

Information Network of Kansas Board Meeting Minutes

March 2025 Regular INK Board Meeting March 6, 2025

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
Jennifer Cook, representing the Kansas Secretary of State (*Joined via Zoom*)
Greta Funk, representing the Kansas Library Association (*Joined via Zoom*)
Kyle Niemann, representing the Kansas Association of Realtors (*Joined via Zoom*)
Kayla Savage, representing the Kansas Department of Commerce (*Joined via Zoom*)
Ted Smith, representing the Kansas Department of Revenue

Others Present

Murray McGee, INK Executive Director; Dusti Cera, INK Chief Administrative Officer; Susan Mauch, INK Board Counsel; Ryan Weber, Ashley Gordan, and James Adams, representing the Kansas Information Consortium.

Guests Perry Henry, Senior Consultant of Veracity Consulting and Paul Finster, Infrastructure Lead Consultant of Veracity Consulting. Jordan Bickford, Tyler Technologies Counsel.

Consent Agenda

The presented Consent Agenda included the draft minutes from the February 6, 2025, INK Regular Board Meeting; January 2025 Financial Statement; and February 2025 Network Manager Report.

The contracts for approval for the Kansas Bureau of Investigation—Event Website, City of Osage—Payment Processing, and Montgomery County 4H—Payment Processing were also included.

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

Regular Business

1. INK Executive Director Report

McGee reports ongoing discussions and meetings with Weber related to various state projects.

Daily meetings have been held with Perry and Paul from Veracity. Updates will be provided in their presentation. They have covered a lot of ground in the last 30 days.

A productive meeting took place with the Department of Revenue's PVD Motor Vehicles team, introducing Bob Kent as David Harper's replacement. KDOR expressed satisfaction with Assessment Connect and suggested investigating a driver's education portal project.

Discussions with the Kansas Racing and Gaming Commission focused on developing a new website and a licensing applications platform to improve their efficiency in managing casino employees and gaming vendors.

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They process 800 to 1000 casino employee applications annually and about 250 to 300 gaming vendors. Moving to a digital platform would speed up their processes. They aim to initiate this project by the next fiscal year, though preliminary work is still needed.

McGee and Weber met with the state Fire Marshal's office to introduce themselves and to seek out the agency's needs. They addressed their interest in creating a new website and a communication tool to enhance interactions with fire districts. The tool would track the status of fire stations and equipment. McGee is consulting with the California Fire Marshal's office for insights into their existing systems. They discussed integrating Emergency Medical Services (EMS) and improving hospital status information for ambulance diversions. McGee has contacted a former EMS director and identified the need for coordination when an ambulance is out of service and the importance of knowing hospital availability. In addition, they want to develop a reporting tool for elevator registration and inspections statewide, with the ability to confirm that these inspections have been completed.

INK attorney Susan Mauch has been working with the KDOR staff to determine if changes are needed for a contract for a third-party record requester; Explore.

The Highway Patrol is currently reviewing the contract that was sent to them.

A meeting has been arranged with the Department of Corrections. The project is ready to begin but progress has stalled at the agency level.

Action Taken: Chair Sloan opened the floor for questions. Smith asked about the payment system for the Fire Marshal project. McGee explained that the agency would pay for the project to be built and the ongoing costs to maintain it.

Sloan inquired about the project for the Insurance Commissioner. Weber states that a meeting was held with their Chief of Staff to discuss legislation concerning real-time driver insurance identification. The legislation aims to reduce court burdens when drivers cannot present proof of insurance during traffic stops. The bill has passed the House unanimously and has moved through the Senate committee, indicating strong support.

There were no other questions or actions taken by the Board.

2. Network Manager Report

Weber provided updates regarding ongoing projects. He reports that the Board of Pharmacy has signed their contract and plans to start on project requirements next week.

The Engagement Builder contract amendments have been sent to agencies with an anticipated completion by the end of March.

KBI received positive recognition from WIBW regarding INK's collaboration with the Amber Alert project. The media piece highlights KBI's satisfaction with INK's work. New features and enhancements are being introduced in the ongoing work with Amber Alert and Kansas is being considered as the model for other Midwest states.

Tyler Technologies hardware migration scheduled for last month was completed on Sunday with no disruptions to service.

Weber reports that the help desk modernization with Zendesk which offers a more streamlined approach to the help desk has been completed.

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Weber announced the launch of new projects within the month. Two projects are with Harvey County payment integration services and collaboration with Renco County Public Works.

An internal project was completed involving the deployment of reCAPTCHA alongside the KDOR payment processing system. The integration adds a security feature to verify that a human is making a transaction.

Additionally, there are 12 ongoing projects, including a migration to the Engagement Builder for the KDOR payment portal, enhancements for KDADS payments, and modifications to the KBI application for criminal history record searches.

Action Taken: Chair Sloan opened the floor for questions. Smith inquired about the Network Managers Report and how the Activity by Agency relates to Calls by Application. Weber explained that agency activities are categorized based on communication methods, including emails, phone calls, and messaging through partner portals. Some partners have a messaging function that allows questions to be sent to agents, which also gets relayed to the agency. This distinction is noted as a significant difference between two related graphs.

Sloan inquired about the Department of Agriculture's chemical reporting program. McGee responded that counties are required to report information on chemicals and their applications. Many counties only have \$300 to \$500 to allocate for this purpose. Funding is needed to develop a reporting tool, and a recommendation was made to apply for grants. There were no other questions or actions from the Board.

3. Grant Updates

McGee reports that the Kansas Department of Revenue has completed and closed out their grant for the Assessment Connect Project. As more grants close this year, there is an interest in addressing any leftover funds from these projects. The aim is to remove these funds from reports once the projects are closed, allowing any remaining balances to be reallocated back into the pool of available funds.

Michael Church from the Kansas State Historical Society responded to INK's request for an update on their grant project. He provided a report, which is included in the board packet. The last report was received in June 2024. They claim that they will now be more diligent in submitting reports. During COVID, a vendor mishandled data related to the project, resulting in law enforcement involvement and a lengthy process to retrieve data and restart the project. They intend to submit receipts from that period, which they had not previously provided. The project was granted an extension, but they are past the deadline for that extension.

Staff from Kansas State University have signed and returned their grant extension agreement for the hexagonal data project, which they plan to complete this spring. They have initiated the closeout process and have been crediting INK in various presentations across the state.

Dodge City's Deputy City Manager will present an update on their project at the upcoming board meeting next month.

McGee plans to promote the grant program with application submission opening in May. He intends to contact the League of Municipalities and the Kansas Association of Counties.

A meeting is scheduled with the Kansas Health Foundation. Often, they receive grant requests for technical projects that may not align with their mission but could fit within INK's grant program. The discussion is to explore the possibility of directing applicable requests to their program, potentially increasing the number of grant applications received.

Action Taken: Chair Sloan opened the floor for questions. Board consensus for the KSHS project is for McGee to send an official letter requesting a timeline for remaining project items to be completed and stating that all

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invoices must be submitted to INK by June 30th as this will be the final project deadline. There were no other questions or actions by the board.

4. Business Plan

McGee addressed the delayed approval of the Business Plan from December and focused on key changes in the 2025 plan compared to the 2024 plan. A significant piece of the plan includes increasing the blended project rate from \$100 per hour to \$125 to \$150 per hour. Additionally, there is a request to incorporate annual fee increases in long-term contracts due to previous discrepancies in fee adjustments. McGee emphasized maintaining affordability for users. The goal is to increase participation from state agencies, local governments, and statewide organizations. The business plan also expands showcase events, which have proven to be successful in generating projects. McGee plans to showcase Assessment Connect to find more uses for Engagement Builder.

Action Taken: Chair Sloan opened the floor for questions. Niemann moved to approve the plan as submitted. Butler seconded the motion. Chair Sloan opened the floor for discussion before voting. Smith questioned if the board is voting to increase the blended rate. And, is the rate tiered regarding developers versus project managers and business analysts, or is it across the board?

McGee explained the concept of a blended rate refers to the combined cost of various team members involved in a project, including project managers and developers. McGee explains that the total hours required for the project must be estimated for the appropriate blended rate. He states that the vote is for the structure of the business plan and the fee structure can be revisited in April.

Chairman Sloan called for a vote on the motion. The motion was approved by unanimous vote. There were no other questions or actions by the board.

5. INK Showcase Event

INK will host its spring showcase event on Thursday, May 22nd, from 1 p.m. to 4 p.m., at the Sunflower Foundation. Board member attendance is encouraged.

6. Presentation by Veracity Consulting

Perry Henry, Senior Consultant of Veracity Consulting, and Paul Finster, Infrastructure Lead Consultant of Veracity Consulting provided a presentation to the board during the executive session.

Butler moved for the board to enter an executive session under KOMA Section 4 to discuss matters concerning data related to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships. And, under Section 12 to discuss matters relating to security measures to protect: systems, facilities, or equipment in used communication services. Also, under Section 2 for attorney-client privilege to include INK attorney, INK staff, and Veracity Consulting for 20 minutes. Niemann seconded the motion. The motion was approved by unanimous vote. The Board entered executive session at 11:02 a.m. The Board came out of executive session at 11:22 a.m.

All outside parties were advised that the board was out of executive session before regular business resumed.

McGee proposed the addition of a 12th item to the scope of work that Veracity is currently handling. The cost for this additional item is \$15,000.

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Action Taken: Chair Sloan opened the floor for questions. Niemann motioned to approve the proposal to add the 12th item to the Veracity Scope of Work for an additional cost of \$15,000. Butler seconded the motion. The motion was approved by unanimous vote. There were no other questions or actions by the board.

7. Executive Session

Butler moved to enter an executive session under KOMA Section 2 to discuss attorney-client privileged information with the board to include INK attorney and staff for 20 minutes. Cook seconded the motion. The motion was approved by unanimous vote. The Board entered executive session at 11:26 a.m. The Board came out of executive session at 11:46 a.m.

Committee Reports

- A. **Finance/Banking/Accounting Committee** – No Report.
- B. **Policy and Procedures Committee** – No Report.
- C. **Personnel Committee** – Butler presented an issue with Blue Cross and Blue Shield and its healthcare rate increase which has affected INK staff. Syndeo made a mistake due to a misunderstanding about the timing of the effective date of the rate increase. As a result, staff must pay back premiums from October 2024 to January 2025, along with a smaller back payment for dental premiums. The situation arose from Syndeo's error, and now there's a question of whether to dispute this with Syndeo or to consider INK covering the back payments. The board consensus is that Butler will dispute the charges with Syndeo.

Other Business

Chair Sloan asked if there was any other business to come before the Board. There were no other questions or actions by the board.

Adjournment

With no further action for the Board to consider, Chair Sloan adjourned the meeting at 11:46 a.m.

Submitted by:
Dusti Cerca
Chief Administrative Officer