

Information Network of Kansas Board Meeting Minutes

September 2023 Regular INK Board Meeting September 7, 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:

Kate Butler, representing the Kansas Bar Association
Andrea Krauss, representing the Kansas Independent Oil and Gas Association
Jeff Maxon, Chief Information Technology Officer for the State of Kansas
Mark Burghart, Kansas Secretary of Revenue
Jim Haugh, representing the Kansas Secretary of Commerce
Art Gutierrez, representing the Kansas Association of School Boards (*via Zoom*)

Others Present

Murray McGee, INK Executive Director; Susan Mauch, INK Board Counsel; Nolan Jones, James Adams, and Ashley Gordon, representing the Kansas Information Consortium; and Glen Yancey, Board advisor (*via Zoom*).

Consent Agenda

The Consent Agenda included the draft minutes for the August 3, 2023, INK Regular Board meeting and the August 2023 Network Manager report.

Action Taken: Burghart moved to approve the Consent Agenda, seconded by Maxon. There was no discussion. The motion was approved.

Contracts for Approval

City of Pleasanton-Payments
University of Kansas Center for Research-Sponsored Research Agreement

Action Taken: Butler moved to approve the contracts. Haugh seconded the motion. There was no discussion. The motion was approved by unanimous vote.

Regular Business

1. IRS Update

Mauch reported the letter from the IRS has been received and a response from INK has been provided.

Action Taken: There was no discussion. No action was taken.

2. Network Manager Report

Jones reported on demonstrations recently done for the Board of Tax Appeals and the Behavioral Sciences Board. Jones and his staff have been actively working with the Kansas Water Authority. They anticipate more discussion with the Kansas Water Authority at the Governors Water Conference. James Adams reported their work with the KBI and FEMA is on schedule for the Amber Alerts project. Jones said that KIC is in the process of making annual updates for several agencies which resulted from legislative changes and that the payment portal reached a milestone on Tuesday when they hit \$100 million in processing. Jones noted interest in using Artificial Intelligence is growing. They are moving slowly; contracts and policies need to be in place before it is utilized. This topic will be coming up gain in future board discussions.

Action Taken: Sloan had a couple questions regarding Amber Alert, Silver Alert and Blue Alerts. There was no action taken.

3. **INK ED update-** McGee took a moment to thank Sloan, Jones and Yancy for being so accommodating during his move to Topeka. He was also appreciative of communications he's had with Mauch and Krauss. He provided the board with information on his background and again thanked the board for this opportunity.

4. Committee Reports

A. **Finance.** Krauss reported the July 2023 Financial Report was sent to the board. She has reviewed and approved the statements.

B. **Banking.** Krauss reported that she would need to contact INK banking partners to add McGee as a signer on the INK bank accounts.

Action Taken: Krauss moved to add Murray McGee as a signer on INK's bank accounts. Butler seconded the motion. There was no discussion. The motion was approved by unanimous vote.

C. **Policy and Procedures.** Krauss said with a new Executive Director on board they need to begin transferring the reporting process over the McGee. The committee would begin work on the Accounting Procedures and Internal Control Policy.

D. **Personnel.** Sloan reported that he and McGee have discussed the need for a second employee. McGee will take time to review this and get with the Personnel Committee in another month or two. Butler reported that she and Mauch are working on finalizing the employee handbook. Yancy reported he has received confirmation from Syndeo McGee's Blue Cross Blue Shield cards are in the mail. They still need to confirm that billing, payroll, insurance payments have been set up. Krauss will work with UMB to set up a SIMPLE IRA account. Sloan confirmed the board had agreed to match up to 3% of employee contributions to an IRA. Yancy suggested INK ask OITS to provide McGee with a work phone. McGee said he would follow up with them. Sloan asked if INK could pay for McGee's parking. The board agreed with this.

Adjournment: Burghart moved to adjourn the meeting at 10:50 a.m. Haugh seconded the motion. The motion was approved unanimously.

Submitted by:

Andrea Krauss
Secretary/Treasurer