

# Information Network of Kansas Board Meeting Minutes

---

## November 2024 Regular INK Board Meeting November 7, 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 10:02 a.m. by INK Board Chair Tom Sloan. The following other members of the Board were present:

Kate Butler, representing the Kansas Bar Association  
Jennifer Cook, representing the Kansas Secretary of State  
Ted Smith, representing the Kansas Department of Revenue  
Kayla Savage, representing the Kansas Department of Commerce  
Bruce Chladny, representing the Kansas Association of Counties  
Kyle Niemann, representing the Kansas Association of Realtors (*Joined via Zoom*)  
Jeff Maxon, representing the Office of Information Technology Services (*Joined via Zoom*)  
Greta Funk, representing the Kansas Library Association (*Joined via Zoom*)

### Others Present

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

### Consent Agenda

The Consent Agenda that was presented included the draft minutes from the October 3, 2024, INK Regular Board Meeting; September 2024 Financial Statement; and October 2024 Network Managers Report.

Also included were contracts for approval for the Butler County Rural Water District 1, Dudley Township Public Library, and Wichita State University Grant Agreement.

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

### Regular Business

#### 1. INK Executive Director Report

McGee reports that he and Sloan met Friday in Overland Park with Liz Thomas, Casey Fairman, Jordan Bickford, Matt Nunneley and Nick Winston from Tyler Technologies. They discussed points that were made in INK's most recent letter to Tyler Technologies regarding staffing, communications and steps to take as we move forward.

At the request of the governor's office, the Kansas Water Hub Project has been packaged and delivered to their office. Vijay Ramasamy has provided a memorandum for payment and to close out the project.

INK is working on a contract with the Kansas Department of Revenue Motor Vehicles for payment processing. Jones estimates an annual revenue of \$150,000.

# Information Network of Kansas Board Meeting Minutes

---

A demonstration was given to the Highway Patrol on Engagement Builder. The project would enable sharing of VIN inspection forms with 160 agencies across the state. They want the forms and information to be available to courthouse staff as well.

KIC is working with the Board of Tax Appeals on identifying changes to their website.

McGee has scheduled a meeting with the Office of the State Banking Commissioner next week to discuss potential projects with INK.

Melissa Underwood with KBI states that they are preparing a magazine article about the Amber Alert system enhancements and how the INK grant assisted in the project. Once that article is published, INK can link to the article and promote it through its website and on social media.

**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 the project to migrate the electronic forms on App Engine over to Engagement Builder will be completed tomorrow. This will free up time and ability to build additional forms on Engagement Builder such as the VIN inspection project.

KIC is also focusing on WebFile. There is a tight deadline to have the tax forms updated with legislative changes by the time it launches, usually the first week of January.

Jones states that the migration to Accela is back and forth but the launch with KREC is on schedule.

Jones announced that he plans to resign his position with Tyler Technologies at the end of the year. The position has been posted with hopes that it will be filled prior to his departure.

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

## 3. 2025 Business Plan

McGee has been working with Jones on the 2025 Business Plan. It identifies plans for multiple showcase events involving state and local agencies to enhance outreach and collaboration with a focus on specific agency needs and follow-up meetings.

McGee suggests incorporating annual fee increases into long-term contracts and to raise the blended hourly rate for services from \$100 an hour to \$125-\$150 an hour.

A need to engage a consultant has been identified to assist INK in exploring potential changes in the INK business model and operations. A timeline of seven months has been proposed for the consultant's evaluation, recommendation and implementation.

INK will plan to conduct customer surveys independently from KIC to gather immediate feedback.

# Information Network of Kansas Board Meeting Minutes

---

McGee plans to begin work on the 2025 Strategic Plan to restructure the network manager report to provide specific information as identified by the board.

**Action Taken:** Chairman Sloan opened the floor for questions. Mauch requests more information regarding the type of fees that will be increased. Jones identified increases to convenience and annual maintenance support fees. He adds that the idea would be as new contracts come along or existing contracts get renegotiated, it provides an opportunity to reevaluate costs and fees.

Cook asked about the process for consultant engagement. McGee states that the projection is seven months start to finish. A full proposal and draft contract prepared for next board meeting. There were no other questions or action from the Board.

## 4. 2025 Budget Proposal

The INK budget proposal for 2025 was discussed, highlighting projected revenues and the need for careful financial planning, especially regarding the impact of potential changes in vendor relationships. The proposed budget estimates 2025 revenues at \$1.5 million and will finish 2024 with \$1.4 million in revenue. There is a large increase for 2025 expenditures when adding \$500,000 to engage a consulting firm and a budget increase for legal services.

Sloan requests that INK staff refine the budget forms that were presented, will consider a vote on the budget at the December meeting.

**Action Taken:** There were no other questions or action from the Board.

## 5. KSU Property Estimator Tool Extension Request

The project team requested an extension on their grant to August 31, 2025. This is due to several delays they encountered, including internal issues and staffing changes. A key partner graduated and is now ready to resume work. The project aims to benefit the Department of Revenue. KDOR's new PVD tool is in place raising concerns about the feasibility of the project and whether it would be of any benefit to PVD. Smith and McGee are going to follow up with PVD staff for input on whether the project would benefit KDOR. It was also requested that a presentation be made to determine if the project still has any value.

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

## 6. Legal Publications

Chladny reported that a collaborative effort is underway with representatives of the Kansas Association of Counties; Kansas Association of School Boards and League for Kansas Municipalities to create a statewide website to provide city, county and school officials a tool to publish legal notices in an electronic format. While we have explored options for creating a digital platform for publications. The KAC, KASB and LKM are reaching out to the Association of Counties Representative and a former Legislator from Utah who worked together to create legislation that recognizes digital publications for Legal notifications. They are going to discuss the possibility of seeking changes in Kansas statutes to support digital publications before investing money into creating a digital platform.

# Information Network of Kansas Board Meeting Minutes

---

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

## 7. INK Board Officer Nominations

Sloan states that board officer nominations were solicited, and several were received and forwarded to the Nominating Committee. Three board members indicated interest in serving in leadership roles, with Tom Sloan as Chair, Kate Butler as Vice Chair, and Bruce Chladny as Secretary/Treasurer.

Savage moved for Tom Sloan to be Chair. Cook seconded the motion. Sloan called for a vote by show of hands. The motion was approved by unanimous vote.

Savage moved for Kate Butler to be Vice Chair. Cook seconded the motion. Sloan made a call for a vote by show of hands. The motion was approved by unanimous vote.

Savage moved for Bruce Chladny to be Secretary/Treasurer. Cook seconded the motion. Sloan called for a vote by show of hands. The motion was approved by unanimous vote.

## Committee Reports

- A. **Finance Committee** – No Report. McGee states that a new committee needs to be formed. Sloan appointed Chladny, Smith and Niemann to the committee.
- B. **Policy and Procedures Committee** – No Report. McGee states that a new committee needs to be formed. Sloan appointed Butler and Funk to the committee.
- C. **Banking / Financial Committee** – No Report. Sloan states that this is a duplication of the finance committee and there is no need for the additional committee.
- D. **Personnel Committee** – Butler reports that the committee met with McGee to go over his annual review.

## Other Business

Chairman Sloan asked if there was any other business to come before the Board before entering executive session. Butler made a motion for the Board to enter executive session to discuss attorney client privileged information to include INK staff and attorney for 15 minutes. Chladny seconded the motion. The motion was approved by unanimous vote. The Board entered executive session at 11:14 am. The Board came out of executive session at 11:29 am.

Butler made a motion for the Board to extend the executive session for an additional 15 minutes. Savage seconded the motion. The motion was approved by unanimous vote. The Board entered executive session at 11:30 am. The Board came out of executive session at 11:40 am.

Butler made a motion for the Board to extend the executive session for an additional 5 minutes. Smith seconded the motion. The motion was approved by unanimous vote. The Board entered executive session at 11:40 am. The Board came out of executive session at 11:45 am.

# Information Network of Kansas Board Meeting Minutes

---

## **Adjournment**

With no further action for the Board to consider, Chairman Sloan adjourned the meeting at 11:45 a.m.

Submitted by:

Dusti Cerca  
Chief Executive Administrator