

Information Network of Kansas Board Meeting Minutes

May Special INK Board Meeting

May 23, 2023

Opening

A meeting of the INK Board was called to order via Zoom at 10:30 a.m. by INK Board Chair Tom Sloan. The following other members of the Board were present:

Mark Burghart, Secretary of Revenue;
Kate Butler, representing the Kansas Bar Association
Jennifer Cook, representing the Kansas Secretary of State
Jim Haugh, representing the Secretary of Commerce
Jeff Maxon, Acting Executive Branch Chief Information Technology Officer

Others Present

Duncan Friend, Executive Director, Information Network of Kansas; Glen Yancey, Board advisor.

Regular Agenda

While no formal agenda had been distributed for the meeting, Friend began by outlining the topics for the special meeting: 1) The need for a motion to take whatever actions were necessary to add Tom Sloan as soon as possible as a signer / access to all INK bank accounts at CoreFirst, UMB, and Kaw Valley Bank, and to remove access for the Executive Director as of close of business, Friday, June 9, 2023 from those same accounts; 2) To establish a budget or authority for Friend to incur costs and be reimbursed for advertising of the positions of Executive Director and Chief Administrative officer that had already been incurred or would be at the direction of the INK Personnel Committee; 3) and to grant authority / approve the payment of rent to the Department of Administration for the period of April through June 2023 (2nd quarter) for the office space currently occupied by INK at 900 SW Jackson, RM 114 in the amount of \$2,126.88. The individual motions and discussion follow.

1. Addition / Removal of signers on INK financial institution accounts

Friend explained the need for a motion to add Sloan to INK bank accounts as part of the departure of the Executive Director.

Action Taken: Burghart moved to take the actions necessary to add Chair Tom Sloan to all INK Bank accounts immediately and remove access for Friend as of close of business June 9, 2023. Seconded by Butler. No discussion. The motion was unanimously approved.

2. Authorize expenses for advertising as part of recruiting for two positions

Friend noted that he had incurred charges for advertising the Executive Director and Chief Administrative Officer positions with LinkedIn and Indeed at the request of the Personnel Committee, but that a budget for this did not exist. Butler explained the situation and recommended reimbursing Friend for actual expenses incurred to-date. The current expense was around \$1,316.

Action Taken: Butler moved to approve reimbursement of Friend's expenses as incurred at the direction of the Personnel Committee for advertising vacant positions. Seconded by Burghart. The motion was approved unanimously.

3. Approval of Payment of Office Space Rent Expense for Period April – June 2023

Friend explained that while most of the office files and other items had been moved to the new offices in the Mills Bldg., the move had not been completed in Q1 and so, while he anticipated vacating the office by the end of May, the Department of Administration requested that the full quarterly invoice for April-June 2023 be paid, even though he didn't anticipate it would be occupied in June. This could help with accessing mail also.

Action Taken: Haugh moved to authorize payment of the April-June 2023 rent expense for the INK offices. Seconded by Butler. No discussion. The motion was approved unanimously.

Adjournment: Cook moved to adjourn the meeting at 10:17 a.m. The motion was approved unanimously.