
Information Network of Kansas Board Meeting Minutes

February 2018 Board Meeting February 6, 2018

Opening

A meeting of the INK Board was called to order at 10:10 a.m. Tuesday, February 6, 2018 at 700 SW Harrison, 2nd Floor Conference Room, Topeka, Kansas by Craig McCullah, representing the Secretary of State, with the following members present:

Sam Williams, Secretary of Revenue
Lana Gordon, Secretary of Labor
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, LLC. Kathy Sachs of Kansas Secretary of State.

Consent Agenda

The consent agenda for the meeting included the January 2018 INK Board minutes, the January 2018 Network Manager Report, and the following contract for approval: Kansas Board of Accountancy (License Renewal Application).

Discussion: McCullah noted that the meeting minutes are very detailed and would like to reduce them down. An idea of maybe keeping the audio of the meeting for reference and putting it online was discussed, as well as putting that file on the retention schedule as the record copy. Friend noted there could long-term preservation issues with an audio file (minutes are permanent) and there may be ADA/accessibility issues with posting online. Will wait to address in concert with retention schedule development.

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

Action Agenda

1. Network Manager Report (*Jones*)

Jones addressed highlights of the past month: Switching over to the new Governor and First Lady's website; doing system migrations and backend work on portal applications and infrastructure; moving forward with KDOR 2017 WebFile marketing; worked w/Secretary Gordon on updates to the *Big Idea* event in April and drafted notification letter. Jones noted re: the TLS issue discussed at the previous meeting - they had reviewed usage of state government services with non-TLS compliant browsers and it is less than 2%; confirmed that they are also deep into the initial stages of WebFile for 2018 and working on a project with the Behavior Science Regulatory Board to bring an older application up-to-date. He then discussed a STEM event that NIC was holding in Kansas City that they might want to bring to Topeka next year.

Action Taken: None.

2. Services from Other States of Interest to Kansas (*Jones*)

Jones confirmed his understanding from the previous Board discussion that one of the benefits that KIC is expected to provide to the State of Kansas is their ability to pull in different applications that have been built throughout the company in their portals – they don't have to pay for it, but could reuse code, best practices, lessons learned – anything they can grab from that.

So, the question is what they can get from other states that would benefit Kansas. Jones identified at least three: *Prescription Drug Monitoring*, where the platform is hosted out of NIC; *Hunting and Fishing licenses* – with another vendor now, but will be up in 2020, and the *App Engine* hosted out of NIC – they are reaching out to Board of Nursing and building some tools for the KDOR policy and records group. The last is Mobile Inspections. It started out as a tool in Alabama for doing school bus inspections. There were complicated forms that required inspecting over 120 items, filled out in triplicate, then typed up back at the office. It is something that could work for those agencies doing remote inspections. Jones closed by noting that there were around 6,000 services available through the company and then discussed his approach in engaging agencies to gather information to help them solve their problems versus only promoting INK/KIC solutions. He would like to continue this discussion in upcoming board meetings.

Action Taken: None.

3. Discussion/Approval 2018 INK Business Plan, Metrics, and Budget (*Jones*)

Jones talked about the importance of “vision” and then went briefly over the items in the proposed matrix of objectives for 2018. There was also discussion by Jones and Adams about potential opportunities for hosting applications in the cloud. Friend noted the contractual aspects and that any contract issues would need to be resolved. Billingsley asked who would have a contract with Microsoft or Amazon for this, and Jones thought KIC. McCullah wondered whether the current structure of the contract was best if KIC planned to move more work to the cloud. The board members and Jones/Adams then discussed the current KIC infrastructure and the potential impact of the cloud. Jones confirmed that no other NIC state was using the cloud, other than a bodycam project in Utah.

Secretary Williams asked what revenue KIC planned to generate from the initiatives planned for 2018. Jones said his focus had been more on what the right thing to do for agencies vs. the revenue generated – he didn't have a good answer. Williams stated that, without that answer, he wasn't sure what they were being held accountable for. As a Board, its responsibility was getting money to invest in services. In response, Jones discussed WebFile and other applications for which no fee was levied – he felt these services were equally important. Sachs offered to provide some background. She recounted that when the original contract was signed, there was no anticipation of any revenue to the Board...not that this wasn't important. The goal was increased citizen access to information – “if it was free, great - and if there was money to be made, great.” So, the higher priority was citizen access. This was followed by discussion of the history of INK, the evolution of its funding, and what the priorities were for the Board's successful stewardship. Friend noted that the budget for 2018 was included at the back of the proposed 2018 Business Plan and did not include revenue for the services Nolan had discussed.

Secretary Williams then discussed the need to clarify what things the Board should be holding KIC accountable for. It sounds like it is providing access to services. He suggested that one example might be providing all Kansas citizens the ability to renew their driver's license online. Jones agreed. Secretary

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Williams continued that Secretary Gordon probably had a list of things she wanted to do, as did many other agencies. The Board should be holding KIC accountable for providing access to that data. The Board then continued the discussion about INK's performance and next steps.

Action Taken: None.

4. Network Manager Contract Renewal - (*Friend*)

Jones began by stating that the current contract is through 2022 and he believed they have met the requirements for the 2017 Business Plan. McCullah asked Jones to review their 2017 performance against the Business Plan for the members and Jones proceeded to do so. After the review, McCullah asked Friend to obtain copies of the 2016 Business Plan for the Board and performance matrix to review after lunch break.

11:39 am - The Board broke for lunch.

12:23 pm - The Board returned from lunch.

McCullah began by saying he wasn't sure why if the Board had failed to approve KIC's performance against the 2016 Business Plan the previous year, but with new members, he is not certain why they would do so now. He was also not certain that he would be able to approve performance for 2017, so that created an issue. He suggested that the Board refocus and instead of voting, Jones should be directed to take another look at the contract, considering something like a 3-year contract with two 2-year renewals. This could be of benefit in several ways, including a chance to allow more flexibility for cloud services, require less of INK getting in KIC's "business", and focusing more on the core mission of KIC and the Board. This was followed by some discussion by Board members about where the information to evaluate KIC would come from, as well as alternative measures of performance such as a third-party assessment, and a request for Board Counsel to attend the next meeting. As part of the conversation, Billingsley also noted that adding dates to the proposed 2018 Business Plan would be helpful in measuring progress. McCullah expressed his agreement with this. Jones agreed to raise the issue of a 3-year contract with two 2-year renewals with NIC corporate. The Board will discuss the contract renewal at the next board meeting.

Action Taken: None.

5. Grant Committee Futures (approach to Spring (May) 2018 grant round) - (*Friend*)

Friend summarized the grant program and related processes very briefly, including the grant committee, the composition of the grant evaluation committee, the establishment of the grant pool budget by the Board, and then noted the purpose of the upcoming *Big Idea* event designed to generate ideas. He then handed out the current criteria established by the Board for grant awards. As the spring round would normally be coming in May 2018 and he knew there had been some questions about whether the criteria needed revision, he wanted to make sure everyone knew what was in place right now. He was not asking for an action – just for information. He also noted it was published on the web.

Action Taken: None.

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6. Kansas Business Center Update - (*Friend*)

Friend briefly went over the role of Business Form Finder in the Kansas Business Center and summarized progress to-date for the new board member. At present, status is that they are somewhat “one leg over the hurdle” – a number of agencies had completed data entry, but several major ones were still outstanding. Also, he noted that the Board had made funding available for temporary employees to be hired by agencies to enter data, but no agencies had taken advantage of that to-date. McCullah had moved to take a greater role in sponsoring the project for SOS, so Friend had begun to work with him to outline next steps. He also noted that OITS had conducted a readiness evaluation of the application and work had been ongoing to respond to that that appeared to now be complete. McCullah added that they would search for alternative avenues to make progress, including reaching out to the Governor’s office for help and that they hope to have a solution by the end of the fiscal year.

Action Taken: None.

7. New Business

Friend let the Board know that there was a private board website and that he hoped to get it updated soon and reach out to members to get everyone access.

Next, he explained that in the process of moving to add Secretary Gordon to the INK bank accounts since she had recently become vice chair of the Board, she’d asked the rationale for having all the officers on the account. Friend explained that he’d inherited that approach from the Executive Director, Jim Hollingsworth, but in researching it with the banks, accountants, and the Board Counsel, as well as talking to Jim about the background of it, it appeared unnecessary. So, a board motion wasn’t needed, but if the consensus was that it was OK to move to just have himself and Wamsley on the account, he would move forward with that. The members agreed with this approach.

Friend’s last item was related to a zero-dollar tax return that INK had been filing each year. He’d received the agreement from Mize Houser for them to do the work this year, but was hesitant to move forward without more research. His understanding was that an FEIN had been assigned to INK early on (as it is named Information Network of Kansas, Inc.), but he thought it was only recently that INK had begun filing these, so he would look more into it. He recalled that last year, the Board had agreed to move forward given the late date as it seemed likely to be problematic not to.

Finally, Wamsley noted that in the last year or so, he had been receiving phishing attempts related his role as Treasurer. Friend had been in contact with the state security office about them and notified Mize Houser. However, they both felt they had adequate controls in place and separation of duties that would prevent a successful attempt.

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

Adjournment

Meeting adjourned at 1:03 p.m. The next INK board meeting will be held at 10:00 a.m. on March 6, 2018, at 700 SW Harrison, 2nd Floor Executive Conference Room, Topeka, Kansas.

Minutes submitted by: Nikki Reed/Duncan Friend