

Information Network of Kansas Board Meeting Minutes

July 2018 Board Meeting July 3, 2018

Opening

A meeting of the INK Board was called to order at without a quorum at 10:07 a.m. Tuesday, July 3, 2018 at 700 SW Harrison, 2nd Floor Conference Room, Topeka, Kansas by Eric Rucker, representing the Secretary of State, with the following members present:

Lana Gordon, Secretary of Labor (*arrived during Amber Alert presentation*)
Matt Billingsley, representing the Kansas Department of Revenue (*by telephone*)
Gregg Wamsley, representing the Kansas Library Association
Donna Shelite, Interim Chief Information Technology Officer

Others Present

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

Consent Agenda

[Note: Due to the lack of a quorum at the beginning of the meeting, while waiting for a member to arrive, the Amber Alert Update (see below) was presented. The Consent Agenda was then addressed and voted on immediately after that presentation when quorum of members was present.]

The consent agenda for the meeting included the June 2018 INK Board minutes, the June 2018 Board Special Teleconference Meeting Minutes, the June 2018 Network Manager report, and the following contracts for approval – Labette County Treasurer (App Engine), Stafford County - Wildlife & Parks (KanPay Counter), and Stafford County Treasurer (Property Tax).

Actions Taken: Motion made to approve the meeting minutes and June 2018 Network Manager portion of the Consent Agenda by Secretary Gordon, seconded by Shelite. Approved unanimously.

Motion made to approve contracts on Consent Agenda by Wamsley, seconded by Shelite. Approved unanimously.

Action Agenda

I. Amber Alert Update

William (Bill) Smith, Special Agent in Charge, Northeast Region - Field Division of the Kansas Bureau of Investigation (KBI) made a presentation on the Amber Alert program of which INK is integrally involved. A copy of the presentation slides provided by Mr. Smith is attached to the minutes.

Action Taken: None.

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II. 1st Quarter INK Financials

Friend and Wamsley talked briefly about the 1st quarter 2018 INK Financial Reports. Friend noted that there are still budget-to-actual variances in the “Supplemental Information” portion of the report that he is working with KIC / NIC to investigate, but the accounts have reviewed and overall the bottom line looks OK.

Discussion: There was no discussion.

Action Taken: Motion to adopt the 1st Quarter Financial Reports as presented by Wamsley, seconded by Shelite. Approved unanimously.

The board recessed briefly (5 minutes) for members to take a break and Jones to set up.

III. Network Manager Report

Jones addressed several initiatives currently underway. Completed their 2017-2018 Security Assessment – he noted that his staff had easily put in several hundred hours on this. The Board of Optometry had notified them that their help had made it the smoothest process in seven years for renewals. The Agent Kay chat bot is growing in popularity. They have also integrated it into Facebook Messenger. Work continues on the media room for use by agencies – Jones showed a sample video produced there to the Board. He indicated there would be no charge to agencies for it. Just hired a Business Development manager that can go out to agencies and talk about the services INK provides.

Action Taken: None.

IV. Applications of Interest to Kansas - Your Pass Now

Jones presented a brief overview of Your Pass Now (<https://www.yourpassnow.com/parkpass>), a project that the parent company NIC had been working on with the federal government. It allows individuals to get a park pass online, 24/7. He is interested in potentially offering it in state parks, like in Kansas, as well as other kinds of events.

Action Taken: None.

V. INK Backup Solution: Avamar Status

Jones began this agenda item by discussing a letter he had submitted to INK on July 2 (handed out to the members during the meeting) regarding changes in the technology used for the system backups provided to INK in accordance with Section 1.3 of the Master Contract (see attached copy of letter).

KIC planned to implement upgrades to the current software, Avamar, which would make it incompatible with software version currently running on the hardware appliance hosted in OITS. This was part of a series of events to prepare for a transition to a new backup solution called Rubrik. Friend and Jones planned to work in the coming month to further quantify what would be required to implement changes on the INK side to accommodate KIC’s move to Rubrik. They planned to come back at the next meeting to present status. Friend noted that there was some funding in the budget for Avamar, but it did not seem like it could all be completed by August 1. So, this brought up the fact that, if the KIC upgrade “breaks” the current process, then they could be out of compliance with the contract starting August 1.

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Friend said that he talked with Board Counsel on this and that his take, paraphrased, was that the parties could exchange some kind of letters on this and the Board could revisit it each meeting until it was resolved – he did not view it as a large “material” issues if it was being worked through.

Rucker quoted an excerpt from the letter from KIC:

“However, at such time as the INK Rubrik solution has been completed, KIC/NI will warrant that any backups provided from that system meets the requirements of Section 1.3 of the Master Contract.”

Regardless of the timeframe of the transition, from the Board’s perspective, they want to make sure that it meets the terms of the contract. Friend, to confirm the members were clear on how he understood it, what was going to happen was the investigation would occur, then if nothing had been put in place by the August 1 upgrade, there will be another Board meeting and Friend and Jones will come and talk about what has been found and progress. He continued that maybe they would catch up by the end of August or the end of September, he wasn’t sure, but during that period “He (KIC) can throw, but I (INK) can’t catch”. If the Board was OK with that as long it would meet the contract when in place, it does mean there could be a period where INK does not have the ability to receive the backups. When in place, INK can hire a consultant to validate that it does comply (with Section 1.3) at that time.

Jones responded that they would do everything on their end to get it addressed as fast as possible as they would like to get it resolved as well.

Friend stated that he was happy to follow the Board’s direction on this. He didn’t have a detailed response from the Board Counsel with him and wasn’t sure if the Board wanted a motion, but the options ranged from telling KIC they could not upgrade or move to new software until INK was ready with Rubrik, the other choice would be to get their agreement that they would work as hard as possible with INK to get something in place as soon as possible.

The consensus of the Board was that no action they would take would change the terms of the contract. Rucker stated that, thus, he didn’t know that any board action needed to take place, but that they had reconfirmed that the Master Contract and the terms thereof were in still in place and the information was still readily accessible. Jones said he committed to compliance with the Master Contract and that there was no waiver of anything. Rucker said that the Board will hold both Jones and Friend accountable for reporting back on the progress of the transition.

Action Taken: None.

Adjournment

Action Taken: Motion to adjourn by Shelite, seconded by Wamsley. Approved unanimously.

Meeting adjourned at 11:55 pm - The next scheduled INK board meeting will be held at 10:00 a.m. on August 7, 2018, at 700 SW Harrison, 2nd Floor Executive Conference Room, Topeka, Kansas.

Minutes submitted by: Duncan Friend