

Information Network of Kansas Board Meeting Minutes

August 2024 Regular INK Board Meeting August 1, 2024

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 10:01 a.m. by INK Board Chair Tom Sloan. The following other members of the Board were present:

Kate Butler, representing the Kansas Bar Association
Mark Burghart, Kansas Secretary of Revenue
Andrea Krauss, Kansas Independent Oil & Gas Association
Kayla Savage, representing the Kansas Department of Commerce
Jennifer Cook, representing the Secretary of State

Others Present

Murray McGee, INK Executive Director; Dusti Cerca, INK Chief Administrative Officer; Susan Mauch, INK Board Counsel; Nolan Jones and James Adams, representing the Kansas Information Consortium.

Emily Sheldon, CPA, CFE | Principal from BT&Co, PA.

Announcements

Chairman Sloan recognized Krauss for her service on the board with this being her last meeting. Sloan announced that Art Gutierrez has submitted his resignation to the board and the governor's office has been notified of our need for an additional appointment. Chairman Sloan further states that Sara Mosel's last board meeting will be in September.

Consent Agenda

The Consent Agenda that was presented included the draft minutes from the July 11, 2024, INK Regular Board Meeting; June 2024 Financial Statement; and July 2024 Network Managers Report.

Also included were contracts for approval for Penn Credit / KDOR Contract

Action Taken: Chairman Sloan opened the floor for questions. Burghart made a motion to approve the consent agenda and Savage seconded the motion. The motion was approved by unanimous vote.

Savage made a motion to approve the Penn Credit / KDOR Contract and Butler seconded the motion. Burghart abstained from voting. The motion was approved by unanimous vote.

Regular Business

1. INK Executive Director Report

McGee reports that yesterday's meeting with the agencies involved in the Kansas Water Hub project went well and believes that the project has moved forward with the wireframe content. The plan is to move forward with development of the website and keep the focus on state data.

Information Network of Kansas Board Meeting Minutes

McGee states that Mauch helped INK by visiting with OJA staff regarding the search tool yesterday. OJA had added more security requirements that INK would not be able to meet. Mauch explained to OJA staff the requirements were over burdensome.

McGee is still working on the response for OITS on a third-party tool needed for payment processing for agencies moving over to Accela.

The Board of Tax Appeals reached out to INK with interest in modernizing their website, integrating KanPay, and providing a calendar for scheduling hearings. McGee plans to meet with them next week.

McGree states that next Tuesday is the presentation at the Sunflower Foundation with staff from the Department of Revenue to showcase INK offered tools and generate discussion and ideas on what we might be able to do for them.

Action Taken: Chairman Sloan opened the floor for questions. There were no other questions or action from the Board.

2. Network Manager Report

Jones reports that they have received feedback from FEMA on the Amber Alert project, and they have implemented those items of feedback. FEMA has a very formal slide presentation which they are scheduling for next week.

Personalized License plate voting will go live on Monday.

Jones agreed with McGee that the meeting for the Water Hub project was good. He states that the agencies involved in the Water Hub project have identified some issues on their own sites. The next step is emphasizing sources for available grants and making it easier for the public to find them. The careers section is another big piece. The challenge has been describing who does what, because it's not only the five agencies participating, but also all the other agencies, associations both local, and federal. Jones further states that the feds have new accessibility requirements for websites, primarily dealing with mobile access. Kansas has not formally adopted those yet, but it is coming, and they are adapting to that.

For the OJA website, their staff are still loading content. KIC is providing help.

Jones states that they will begin working on the legislative changes to the income tax filing system, Webfile. KIC is in discussion with KDOR about potentially integrating with the IRS by providing a link this year with full integration next year.

We're working with OITS on the PCI expansion on how those scans will be performed.

Jones state that several smaller state agencies are moving over to Accela for professional licensing with the first agency going live in November.

Action Taken: Chairman Sloan opened the floor for questions. Sloan asked if the cloud strike event had any impact on KIC. Jones responded that they worked with agencies impacted to resolve as the situation as quickly as possible for minimal impact on the public.

Information Network of Kansas Board Meeting Minutes

Chairman Sloan inquired about the Water Hub project and if we are still looking at a mid-August date for completion. Jones replied probably not. He says that everyone wants to keep it moving along as quickly as possible, but not setting an actual date on it either.

There were no other questions or action from the Board.

3. Grant Follow Up Reports

McGee reports that he met with the Department of Commerce on July 25th and discussed adding more data points on the public facing side of the website they are proposing. They are agreeable as long as it does not slow loading times.

McGee states that he met with Misty Brucker, Director of Public Policy and Management regarding the pending Wichita State grant. The board wanted clarification on the viability of the hub and their ability to complete the project. McGee reports that they have put together a governing board which includes representatives of the Kansas Health Foundation; KDADS; KDHE, and the Kansas Health Institute. WSU has engaged national organizations to help with technical support and the University of Iowa and University of Colorado are also helping to develop the plans for phase two. WSU has set fundraising goals to raise over a million dollars for creation and maintenance of the digital lab which they anticipate will take three years to complete both phases.

Savage suggests including language in the event they are unable to continue with additional phases that the initial phase has some public benefit.

Mauch states that she will add to the contract that WSU will have a robust public facing portion and will add that they must present the project to the board upon completion of the project.

Action Taken: Chairman Sloan opened the floor for questions. Butler made a motion to approve the WSU grant application with those additions to the contract as presented by Mauch. Savage seconded the motion. With that the call for a vote was made. The motion was approved by unanimous vote.

McGee reports that he spoke with Dr. Houts from the University of Kansas Biological Survey who confirmed the Biological Survey Project #1 is complete and can be closed out. The grant that was issued in June of 2021 will leave \$75,000 unspent. They are now working on the Biological Survey Project II grant that was awarded in July of 2023. They gave a demonstration to McGee showcasing their information on the hexagonal data. They are working with the Department of Wildlife and Parks and have a list of 429 species of wildlife that need conservation. They track the movement and migration of some of those species. There is public facing website with data on energy resources, weather, climate, and socio-economic trends.

McGee reports that the Kansas Historical Society requested a six-month extension for their project that expired at the end of June. According to Michael Church, they've made significant progress and are in testing mode however the project will not be completed until September 2024. They are getting ready to submit requests for reimbursement for digitization, staff advances and things that were done back in 2020 and 2021 when the initial work was stalled due to COVID and other issues. They hope to have everything completed by September 20th.

McGee points out that Dodge City also has not met any of their original deadlines. They did receive an extension. He reached out to their Deputy City Manager. They are getting the programming for the kiosk and integrating it into their downtown streetscape project. They are ready to invite us to review it. They had come in and asked for an extension on that. It is slated to go to 4th Quarter 2025.

There were no other questions or action from the Board.

4. Agency Surveys

McGee reports that he has emailed links to members of the board for review of the Survey Monkey survey. He states that he did not receive any feedback on it.

Action Taken: Chairman Sloan opened the floor for questions. There were no other questions or action from the Board.

5. Public Surveys

McGee reports that he is working to develop questions 40-50 questions for the Docking Institute survey and has been pulling questions from other public e-government surveys.

Krauss offered that there needs to be more choices regarding demographic categories like metropolitan area, city, rural city, rural county.

Butler states our goal is getting digital government information out to the people. The extent we can give people an option to tell us what they would like to see, what they need and want, we can figure out how to get it there.

McGee states that the survey is very preliminary. The Docking Institute is also going to help supplement, but to help move the project forward, they needed us to start providing questions.

Action Taken: Chairman Sloan opened the floor for questions. There were no other questions or action from the Board.

Committee Reports

A. Finance Committee

Professional Services Budget 2024 – Mauch addresses a question raised at last meeting about the INK professional services budget versus actual amount spent. She begins that the total of \$114,495 is skewed because of the IRS's \$38,000 filing fee for the private letter ruling request. The board approved the expenditure as a special project. Additional fees related to the PLR were estimated at \$50,000 to \$60,000. She provided a breakdown of other costs outside the normal INK business including the KIC contract negotiations and OJA website and Search Tool project, totaling \$42,000 for the first six months of the 2024. She states that INK is within range of the total budget.

Action Taken: Chairman Sloan opened the floor for questions. There were no other questions or action from the Board.

Draft Auditors Agreed Upon Procedures and Representative Letter – Emily Sheldon of BT&Co, PA presented the results of the INK fiscal year 2023 financial statement audit and agreed upon procedures. They have issued an unmodified audit opinion.

Action Taken: Chairman Sloan opened the floor for questions. Krauss made a motion to enter into a 5-minute executive session inviting Emily Sheldon to attend and excluding INK staff. Butler seconded the motion. The

Information Network of Kansas Board Meeting Minutes

motion was approved by unanimous vote. The board entered executive session at 11:30 a.m. The board came out of executive session at 11:35 a.m.

Krauss made a motion to direct McGee and Chairman Sloan to sign the representation letter. Butler seconded the motion. The motion was approved by unanimous vote.

B. Policy and Procedures Committee – No Report

C. Banking / Financial Committee – No Report.

D. Personnel Committee – Evaluation. Butler states that the committee will be using a performance review form similar that used with the prior executive director. The committee will evaluate McGee and will request for him to self-evaluate. The committee request that two board members that are not on the personnel committee assist. Butler requested that all board members send goals for McGee to her. She will present to the board the compiled evaluation goals to decide which goals will be used.

Action Taken: Chairman Sloan opened the floor for questions. There were no other questions or action from the Board.

Other Business

Chairman Sloan asked if there was any other business to come before the Board.

Krauss made a motion to enter into executive session for 20 minutes to include INK staff to discuss matters involving attorney client privilege. Butler seconded the motion. The motion was approved by unanimous vote. The board entered into executive session at 11:38 a.m. The board came out of executive at 11:58 a.m.

After coming out of executive session, Krauss made a motion for INK to send a demand letter to KIC stating our concern with staffing issues, potential breach of contract and demand that they hire subcontractors to supplement their workforce. Butler seconded the motion. The motion was approved by unanimous vote.

Butler made a motion to enter into executive session for 2 minutes for further discussing of matters involving attorney client privilege with the inclusion of INK staff. Butler seconded the motion. The motion was approved by unanimous vote. The board entered into executive session at 12:00 p.m. The board came out of executive at 12:02 p.m.

Adjournment

With no further action for the Board to consider, Chairman Sloan made a motion to adjourn the meeting. Butler seconded the motion. The Board voted unanimously to adjourn the meeting at 12:02 p.m.

Submitted by:

Dusti Cerca
Chief Executive Administrator