
Information Network of Kansas Board Meeting Minutes

May 2018 Board Meeting May 1, 2018

Opening

A meeting of the INK Board was called to order at 10:11 a.m. Tuesday, May 1, 2018 at 700 SW Harrison, 2nd Floor Conference Room, Topeka, Kansas by Kathy Sachs, representing the Secretary of State, with the following members present:

Lana Gordon, Secretary of Labor (arrived at 10:21 am)
Matt Billingsley, representing the Kansas Department of Revenue
Gregg Wamsley, representing the Kansas Library Association
Aaron Kite, representing the Kansas Bar Association

Others Present

Duncan Friend of the Information Network of Kansas, Inc.; Nolan Jones, Ashley Gordon, and James Adams, Kansas Information Consortium.

A quorum of the Board membership was not yet present when the meeting began, so the members present decided to move up the second item on the approved agenda for discussion to start the meeting, pending the arrival of the number of members needed to approve the Consent Agenda.

Action Agenda

2. Summary of April 5th “Big Idea” Workshop and Next steps (*Jones*)

Jones provided a brief recap of the “Big Idea” workshop. The first topic had been Fraud because it is a topic every agency / area has to deal with on some level. There was a lot of information sharing and talk about best practices and agencies helping each other. The group got enough out of it that they recommended it continue to be done quarterly – and they provided a list of agencies with contacts they thought should attend. It was a great success and he is looking forward to the next one. They already formulated an agenda for the next meeting during their discussions. Jones would like to tie in technology on one of the next topics that they will be doing.

Action Taken: None. The group decided to move on to another topic on the agenda that would not require a vote since a quorum of members was still not present.

4. Services from Other States of Interest to Kansas - Blockchain - (*Jones*)

Jones gave a presentation on blockchain. (See attached copy of presentation.)

Action Taken: None. A quorum of members was now in attendance at the meeting, so the members agreed to return to the Consent Agenda.

Consent Agenda

The consent agenda for the meeting included the April 2018 INK Board minutes, the April 2018 Network Manager Report, and the following contracts for approval: City of Holyrood and Butler County RWD #4.

Information Network of Kansas Board Meeting Minutes

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

1. Network Manager Report (*Jones*)

Maintenance. Jones informed the Board that there would be some anticipated downtime during the upcoming Sunday maintenance window, but he did not anticipate it going outside that time window. He next brought up that he was not sure the 2018 planned maintenance schedule had been distributed to the Board, so he handed out a copy.

Annual Maintenance Schedule. Billingsley asked if this is shared with OITS and the agencies. Jones stated that they will notify everyone that would be impacted. Billingsley asked where the change over to the data center from Texas to Virginia was on the listing. Adams answered that it is their annual disaster recovery exercise that they do in the 4th quarter where they perform that test. Last time was the 4th quarter of 2017 and there weren't any problems. Friend reviewed the January 2018 minutes and noted to the Board that the results of that test had been on the Board agenda and were presented at that time that things came out OK.

Jones updated the members on the status of the work going on with the **Media Room**, which is an item they were tasked with in the Business Plan. Once the camera is set up, it looked to be ready to go. Jones stated there wouldn't be a charge for agencies to use the room. Billingsley talked about a media room being invested in in DCF and Jones and the Board talked generally about agency needs and existing approaches and equipment.

Idaho and **Prompt Pay Service.** Jones reported he had good feedback and discussions with Sedgwick County about this. While the interaction has been good, he will target a trial of it in-house for debt collection. Idaho is going to create a special instance for them to try out internally. He will update the Board on how the project proceeds. Sachs mentioned she had been on the Board for a long time and it was the first example of she's heard for what was promised years ago about bringing apps and ideas in from other states. So, it would be significant.

WebFile / BSRB / Chatbot / Legislation status. Jones reported they were spending effort on the rewrite for next year's WebFile – it looks to be 50% faster to complete. They are working with Kansas Behavioral Sciences Regulatory Board on modernization and payment processing. They are investing more than usual in the work so that they can use it as a template for other agencies / apps going forward. As for the Chatbot, they are getting pretty close on that. It will use a back end that can be used for other tools – for example, Slack or Alexa. Jones briefly talked about Slack software with the Board.

He closed by saying he thought that the bill that involved ITEC membership was currently held up in the Legislature, but they would continue to monitor.

Action Taken: None.

3. Overview – INK Mailing List Services (*Jones/Adam*)

Jones noted that there had been some discussion and a question by Secretary Gordon at the last Board meeting about INK Mailing List Services. He provided a general update on the history. There are 25 lists currently, 10 of which are private and 15 are public. The public ones anyone can join. A good

Information Network of Kansas Board Meeting Minutes

example is the Amber Alert where the public can sign up for it, with a private list for administrators. Based on the discussion at the last meeting, they have reconfigured how password reset/notifications are handled. Some discussion on this matter ensued.

Action Taken: None.

4. 2018 Business Plan and Budget – Status Update and Request for approval - (Jones)

Friend provided a brief overview of the related materials in the packet. Business Plan and Budget were the same as has been presented previously, the Metrics table was updated with dates as had been requested by the Board. He noted that while the INK Expense budget had been approved by the Board previously, the budget up for approval today was the one for the overall flow of revenue through the portal that was used in the INK financial statements.

In response to a question from Sachs, he briefly summarized his understanding of the required board action. Prior to the recent contract amendment, the Board would have been required to review KIC's performance against the previous year's business plan (in this case, 2017), and if they determined satisfactory performance against the prior objectives, the contract term would be extended one year. That process is no longer required nor is an extension dependent on it. What is before the Board now is just the 2018 Business Plan and Budget that usually would be reviewed and approved by the Board earlier in the year. The contract does require that approval, but, for various reasons, while it has been presented to the Board and discussed previously, it has not yet been approved as of this meeting. The approval is not an approval of past or current performance, only approving that this is the plan by which INK's work (and that of its contractor, KIC) will be executed in calendar year 2018.

Jones expressed that he appreciated the contract amendment and that he felt it would allow him to set more "stretch" goals in future planning, although the current (2018) plan did have stretch goals – and that he wanted to be more proactive in developing the plan for calendar year 2019. Friend then noted that he'd forgotten to mention that in the minutes from a previous meeting, Sachs had asked that Jones set up a schedule to start the process and deliver the Business Plan earlier for the coming year – and hopefully get approval closer to January 1. Jones responded that his intent would be to start the process earlier in the year, in September. Sachs asked if they could just commit today that they would do that and Jones agreed. Friend noted for the good of the order that it should still be understood that the contract language requires only that the business plan to be submitted by December 1. Sachs asked to make sure a note was made to include the Business Plan discussion on the September 2018 agenda.

Action Taken: Because the materials had been discussed at previous meetings, Sachs asked for a motion to approve the Business Plan and Budget without discussion. A motion was made to approve the 2018 Business Plan and Budget by Wamsley, seconded by Secretary Gordon. Motion passes unanimously.

5. INK Grant Update (May 2018 round)

Friend reminded the Board that the Chief Information Technology Officer for the Executive Branch had partnered with a company called OpenGov to make a presentation at a previous meeting concerning a potential grant request. At that meeting, Glen Yancey (KDHE) handed out a draft grant proposal and the estimated amount at that time for both implementation and maintenance for two years as he recalled was

Information Network of Kansas Board Meeting Minutes

around \$1MM. The Board had agreed to have Friend solicit the availability of grant committee members for a meeting in anticipation of the completed grant application being delivered soon (prior to the standard May grant window). By way of an update, Friend told the Board he had talked with Yancey the previous day and that he'd reported that they still planned to move forward on the grant, but did not have a finalized application to submit.

He then reported on two other emerging areas for grants. He had been contacted by Kansas Farm Bureau and a company called Connected Nation that is in the business of broadband mapping, planning, and related work. They actually came to the Board in the past back in the 2009-2010 time period and were given a grant. There is a broadband committee established by legislation coming out of the recent session that this work could facilitate. Also, Friend had continued to be in touch off and on with Bob Brock, the "drone czar" for the state who had previously presented to the Board and may be interested in pursuing grants for a variety of topics – Friend had previously sent the required grant paperwork to Brock to review. Sachs said she understood Brock may be waiting on a federal grant for a pilot project, but there may still be a need for INK. Friend then reviewed the "regular" process, with INK grant submissions normally due in May, a subcommittee evaluation of them, then decisions by the Board at the July meeting. And, while historically the Board had set an annual budget for grants, they have not established a specific amount for this year.

Billingsley asked about the money set aside for the Kansas Business Center. Friend confirmed that it is still segregated for that purpose on the balance sheet. Sachs stated that she thought generally that people close to the work on the Business Center thought the Business Form Finder was a first step as a method of data collection, then the next step might be, for instance, more of a "Turbo Tax" like approach.

Sachs said she felt like the board did have a significant amount of money and it was time to go out and start to look for opportunities to make use of it. She mentioned the State Historical Society and the large mass of information they had that had never been scanned – it might be worth talking with them about that. Discussion then ensued among the members about various scanning efforts in the state.

Sachs talked about the previous efforts at the Historical Society to develop the ability to allow agency to directly interface in submitting electronic documents to the archive and wasn't sure of the status of that - the KEEP project. Friend provided some background and his understanding on status. He also talked about the usage of Kansas Memory and Sachs explained more about that application. The subject was left with the Board asking Friend to talk with the State Archivist, Matt Veatch to relay where the Board was at on things. He agreed to contact him to see if he could come up with a presentation and his thoughts on grant needs – Sachs noted it might take him a bit to come up with a plan on this. In closing out this item, she also provided other examples of data that might not be as visible or well understood, such as river boundary data and the members discussed this topic in more detail and what efforts might be undertaken,

Action Taken: No action taken.

6. Kansas Business Center Update (Sachs/Friend)

Sachs began by announcing that Business Form Finder received an international award granted by an organization made up of a group of her peers from around the United States and some foreign countries. Many Secretary of State's offices have a responsibility related to licensing, for example, to send out packets in response to inquiries about how to start a business. It is definitely of interest to the group that

Information Network of Kansas Board Meeting Minutes

gave the award. She then noted that while she sometimes she hears feedback that there are parts of the application interface that people “don’t love”, but it is the underlying mechanism and the ability for agencies to keep their own up-to-date and that it could move to accommodating county and local government that really had people interested.

She continued that she thought it would make sense at a later date to talk about investing more in the interface of the Business Center and also moving toward focusing on what the most popular business was and how something might be created that does “turbo tax” one through it. So, she thought it was important to keep moving forward on the Business Center in this incremental kind of way.

That said, she stated she wasn’t sure what made sense to do since they were getting ready for a gubernatorial election, so she thinks the money should be left where it is but come back in February – put something on the calendar for February – for an updated request to whoever the governor is about his willingness to require agencies to participate.

The Board members offered congratulations – Sachs noted that this should be congratulations to the State overall, as she has a memo in her desk from 1994 when the idea of moving forward on something like the Business Center first started, so it was a credit to all that something had begun to move forward. The Governor’s support will be needed so it makes sense to the members to target February 2019. Friend then summarized some of the agencies and organizations they had been working with lately. Sachs closed by suggesting that they target sometime in June to do a recognition event for the Business Form Finder “champions” at agencies whose work had really helped make it a success. The board members agreed to this approach.

Action Taken: None.

7. New Business

None.

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

Adjournment

Meeting adjourned at 11:22 a.m. The next INK board meeting will be held at 10:00 a.m. on June 5, 2018, at 700 SW Harrison, 2nd Floor Executive Conference Room, Topeka, Kansas.

Minutes submitted by: Nikki Reed/Duncan Friend