

# Information Network of Kansas Board Meeting Minutes

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## May 2023 Regular INK Board Meeting May 4, 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 10:00 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

Andrea Krauss, representing the Kansas Independent Oil & Gas Association

Jeff Maxon, Acting Executive Branch Chief Information Technology Officer (*joined at 11:15 a.m.*)

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

### Others Present

Melissa McCoy, Assistant Manager, Dodge City (*via Zoom*); Duncan Friend, Executive Director, Information Network of Kansas; Susan Mauch, INK Board Counsel; Nolan Jones, James Adams, Ashley Gordon, and Elisa Forbes, Kansas Information Consortium, LLC; Glen Yancey, Board advisor (*via Zoom*).

### Consent Agenda

The Consent Agenda included the draft minutes for the April 6, 2023 regular Board meeting and the April 2023 Network Manager report.

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

### Regular Agenda

#### *Regular Business*

#### **1. Update on Dodge City Kiosk Grant - Melissa McCoy, Assistant City Manager, Dodge City**

Melissa McCoy, Assistant City Manager, Dodge City appeared via Zoom to discuss the status of the kiosk grant they'd been given by INK and to request a scope and timeline change. She summarized the breadth of the content providers for the kiosks that they had engaged which had been an emphasis of the Board as part of the award. She then explained the rationale for several changes, asking that they be allowed to extend the timeline to January 1, 2025 due to the length of time it is taking to upgrade infrastructure downtown; take one of the free-standing displays they had envisioned and integrate it into a building; and extend the connectivity they had anticipated into a couple of public event spaces like a nearby pocket park. She then went through the materials she had provided the Board and noted that they also had calculated that they will need \$2,370.59 less than the budget awarded. The Board members asked various questions. McCoy confirmed she anticipated that any additional costs incurred prior to the completion date would be covered by Dodge City.

**Action Taken:** Krauss moved to extend the timeline on the grant for completion to January 1, 2025 and allow the requested change in the scope which would allow for the integration of the screen into the building and extending the fiber to the two public areas. Butler seconded. There was no discussion. The motion was approved unanimously.

#### **2. Network Manager Report (incl. Outage / State Home Page / OJA)**

Jones opened by providing an extensive recounting of the service outage that had occurred about two weeks previous. He was waiting on the formal report to be issued by the company, but it did affect multiple NIC states. While the system was recovered at their secondary site in roughly two hours, the system they used to notify customers of the outage was down as part of the outage so they had a lesson learned about the need to support it separately. As of this time, everything had been migrated back to its original location. Board

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members asked questions, with Jones confirming that pretty much all agencies were down and the amount of time depended on the service. Cook indicated the Secretary of State's office was down a significant amount of time and that it was not a minimal disruption for them. They estimated that they went down about 12:30 p.m. on Thursday and were not back up until 4:15 p.m. on Friday. They would like a timeline of events that was fairly thorough and also emphasized that a contingency plan for the services that were down would be helpful going forward, along with more disaster recovery testing that was not a "perfect world" scenario, rather than at night on a weekend. Jones committed to providing the timeline of events before the June meeting.

Jones then addressed the status of the go-live of the new State Home Page. As it stood at present, while it had been discussed as going live on June 1, they were tentatively planning June 5 to go-live at the first of the week. They are still waiting for word from the Department of Administration.

Jones closed by updating the board on the status of discussions about developing a website with the Office of Judicial Administration. At present, it appeared that they may need to host their documents in the cloud due to the volume. He noted that the Network Manager contract is written to require Board approval for anything put in the cloud. Friend added that he was currently working with Board counsel and the OJA attorney on a contract for this website and they had asked for significant modifications to the standard INK template.

**Action Taken:** None.

### 3. KDOR Payment Portal

Elisa Forbes, the project manager for the KDOR Payment Portal project that had just been implemented, provided an overview and live demo of the system.

**Action Taken:** None.

### 4. INK Board Member Nominations – Friend

Friend updated the Board on a slate of four nominees for the position devoted to user associations that is currently occupied by Tom Sloan whose term expires on September 30, 2023. A draft copy of the letter conveying the slate to the Governor was included in the meeting packet. The proposed slate is made up of four individuals: Crystal Malchose, Human Resource Director, Geary County and Kansas Association of Counties Board Member nominated by the Kansas Association of Counties; Kyle Niemann, Director of Technology, Keller Williams Real Estate Partners and Board Chair, Heartland MLS, nominated by the Kansas Association of Realtors; Tom Sloan, Board of Directors Rural Water District No. 1, nominated by the Kansas Rural Water Association; and Troy Tabor, Vice President, League of Kansas Municipalities; Council Member, City of Andover; and Director, Center for Entrepreneurship, Wichita State University who was nominated by the League of Kansas Municipalities.

**Action Taken:** Krauss moved that the Board submit the four names included in the proposed slate. Butler seconded. There was no discussion. The motion was unanimously approved.

### 5. Office Move Update

Friend provided a brief update on the status of his work to move the materials in the current INK office to the offices in the Mills Building and described the work outstanding.

**Action Taken:** None.

**Purchase of Owl Device for INK Board Meetings.** The next item was new business not on the agenda, but was taken up at this point. Krauss suggested the purchase of an Owl audio/video meeting device to be placed in the Department of Revenue conference room to be made available for use during INK Board meetings to improve interaction and communication in the meetings.

**Action Taken:** Krauss moved for INK to purchase an Owl audio/video meeting device to be placed in the KDOR Secretary's Conference Room for their use and use by the INK Board during its meetings. Seconded by Butler. The motion was unanimously approved.

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Sloan suggested that members go down to look at the new office space after the meeting and Friend agreed. The Board agreed to move Item 6 to the end of the meeting as it had an Executive Session and thus visitors could leave.

<Maxon joined the meeting>

## 7. Committee Reports

### I. Finance

Krauss said there was no report.

**Action Taken:** None.

### II. Position Description and Hiring Logistics (Personnel)

Friend said that the Syndeo contract had been signed and they'd set up a portal to upload documents. Most of the 60+ forms requested related to current employees, so he had to work through that. Then there were items like power of attorney forms and those for KDOL for withholding, and Board Counsel has reviewed them and they have been signed. Finally, Syndeo sent an email stating that INK can't use any of the Syndeo benefits with just one or two employees. The 401K is available to participate in, but Syndeo won't assist INK in finding other types of benefits unless they have at least five employees. He brought that to the committee. The committee asked him to fill out a draft of the Syndeo personnel handbook questionnaire and send it to the Board as there may be some policy issues they will want to discuss. They wanted to mirror the state on benefits like Paid Time Off and there were still decisions to be made about things like the 401K contribution. He then deferred to the committee to add any comments. Yancey and Butler confirmed that this summary appeared complete.

Sloan added that he thought they should start talking about timelines and where they would advertise the positions and he asked where the committee was on those topics. Yancey responded that he thought they should expedite this and asked to confirm if the Board felt they should move forward on advertising the positions now and Sloan said yes. Friend said he would send the position descriptions to the committee. Yancey asked to what degree they wanted the committee to rely on Friend in this process. The committee members indicated they would like his help and Friend said he was happy to do so. The members agreed that leaving the salary range and benefits open to negotiation. Friend told Yancey he could have language for the job postings by the coming Wednesday and schedule a meeting of the Personnel Committee to have them review it and move forward, with the idea of posting them by the end of the next week. Friend asked about the budget for the cost of posting. There isn't a line in the budget. They felt Friend could use his discretion on that.

Sloan then asked how long they wanted to go after posting the jobs before starting to review the applications. Yancey said it was typically 10 days.

**Action Taken:** None.

### III. Policy and Procedures

Krauss reported that there was a meeting scheduled for the following Monday morning with the intent of getting feedback from Board Counsel on all the sections of the current draft.

**Action Taken:** None.

### IV. Network Manager System Information Delivery

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Friend recapped the issue being addressed by the committee and he and Jones discussed status. Next step was to talk to Rubrik. Sloan asked Maxon to be added to the committee.

**Action Taken:** None.

### **6. Executive Session: Executive Director 2022 Performance Evaluation and 2023 Performance Expectations – Executive Director Discussion**

**Action Taken:** Sloan moved that the meeting of the Information Network of Kansas Board of Directors be recessed for a closed executive meeting for fifteen (15) minutes beginning at 11:30 a.m. and returning at 11:45 a.m. pursuant to K.S.A. §75-4319(b)(1) to discuss the Executive Director's 2022 performance evaluation and 2023 expectations and that the board members, their proxy representatives, Friend, Mauch, and Glen Yancey attend. Cook seconded. There was no discussion. The motion was approved unanimously.

The Board returned into open session from Executive Session at 11:45 a.m. and took no action.

**Adjournment:** Butler moved to adjourn the meeting at 11:45 a.m. The motion was approved unanimously.