

Information Network of Kansas Board Meeting Minutes

November INK Board Meeting November 7, 2017

Opening

A meeting of the INK Board was called to order at 10:12 a.m. Tuesday, November 7, 2017 at 700 SW Harrison, 2nd Floor Executive Conference Room, Topeka, Kansas by Eric Rucker, representing the Secretary of State, with the following members present:

Sam Williams, Secretary of Revenue
Lana Gordon, Secretary of Labor
Phil Wittmer, Executive Branch Chief Information Technology Officer
Gregg Wamsley, representing the Kansas Library Association

Others Present

Duncan Friend of the Information Network of Kansas, Inc.; Nolan Jones and James Adams, Kansas Information Consortium, LLC. Kathy Sachs of Kansas Secretary of State.

Consent Agenda

The consent agenda for the meeting included the October 2017 INK Board minutes (October 23, 2017 Special Meeting via teleconference); October 2017 Network Manager Report; the following contracts for approval for Kansas State Board of Nursing, USD 459 Bucklin, City of Sylvania, Crawford County Treasurer (KanForm), and the list of Board expenses for approval.

Action Taken: Motion made to approve the Consent Agenda in its entirety by Wamsley, seconded by Secretary Gordon. Approved unanimously.

Regular Agenda

1. Network Manager Report - (*Jones*)

Service Showcase. To be held on November 21st at Juli's Coffee and Bistro downtown. This is a business plan item. Jones provided a general overview of the kinds of things that would be included – corporate employee presenting on payment process, as well as the latest technologies – basically an educational effort to help people learn more about INK. There will be coffee and snacks He noted that all the Board members should have received notice. Rucker noted that he had RSVP'd and that it would be nice to see some board members at the event.

Other activities. Jones continued his report, discussed their proposed approach to marketing KDOR's WebFile, a "no-charge" service, and showed some example materials. Re-writing that application will be one of INK's biggest projects next year. They have also been working on preparing a Governor's site for the Lieutenant Governor so it would be ready to go if and when that decision is made.

Financial Analysis of Services potentially leaving portal. The loss of WebTags would result in a loss of about \$700,000 annually to KIC and about \$105,000 to INK. KDOR Over-the-Counter Driver's License, to be switched January 1, would be a loss of \$70,000 to KIC and \$27,000 to INK. Friend reminded the Board members that the INK budget was due December 1, so in less than 30 days, the Board would be seeing a budget for the next year that would not include that.

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NOTE: A MOTION TO AMEND THE PRECEDING ITEM TITLED “FINANCIAL ANALYSIS OF SERVICES POTENTIALLY LEAVING PORTAL” WAS MADE AND APPROVED IN THE JANUARY 17, 2018 MEETING OF THE BOARD, BASED ON CORRECTED INFORMATION PROVIDED BY NOLAN JONES OF KANSAS INFORMATION CONSORTIUM, LLC AS FOLLOWS:

The Over-the-Counter (OT) loss is \$1.73 million (includes all OTC except for cities and school districts) which is composed of a loss of \$259,000 for INK and a \$1.47 million loss for KIC. The WebTags total loss is \$700,000, which breaks down to a \$595,000 loss for KIC and a \$105,000 loss to INK. The Uniform Commercial Code (UCC) total loss is \$275,000, which breaks down as a \$234,000 loss to KIC and a \$41,000 loss to INK.

Motion made by Secretary Gordon, Seconded by Yancey (proxy for Phil Wittmer). Approved unanimously. (1/17/2018)

Miscellaneous. AAMVA conference. Jones noted that he had attended the Region 3 conference of the AAMVA (American Association of Motor Vehicle Administrators) Region Three Conference a couple of weeks ago> He said the conference emphasized the big emphasis on the impacts of autonomous vehicles and discussed some of what he heard. He noted that KIC was continuing to work on KDOL’s amusement park registration app and KDOR’s Policy and Records re: an open records app. He mentioned that two of his employees recently obtained PMP certification. James Adams close the presentation by discussing his experience at the recent NIC tech conference in Kansas City, emphasizing an NIC-wide microservices effort.

10:46 am - Chairman Rucker was called away for an emergency and Sachs took over chairing the meeting.

Wittmer asked whether the revenue reduction discussion mentioned earlier was in the report or just delivered verbally. Jones responded that it was just verbal. Friend noted that one of the things being removed they had formal notice on, but that they had not received formal notice that he was aware of, but they knew activity was occurring on WebTags. Sachs asked about UCC and he indicated that yes, it had been removed from the budget.

Action Taken: None.

- 3. “No Charge” Service Report - (Jones)** – This report was delivered out of order from the published agenda.

Jones discussed services provided to Board of Nursing for annual reports, the Legislative archive that covers the period 2005-2011, and the Ethics Commission, an app that has been around since 1999. Jones closed by saying he would like to talk about three applications that generate revenue, but not enough to cover their costs. Sachs noted that Nursing was a fee-funded agency, so there could be some revenue opportunities there.

Wittmer asked if there was something in the Board’s charter that took a position on the issue of what should be revenue-generating and what shouldn’t – or is that exclusively for KIC to decide. Jones stated that it has evolved, When KIC was first here, there was no one else to provide things like email and dialup. One thing Jones emphasized he wouldn’t to make clear was that the bulk of what they are doing

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should be no cost. He doesn't think there's a strict line where it gets drawn, it is more about discretion and timing.

2. Update on 2017 Business Plan Progress / 2018 Business Plan

They will complete all their requirements for 2017. As for 2018, there is only one big theme and that is new services. They haven't released enough new services. Next year this is the number one priority at corporate and in their business plan. He anticipates two types: quick ones that can be knocked out using new tools – and then online systems. Of course, they'll keep doing the websites and payment processing.

Action Taken: None.

4. Grant Committee Update

Sachs opened the discussion of this item by stating that the charge of the Board is to bring citizen access to information and a lot of agencies are able to do that themselves now. She noted that she had heard numerous times that the Board didn't grant money for hardware for agencies and she is not sure where that started. She discussed the idea that if there was a way to help get information out there and it did involve paying for some hardware or services, that's something the Board should consider.

She then discussed what they were terming the "Big Idea". It was something that had been more traditionally called a "hackathon" (hacking a problem), but the connotation was such that it seemed better to change the name. This is a way to get employees from different agencies in a room to solve an agency issue. This came from the grant committee and she had been working with Jones on it. Jones talked over the notional plan, the Sachs asked if the Board had thoughts – they were going to complete a proposal and then come back to the Board with regard to implementation.

Friend closed by noting that the grant committee was currently made up of Sachs, Billingsley, and Gordon, with Jones attending. At the last meeting, they agreed to suspend the November grant period and he has updated the website to reflect this. But, the committee had other work to do with regard to revisiting / evaluating the current principles. So, he is reminding them that he has some tactical things to do to update the policy, but that in addition to the "Big Idea", there's still some more for the grant procedures itself, when the members want to convene again. Sachs suggested her opinion was that it was still OK for people to submit. Friend indicated there was one that had expressed interest and he would follow up.

Wittmer asked if there was an effort underway to assess the current grant criteria. He noted that he had been vocal about that in the past and thought the current criteria were obsolete. Sachs noted that Friend had started with just a clean up of the document and then they would look to this Big Idea initiative to sort of inform - by people submitting what problems they were facing – what grant needs might be.

Wittmer stated that this is connected to his earlier question. He has been on the board for over two years and it is not clear to him who makes those decisions - how is decided that something is no charge, when are they told to get in the queue for a grant. He would like to be educated on what the Board charter says about that – where the decision rights are. Sachs indicated that the RFP and Contract had never spoken to that. Wittmer felt some more time should be spent on that discussion going forward.

Secretary Williams asked additional questions about whether or not it was in the best interest of the

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Board to not charge anything – does that establish the proper value for INK’s product? He agreed with Wittmer that they should have the opportunity to reevaluate this.

Friend noted that, as a practical matter, on December 1st, KIC will deliver a draft of the INK Business Plan that will contain a budget. The Business Plan has to be approved by the Board and that is the opportunity for the Board to decide whether it reflects their priorities. Secretary Williams discussed how it seemed as if the Board functions like a foundation with regard to the 15% share, but was also asked to be a steward for that business.

Sachs talked about how the grant money could be used to help break barriers to getting more information available. Unfortunately, that had dropped off when service had deteriorated. Secretary Williams noted that a vacuum had also developed then and has resulted in where things are now. The Board had further discussion, agreeing that this topic should continue to be under consideration.

Action Taken: None.

5. Avamar Disaster Recovery Status (*Friend*)

Friend provided an overview of the current status of the Avamar backups that are delivered to INK nightly (in addition to the normal KIC backups), their purpose, and his investigation into next steps. The Avamar device needs to be replaced, or another solution identified. He had talked with KIC, NIC, and OITS, as well as a vendor to potentially obtain interim support. Sachs indicated she would like to see INK use the approach OITS is using for DR. Wittmer indicated that they do not crave that business and that they need to improve the current DR situation at the state as far as being able to recover – that would be built into the cloud solution. That contract will be a statewide contract and should be done by first quarter next year. This is what Friend had talked with State Cloud Services director, Travis about and he will continue to stay in touch.

Action Taken: None.

6. Kansas Business Center Update (Sachs/Friend)

Item postponed until after lunch.

Action Taken: None.

7. Board member nomination status (*Friend*)

Friend updated the Board on the status of the two positions for which nominations had been made, as well as the status of the pool from the Kansas Bar Association which is submitted directly. The first two have not been filled, but he had not heard anything. The KBA Executive Director is working on obtaining a list of three members from the Bar to be forwarded to the Governor’s office, but this has not yet occurred.

Action Taken: None.

8. New Business

Board Retreat – INK Strategic Plan

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Sachs doesn't want to have a strategic plan meeting without a goal. The members discussed that it would be appropriate to be updated on the proposed Business Plan by Jones and discuss it, as well as discuss the strategy that would driver criteria for what should be done with the grant funds in the coming year. Friend stated that it would also help to understand where INK fit in the overall enterprise IT strategy. Sachs suggested to set a planning meeting for Wednesday, January 17, 2017 from 10am-2pm at the Eisenhower Building.

12:03 pm - Board breaks for lunch.

12:23 pm – Board returned into session.

Kansas Business Center

Sachs said there were some political things going on with the KBC so she didn't plan to address those today. However, there had been some discussion about hiring temporary employees to help agencies with data entry. The Board members discussed the issues. Sachs stated that \$20,000 would be a reasonable estimate. Friend said the current balance was \$452,089.23 in the reserved funds for the Kansas Business Center.

Action Taken: Secretary Williams moved to approve for up to \$20,000 of the approximately \$452,000 to pay for agencies who need to hire temporary employees to enter data entry business information into Business Form Finder, seconded by Secretary Gordon. Motion passes unanimously.

Action Taken: Secretary Gordon moved to adjourn the meeting, seconded by Secretary Williams. Motion passes unanimously.

Adjournment

Meeting adjourned at 12:33 p.m. The next INK board meeting will be held at 10:00 a.m. on December 5, 2017, at 700 SW Harrison, 2nd Floor Executive Conference Room, Topeka, Kansas.

Minutes submitted by: Nikki Reed/Duncan Friend