

Information Network of Kansas Board Meeting Minutes

June 2017 INK Board Meeting June 6, 2017

Opening

A meeting of the INK Board was called to order at 10:01 a.m. Tuesday, June 6, 2017 in the Secretary of State's 1st floor conference room, Memorial Hall, 120 SW 10th, Topeka, Kansas by Kathy Sachs, serving as representative of the Kansas Secretary of State as chair, with the following members present:

Matt Billingsley, representing the Secretary of Department of Revenue
Scott Hill, representing the Kansas Bar Association (*by phone*)
Lana Gordon, Secretary of Labor
Gregg Wamsley, representing Kansas Library Association
Tom Tunnell, representing the Kansas Grain and Feed Association

Others Present

Sam Williams, Secretary of Revenue; Duncan Friend of Information Network of Kansas, Inc.; Nolan Jones, James Adams, and Ashley Gordon, Kansas Information Consortium, LLC.

Consent Agenda

The consent agenda for the meeting included the May 2017 INK Board minutes; May 2017 Network Manager Report; the following contracts for approval for KanPay Counter services - City of Hoxie, City of Hoxie Municipal Court (added at the meeting by Ashley Gordon), Wabaunsee RWD #1, Kansas Department of Agriculture, and Kansas Real Estate Commission; the following contract amendments – Kansas Board of Veterinary Examiners and Kansas Real Estate Commission; and the list of Board expenses for approval.

Action Taken: Motion made to approve the Consent Agenda in its entirety by Sachs, approved unanimously.

Action Agenda

1. 2016 INK Financial Audit Status (*Friend*)

Friend provide a brief update on the status of the INK Financial audit, indicating that things were about a week behind last year and that NIC/KIC had been very responsive. He also noted that 2016 was a “hybrid” year, in that because Jim Hollingsworth left after the first quarter, there had been some procedure changes and so that would need to be documented so the auditors could apply those rules.

Sachs noted to the Board that years ago, the amounts that were paid under the dollar amount that needed to be approved by the Board were listed on the consent agenda for informational purposes and she wondered if people would find that helpful to see. The Board agreed and Friend agreed to include it going forward.

Action Taken: None.

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2. Network Manager Report *(Nolan Jones)*

Jones discussed working closely with KDOL on Amusement Park inspections. Things are being figured out on the fly, more can be done as time goes on - it goes into effect on July 1st. This is a very visible project. They continued to work with Office of Judicial Administration (OJA) to finalize contract changes related to the District Court Record Search fee increase – this work was almost complete and OJA had agreed to send out and receive the documents and pass them on to INK.

10:08 AM – Hill joined the meeting by phone.

Jones continued his report, noting that he had made adjustments in reporting of number of services. He thinks it has been overstated in the past. He wants to report what he believes is accurate numbers to the board. There are about 170 services that they provide.

The first PAVS committee meeting had been held by phone. They had a tight agenda – his number one priority is adoption. However, he didn't tackle that first. They addressed three services for potential retirement. He described these generally and said he wanted to let the PAVS Committee know, then he would investigate and engage the counties involved. The third was a Surveyor app for KDOR in which the data hadn't been updated in many years. The committee approved him investigating.

Nolan closed by saying that he thought it was important to understand all that was going on with the back-end of INK operations, especially security, as it is critical, but a lot of resources are required to be devoted to it. He would like to discuss more at the next meeting.

Action Taken: None.

3. Top 3 INK No-charge Services *(Nolan Jones)*

Jones provided an overview of some “no charge” services provided by INK: Amber Alert, where he discussed some of the work they had been doing lately, indicating it may be their most valuable service; Kansas.gov (the portal itself) – he mentioned that while it was still very important (about 2 million hits last year), the way people access government information is changing – Google is used more frequently, and there are more sites that are specifically designed to address an issue, like Business Form Finder. They are working on backend changes to make it easier to support; and, finally WebFile. The WebFile application was launched in 2002. There are challenges associated with it are due to the quick turnaround needed for changes after the legislative session – can't get a head start on development. Security and testing are key. Long-term they would like to get a crack and rewriting. Sachs noted that she thought it was valuable for the members to hear about these services and that she felt there was a consensus that Jones should present every meeting on this topic so the Board could become more educated on these.

Action Taken: None.

4. 2017 INK Strategic Plan and Business Plan for approval *(Nolan Jones)*

Business Plan. Friend indicated there had been some changes since the last time the Board had seen the Business Plan draft and these were incorporated in a copy that had been sent out. He also noted that the

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INK budget has not been approved as it is included in the Business Plan – it needs to be approved for the official financials to be generated. Jones drew attention to the key change, Objective #4 and stressed that KIC will remain dedicated to insuring compliance with contractual obligations.

Sachs noted that one thing she'd heard at the last meeting with regard to the Business Plan was that members were looking for specifics. She asked Jones to go over the specific things that are quantifiable in the plan that the Board would use at the end of the year to determine if KIC has met the requirements of the Business Plan. In response, Jones pointed members to the 2017 KIC Business Plan Metrics sheet and reviewed those items. The focus on legacy apps was critical. He said that the 9 services identified was a stretch target – not a given they will get there. Sachs questioned Jones to have him confirm that 9 services would have a significant backend revamp. Jones agreed. He continued down the list, re-emphasizing the commitments and that, if something didn't pan out marketing-wise, they would find other opportunities. Tunnell recommended adding the Kansas State Fair to Jones' list of agencies to speak with and Jones agreed. Tunnell also asked whether there was the capacity here in Kansas to do large projects quickly like there had been for Jones in Louisiana, as illustrated in Jones' example of ticketing for a Governor's event. Jones noted that they had a much smaller team and supported only six services in Louisiana, and were all on a new platform – it was different here with the 170 services and the need to support them – they couldn't be ignored – but he was willing to take larger projects on.

Sachs cautioned Jones that they were half-way through the year and she wanted him to make sure he was comfortable with these commitments. Jones said he will not be coming back, for the record, saying that he didn't get things done due to a late start on the business plan. Friend noted Horizon 2 and 3 were in the Business Plan and that he didn't think Jones was agreeing to those specific things as they were for the out years. Jones and the members concurred. Tunnell asked what Sachs's concerns were specifically about the timeframe. She stated that it seemed like a lot to get done in six months – she wasn't really questioning it and just wanted to make sure.

Action Taken: Secretary Gordon motioned to approve the 2017 INK Business Plan, seconded by Tunnell. Motion passed unanimously.

Strategic Plan. Sachs asked the Board's wishes on the Strategic Plan. Jones reviewed the three items in the Strategic Plan - address legacy service, enhance marketing, and business development. Jones emphasized that business development wasn't about going to drive more revenue, but making sure that they were providing as many services, that were appropriate, for the agencies as possible.

Sachs noted that there had been some discussion of having a retreat to make a decision on the strategic plan, yet they'd never done that – the Board discussed this briefly.

Action Taken: Tunnell motioned to approve the 2017 INK Strategic Plan as per the three objectives, seconded by Secretary Gordon.

Discussion: Secretary Gordon stated that she didn't think that approving the Strategic Plan precluded the Board from having a retreat to have some discussion. Sachs asked for clarification on whether or not the Strategic Plan was required. Friend said that the Strategic Plan was mentioned in the contract, but was not addressed in the same way, that the requirement for evaluating performance against the Business Plan was.

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Action Taken: The motion to accept the 2017 INK Strategic Plan was approved unanimously.

- 5. Letter from Kansas Information Consortium with regard to contract extension.** This item had originally been under New Business, but Jones asked to distribute a letter (see attached) and Sachs agreed to entertain it at this point in the meeting. Friend sent a copy to Hill electronically by scanning it during the meeting. Jones didn't want to belabor the issue, but they wanted to make it clear that they were not asking for a vote on the approval of last year's performance / extension. Sachs felt it should be run by Board Counsel as the language in the contract may require a vote and the board members agreed generally. Friend agreed to do so before the next meeting and report back.

Action Taken: None.

The Board adjourned temporarily from 11:05AM-11:10AM for a break.

- 6. Board Minutes.** After the Board went back into session, Sachs mentioned to the members that she had an issue she had discussed with Rucker regarding the Board minutes. She indicated that she appreciated the way the minutes were being taken. However, normal corporate minutes don't have this much detail – they normally talk about actions. She asked the input of the Board as to whether they like capturing this level of detail or whether they should move to more of a corporate structure. She asked Tunnell what his Board did. He said that they just record action items, they don't even record who made the motion or the second. Just that an item was discussed and a motion made. Wamsley indicated his minutes recorded much less detail. They record motion, second, but just action items. Sachs continued that she thought there were times that attachments of what the Board considered might be helpful or have a policy that they were retained. Sachs asked Billingsley his thoughts. He stated that he thought that they should record the motions and that just the action items would be sufficient. Sachs asked Hill if he had a feeling about this, he did not. Secretary Gordon indicated that she felt shorter was better. Friend and Reed agreed and were happy to do so going forward. Tunnell added that clearly legal counsel would also advise that.

Action Taken: None.

- 7. Retention Schedule.** Sachs then inserted another item from New Business into the agenda because they were on the topic. She felt any organization should have a retention schedule committee to develop a retention schedule to tell the Board what they should be doing with any documents with regard to their retention.

Legal Counsel. Tunnell asked about legal counsel attendance at meetings. Sachs indicated that Rucker would likely say that it was expensive to have counsel attend a four-hour meeting when the majority of items on the agenda did not require it. Friend confirmed that DofA still was Board Counsel. Tunnell asked what Hill (by phone) thought. Hill indicated he didn't feel comfortable when the Board eliminated outside counsel. He thought they should attend – Tunnell agreed. Sachs asked Friend to do some research with regard to other boards and commissions to see what their practices were.

Sachs suggested that the State Archivist be invited to address the Board on the subject of a retention schedule and the members agreed. Friend agreed to contact him.

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Action Taken: None.

8. Spring 2017 INK Grant Application Round Status

Friend told the Board that he had put this as a placeholder, but had not received any grant application for the spring round. Next round is in November. He also mentioned that the grant committee is currently a person short because the Legislative CITO position, formerly Jim Miller, left in January. He then noted that the grant procedures document needed updates. He had distributed edits, but the members of the committee had been busy and these had not yet been reviewed or approved. Sachs suggested Friend review the document and bring back changes to the Board that were purely administrative, like address changes, for approval, segregating the more substantive changes for later review.

Action Taken: None.

9. Kansas Business Center Update

Sachs told the Board that agencies were being helpful in getting information in. Friend recapped that there have been two overview sessions on April 18 and May 18. The people in the first wave are beginning to come in for entry and training. The second wave have just now gotten their information back so will now enter into the second step of the process to start cataloging forms. Sachs said that in the background, a technical conversion to Microsoft SQL Server is occurring. She also noted that there may be some things they will be coming back to the Board for a mini-grant on re: accessibility, performance testing and other items requested by the Governor's office.

Action Taken: None.

- 10. New Business** - Two items (6 & 7 above) were covered earlier in the meeting. During this section of the meeting, Sachs brought up the topic of the open positions on the Board. Friend noted that they were currently two members short, Tim Metz and Chuck Knapp (who had submitted his resignation before today's meeting). Friend said he had two nominees for Metz' position – one from the Kansas Bankers Association and the other from the Kansas Association of Insurance Agents. Friend was not sure whether the nominating committee needed to meet, or he was to just look for nominees. Tunnell then addressed the group and indicated that he had submitted his resignation to the Governor's office, effective after the meeting. His intent would be to have a replacement on board by November 1.

Several members suggested names. Sachs asked if Friend could solicit names from the remaining members of the Board for possible nominees before the next meeting. Either individuals or associations.

Action Taken: Billingsley moved to adjourn meeting, seconded by Wamsley. Motion passes unanimously.

Adjournment

Meeting adjourned at 11:38 p.m. The next INK board meeting will be at 10:00 a.m. on July 5, 2017, at Memorial Hall, 120 SW 10th Ave, Topeka, Kansas, 1st Floor Conference Room.

Minutes submitted by: Nikki Reed/Duncan Friend