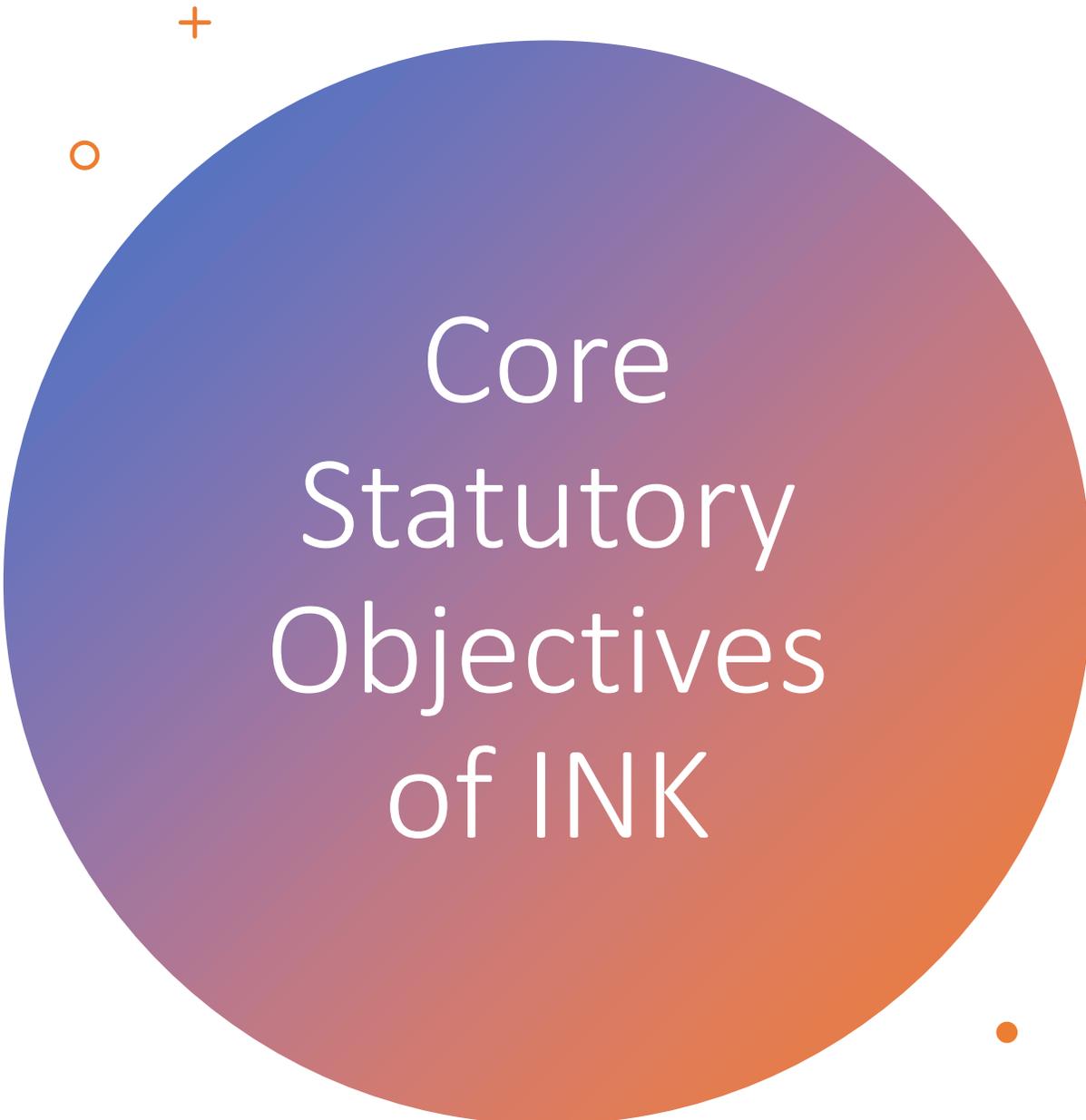
Goff asked if there was any other business before the Board. Friend asked Jones if he could update the Board on whether or not the state had awarded the Wildlife Parks and Tourism contract for the hunting and fishing license system that his parent company, NIC, had bid on. Jones said to his knowledge the state was still evaluating the bids.

Adjournment: Yancey moved to adjourn the meeting. Goff seconded. Motion passed unanimously.

The meeting adjourned at 11:30 a.m.

Overview and Status

2021 INK Business Plan



Core Statutory Objectives of INK

- Provide a gateway to Kansas public information
- Expand the amount, kind, and utility of information available to the public
- Expand the base of users of Kansas government information
- Improve access technologies
- Seek advice from the general public, network subscribers, and other parties in accomplishing its mission
- Advise the state (Secretary of Administration, OITS, and Agencies) on citizen and business access to data
- Provide oversight of the Network Manager

(KSA 74-9301, et. seq.)

Provide a gateway to Kansas public information

2021 Business Plan Priorities

- **State Home Page usability.** Improve the usability of the Kansas.gov gateway based on user testing.
- **Mobile.** Implement at least 3 information services on a mobile platform.
- **Phone Directory Integration.** Expand contact information on the state portal to include, integrate, and/or improve access to a directory of state agency help desk / 800 numbers and contact information for the public.
- **Social Media Directory enhancement.** Work with state PIOs and the Governor's office to enhance the social media directory hosted by INK.
- **Social Media Service.** Implement an one online service through a social media platform as a proof of concept to evaluate the demand and identify potential challenges such as security, privacy, and usability.
- **Expand use of Chat Services.** Explore opportunities to further expand the use of Live Chat and Chatbots to assist individuals and businesses in accessing government information and services

Expand the amount, kind, and utility of information available

2021 Business Plan Priorities

- **COVID-19 Data.** Explore and new / revised data generated by agencies related to COVID-19 initiatives that may be useful to other agencies or the private sector.
- **Judicial Data.** Gain access to and assess data from new Court System to determine whether a new value-added service can be developed to offer to business and the public These efforts will include market research and contacting / convening INK subscribers from communities currently using this data - and prospective ones - to understand their needs and potential opportunities.
- **Data Inventory Project.** Identify a government organization willing to partner and assist them in identifying / inventorying their data, its security classification and applicable access policies; ID which data are currently being made available to outside users; identify external users who could benefit from access to the data sets that are currently being made available, and work with the organization and customers to make one or more data sets available

Expand the Base of Users of Kansas Government Information

2021 Business Plan Priorities

- **Mobile Platform.** Develop and implement a plan for establishing a mobile platform for citizen and business engagement, including identifying opportunities to extend or expand existing services with existing customers to a mobile platform.
- **Mobile Best Practices.** Identify and engage with other states that have implemented a successful mobile platform approach and determine if those best practices can be leveraged in Kansas.

(see also Marketing Section)

Improve Access Technologies

2021 Business Plan Priorities

Work with and support communities addressing barriers to access.

- Work with organizations representing disabled Kansans to find ways INK can improve access, such as providing more information about available services, enhancing technologies that are being used - like Amazon Echo, Chatbots, audio readers, or providing new online services.
- Expand involvement with the Kansas Partnership for Accessible Technology, including emphasis on reconvening the group and solicitation of opportunities to contribute and use expertise from the state's accessible technology community.

Reduce paper-based processes. Work with agencies to identify public-facing paper-based processes where there is significant benefit to moving them online. From these opportunities, identify and initiate two projects to provide and/or improve electronic access.

Advise the State (Secretary of Administration, OITS, Agencies) on Citizen/Business Data Access

2021 Business Plan Priorities

- **SIM Plan Collaboration and Funding.** Participate in and assist the State with the development of a new Strategic Information Management (SIM) Plan, including possible funding through INK as has occurred in previous iterations, to ensure effective integration with overarching strategic planning for information management at the State
- **Advise and Collaborate in Development of State Information Policy.** Assist the state in revising the Information Technology Advisory Council Policy 8000 addressing Data Administration in the state. The role of INK is directly tied to the state's information management and the ease with which we can identify information of value to the public and help make it available.

Seek advice from the general public, network subscribers, and other parties in accomplishing its mission

2021 Business Plan Priorities

- **Focus Groups.** Conduct at least three focus groups (likely via Zoom) to solicit input on existing or potential new services that are provided by INK
- **Online Survey.** Conduct at least one survey of individuals regarding the online services that would assist them - with emphasis on services that allow individuals to avoid going into a government office
- **Solicit Input from Associations.** Use professional and association connections to identify parties with expertise in public information access and electronic filing to solicit advice and recommendations for increasing / improving access in Kansas

Marketing Plan



EVENTS



SOCIAL MEDIA



MARKETING MATERIALS

Next steps

Incorporate feedback
from Board



Update plan to include
changes or corrections



Transmit to Board for final
review



Agenda for approval in
February 2021 meeting



Begin monthly reporting

INK Board Calendar Year 2021 - Expense Budget for Approval (DRAFT 1/7/2021)

Category	Description	2021 Proposed Budget	Inc/(Decr) in Proposed 2021 from 2020 Budget	Approved 2020 Budgeted Exp. (Legal rev. 9/3/20)	2020 Actual Expense	Variance in Actual Expenses from 2020 Budget
Board Expenses						
Hospitality / Meetings	Board meeting lunch (includes board mtg. food / approx. \$125*7 mtgs. + \$500 estimate for retreat, if desired)	\$1,400	(\$600)	\$2,000	\$257	(\$1,742.76)
Private Car Mileage	In-state travel reimbursement for travel to meetings and for Exec. Director (Assume 7 mo.'s travel @ \$700)	\$4,900	(\$4,100)	\$9,000	\$1,622	(\$7,378.10)
Professional Services						
Professional Contracts	Audit Services - 2021 Financial/Contractual Audit: BT and Co.	\$24,000	\$0	\$24,000	\$21,000	(3,000.00)
Professional Contracts	Legal Services: Goodell, Stratton, Edmonds, and Palmer, LLP	\$14,000	\$4,000	\$10,000	\$10,750	\$750.25
Professional Contracts	Accounting Services: Mize CPAs Inc.	\$16,000	\$0	\$16,000	\$16,033	\$32.50
Professional Contracts	Professional Consulting (For Strategic Planning / Operational Review support) - To be decided during year if needed	\$0	\$0	\$0		\$0.00
Administration						
Office Space Rental	INK Office - Landon State Office Building - Rm 114 (includes Monumental Bldg Surcharge and accrued amount)	\$9,442	\$0	\$9,442	\$9,440	(\$1.63)
Office Supplies	Incl. Copier paper, printer toner, staples, etc.	\$100	\$0	\$100	\$28	(\$72.02)
Postage	Occasional postage / express mail, as required	\$50	\$0	\$50	\$0	(\$50.00)
Printing	Significant printing, as needed, for Board meeting, presentations, etc.	\$150	\$0	\$150	\$0	(\$150.00)
IT Services	Email (the expenses for 2020 are not all in and am currently reviewing any budget changes)	\$290	\$0	\$290	\$261	(\$28.75)
IT Services	Desktop License / Support / Phone (Reviewing billing changes in Jul-Dec 2020 - all expenses may not be in)	\$1,600	\$0	\$1,600	\$675	(\$924.77)
Payroll Admin	Annual fee for payroll processing	\$230	\$0	\$230	\$200	(\$30.00)
Furniture and Equipment	Remaining budget from office move (April 2019) - incomplete	\$2,416	\$0	\$2,416	\$0	(\$2,416.00)
Teleconferencing	Primarily in support of Board and committee meetings	\$300	\$100	\$200	\$354	\$154.42
Miscellaneous	Other minor unplanned expenses, as incurred	\$250	\$0	\$250	\$0	(\$250.00)
Salary	Executive Director (includes employer share Group Health Insurance, KPERS - assumes no change in gross pay)	\$145,000	(\$643)	\$145,643	\$143,674	(\$1,969.00)
Meals and Lodging	2 trips @ \$60/day meals (No estimate at present, may request budget in fall)	\$0	\$0	\$0	\$0	\$0.00
Meals and Lodging	2 trips @ \$150/day Lodging (No estimate at present, may request budget in fall)	\$0	\$0	\$0	\$0	\$0.00
Software Escrow (per contract)						
Code Escrow	PROPOSED FOR EVALUATION- Code escrow costs quarterly copy of software/documentation per contract (Iron Mountain Estimate: \$2,700 initial setup, \$2,150 annual, \$6,000 basic verification service - KIC may pay this)	\$11,000	\$0	\$11,000	\$0	(11,000.00)
Consulting	For INK Disaster Recovery Test (Analyze, Plan, Document, Execute) - To be determined	\$0	\$0	\$0	\$0	0.00
Rubrik Recovery Environment	ALTERNATE PROPOSAL - Rubrik Appliance Service for INK Code validation / alternate DR - Estimate To-be-determined	\$0	\$0	\$0	\$0	0.00
		\$231,128	(\$1,243)	\$232,371	\$204,295	(28,075.86)

Estimated Revenue from Operations (2021 Business Plan)	\$1,221,285.00
Combined Money Market Balances on 12/31/2020 (CoreFirst, Kaw Valley, UMB)	\$2,567,991.07
Checking Balance on 12/31/2020 (Kaw Valley)	\$3,022,339.66
2021 Interest ("Liberal" estimate based on 2020, similar year-end Money Market rates, and limited grants)	\$42,000.00
Unexpended Grant balances (Legislature (est. \$133,900); KSHS (\$189,369); Seaman (\$2,033.87), Governor (\$292,030)	-617,333.00
Current balance sheet designation for Kansas Business Center / One-Stop	-437,027.63
Proposed INK Expense Budget - 2021 (above)	-231,128.00
Net - Estimate planned 2021 balance	5,568,127.10
Proposed 2021 Grant Pool: 60% of planned income after expenses (\$1,221,285 + \$42K - \$231,128 = \$1,032,450 x .6)	620,000.00