

# AGENDA

Information Network of Kansas Inc.  
Board of Directors Meeting  
700 SW Harrison Topeka, Kansas 66603  
2<sup>nd</sup> Floor Conference Room  
Tuesday July 7<sup>th</sup>, 2015  
10:00am - 1:00pm CST

**Consent Agenda:** *Please NOTE: Any Board member may request an item be removed from this consent agenda and moved to the regular agenda for discussion.*

June 2015 INK Board Minutes  
June 2015 Executive Director Report  
June 2015 Network Manager Report

## Contracts for Approval

The following entities request an Over-the-Counter service which will allow their government entity constituents to pay for services using credit cards and receive confirmation of payment. Development of the INK application for this service is at no cost to the government entities. These are fee services.

- USD 303 Ness City (KPC)
- City of Admire (KPC)
- USD 509 South Haven (KPC)
- Coffey County Rural Water District #3 (KPC)
- USD 360 Caldwell (KPC)
- USD 467 Leoti (KPC)
- USD 501 Chase Middle (KPC)
- City of St. Marys (KPC)
- City of Augusta Public Library (KPC)

## Regular Agenda:

- |  |            |
|--|------------|
| 1. New Member Introductions: Tim Metz & Chuck Knapp      | 5 minutes  |
| 2. 1 <sup>st</sup> Quarter Financial Review              | 15 minutes |
| 3. KBC Update  | 30 minutes |
| 4. KIC Mobile Application Development Update             | 10 minutes |
| 5. PAVS Update   | 30 minutes |
| 6. Board Officer Election: Treasurer                     | 15 minutes |
| 7. Executive Session: Personnel Issues:                  | 30 minutes |
| 8. Lunch   | 15 minutes |
| 9. Executive Session: Consultation with Counsel: Autogov | 30 minutes |
| 10. New Business   |            |
| 11. Adjourn  |            |

**Next Meeting Scheduled for August 4th, 2015**

## INK Board minutes

July 7, 2015

Members present: Jim Clark, Kevin Cronister, Scott Hill, Gary Landeck, Tim Metz, Terry Holdren, Kathy Sachs, Chuck Knapp, Richard Raimond (in for Phil Elwood). Other attendees included Ashley Gordon, Shane Myers, James Adams, Jim Minihan, and Duncan Friend

Holdren called the meeting to order at 10:07AM. Introductions were made for new Board members Chuck Knapp (replacing Jim Clark) and Tim Metz (replacing Travis Rozean).

Consent agenda approval: moved by Cronister, second by Sachs

**Q1 Treasurer's Report** (Jim Clark): Increase of \$600K in restricted funds from same time in 2014. On March 31, there was \$5,285 still remaining from the Kansas State Historical Society grant, and since then it has dropped to \$1,700 available and that the KSHS grant is now complete. Hollingsworth recommended the remaining \$1,700 be moved back into the restricted fund. No specific motion was made to do so.

Total net income was up slightly from 2014 Q1. Clark suggested that some very old fee rates within the portfolio be increased, and acknowledged the PAVS committee is working on that.

Clark moved to accept the Treasurer's report, Hill seconded. Clark thanked the INK Board for allowing him to serve the last two years.

**KBC update** (Duncan Friend): Friend demonstrated a KBC account management "prototype" that groups businesses together into a user profile with applicable notifications for each. Options are given to do different tasks for starting a business (e.g. name change, file annual reports), (see the attached presentation).

The prototype also has a form finder (e.g. license, permit, and registration directory) which guides users through various processes.

The KBC attempts to contain all state agency forms and services within one place. Users can select business structure (e.g. sole, LLC) and the KBC architecture guides through the forms process.

Sachs emphasized the importance of having the SOS, DOL, and DOR in one place. The KBC team is working to have a good product that people will respond to. Once that happens, the INK Board can then decide what the KBC's priorities are in terms of investment and return.

Friend demonstrated the process of adding a business to the KBC dashboard. Discussion among the Board following the demo about how/when to bring other agencies into the KBC to prevent replication of state services.

Friend also explained that eGov Express will provide payment integration across agencies to give the KBC an ecommerce aspect but is not included in Phase 1. Target date for

implementation of everything described in this month's update is March 2016. A refined prototype and implementation report will be delivered to the INK Board in September.

Donna Shelite (OITS) joined the meeting at 11:05AM.

**Mobile App Update** (James Adams): MyKansas app is now live on Google Play (available only for Android at this time). Cronister mentioned that KDOR now has an app that is live on Windows, iOS, and Android platforms, but that he would like to see an integrated effort develop between INK/KIC/KDOR. Cronister also mentioned KDOT is also developing their own app.

**PAVS Update** (Shane Myers): The committee is currently focusing on four areas (project acceptance, service fee pricing, service assessment, and service discontinue). Determining the overall portfolio's ROI is complex due to many financial and political considerations, including size of customer base for any given application, licensing fees, adoption rates, and who is requesting the application(s).

Minihan said CITO can help drive adoption rates by requiring agencies to show what their own ROI is for any given applications they currently use and those they request to be built. No-fee services are an important factor in ROI considerations.

Myers said target ROI should be determined at 3 years after an application is launched, not seven as is currently done. Cronister said CITO and the CIOs need to be involved to show what ROIs are within each agency. Myers agreed and said the contractual piece of new applications might be easier to negotiate if the CIOs had buy-in.

Hill said an improved project acceptance process should empower Hollingsworth and Myers to make decisions without having to run every new project by the Board.

Myers stated that that service fee pricing has remained stagnant with the district court search application. It is a high revenue generator within the portfolio, but the price has remained fixed since the application's launch in 1999.

Myers also explained lost the revenue share split to INK (down from 75/25 to 50/50) five years ago. The PAVS committee is concentrating its efforts to find a financial balance on an enterprise level, not service by service.

**Other Business** – Scott Hill was elected to replace Jim Clark as the INK Board Treasurer.

**Executive Director Review:** Executive Session – At 12:05 a.m. Hill moved that the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of the 2001 Session Laws of Kansas, for the purpose of personnel issues. No binding action shall be taken during closed or executive recesses and that the Information Network of Kansas resume the open meeting in this room, 2nd Floor of the KDOT offices at 12:35 a.m., and that this

motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board. Seconded by Sachs. Holdren requested the INK Counsel remain present for Executive Session. Motion carried.

At 12:35pm, the board moved into regular session. Holdren stated no binding action had been taken during the executive session.

Hill moved to accept the executive director review document prepared by the review committee (Holdren, Connor, Rucker) with amendments, as well as a 2.5% one-time compensation bonus. Landeck seconded. Motion passed.

The Board tabled the AutoGov update until the August meeting.

Meeting was adjourned at 12:40 PM.

Respectfully submitted,

Gary Landeck, INK Board Secretary

# Executive Director Report

Submitted by Jim Hollingsworth  
INK Executive Director

For Month Ending: **June 2015**

## 2011 – 2014 Strategies

Strategy 1	Provide increased Access to multiple entities with Kansas state, county and local entities.
Strategy 2	Demonstrate Value of collaboration with state portal to state, county and local governments.
Strategy 3	Demonstrate expanded data Distribution mechanisms to agencies and associations, business community and citizens.
Strategy 4	Implement a recoverable, scalable Infrastructure environment.
Strategy 5	Maintain a highly Secure environment to attain compliance to applicable industry standards.
Strategy 6	Accomplish Benchmarks to measure the progress toward the completion of established metrics with associated timelines.

Strategy	Tactics	Complete	In Progress	On Target %	Canceled	Delayed (This Year)	Postponed (Next Year)	New
Strategy 1	4	0	4	100%	0	0	0	0
Strategy 2	5	0	4	80%	0	0	0	0
Strategy 3	1	0	0	0%	0	0	0	0
Strategy 4	3	1	1	67%	0	0	0	0
Strategy 5	2	0	2	100%	0	0	0	0
Strategy 6	2	0	1	50%	0	1	0	0
<b>Total</b>	<b>17</b>	<b>1</b>	<b>12</b>	<b>76%</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>

### Documented System Outages:

Date	Reported Duration	Time Restored
1/5/15	15 minutes	11:05 AM
2/8/15	1 hour 11 minutes	4:13 AM
2/11/15	1 hour 40 minutes	8:04 AM
2/11/15	2 hours 24 minutes	12:01 PM
3/9/15	46 minutes	4:05 PM
6/10/15	42 minutes	2:45 PM
6/24/15	15 minutes	11:10 AM

## State Entity Grants:

### December 2014 Grant Submissions

KDOR: Mobile Technology

- KDOR is requesting \$21k to purchase equipment to assist in the development of mobile applications.
- A member of the INK board of directors needs to be appointed to facilitate the meeting of the INK Grants committee to discuss, score and provide funding recommendation of the grant.
- As a reminder, the grants committee consists of the three Chief Information Technology Officers for the three branches of state government and one member of the INK board. The INK executive director and network manager serve as staff to the committee.
- The board member selection will be discussed at the Dec INK board meeting.
- KDOR withdrew their grant request at the January 2015 INK Bd meeting

### Prospective Grants

Ks Board of Regents: Credentialing data gathering.

- Discussions were held with Elaine Frisbie of the Board of Regents to discuss the ability to utilize INK grant funds to facilitate the gathering of credentialing information from several agencies in their effort to provide feedback to the Governor's office and other regent institutions to better understand the status of professionals in the state and their continuing education and work location.
- Met with Sec. Clark to discuss the initiative. Clark suggested using students to perform the data gathering.
- Met subsequently with Regents to discuss next steps and they have halted the request due to declining resources and the unknown circumstances with the upcoming legislative session.
- We agreed to meet again after the session to assess the capability of moving forward.

### Active Grants

No active grants

### Completed Grants

KSHS Statehouse Visitor Center:

Approved: May 2014

Approved Amount: \$60,000

**Spent to Date: \$58,484.47**

**Remaining Balance: \$1515.53**

- **Interactive Kiosks for Capitol Visitor Center Lobby**  
Acquisition, installation, and configuration of the hardware and software to support three (3) touchscreen interactive kiosks for the Capitol Visitor Center lobby. \$60,000
- **Building Directory Location Services Application**  
Development and implementation of a building directory and location services application to guide visitors to their desired location in and around the Capitol. The directory and location application will be delivered through the interactive kiosks and, if feasible, on the web and via a mobile app. \$10,000  
Functionality and product selection discussions continue
- The Historical Society has been working with Four Winds to fulfill the INK grant requirements. Members of the committee are Terri Clark, Barry Greis, Todd Fertig, Roderick Patton, Jennie Chinn, Jesse DeGarmo, Matt Veath and Mary Madden. They have decided on two 48' touch screen monitors behind the Capitol Visitor Center information desk. Anthony Fadale (State Accessibility Coordinator) has been an adviser on the height and placement.  
Four Winds is going to send them a cost estimate by Friday the 29th to do the following:
  1. Wayfinding  
How to get to the building's public spaces  
Search by or browse by: names (people and spaces), map
  2. Find Your Legislator by Kansas map (Legislative Resources source for data)

3. Events--"What's Going On" (At this point it will be information provided by KLISS)
4. "One of a Kind" tour, highlights of 13 locations in the Capitol, a very basic self-guided tour. Four Winds may also be able to provide them with the ability to do all the mobile app tours too, the purpose of the second INK grant. Four Winds plans to provide them with a separate estimate by the end of next week.
  - Progress continues with the installation of the wiring of the kiosks. They have had to make one change with the completion date due to unforeseen delays with graphic design element. The completion date is now January 5 or 6. Barry Greis is working with Tom Kelly and Terri Clark on routing power and network cables and removal of marble from the floor to accommodate the kiosk base so it is flush with the floor.
  - Received and have paid invoices to Four Winds for the kiosk hardware and software components.
  - Two large touch screens have been installed on the east wall next to the information desk at the visitor entrance.
  - Received and have paid invoices to Four Winds for professional services.
  - The project has concluded.

## **INK Initiatives:**

### **KBC Restricted Fund**

Amount Requested: \$500,000

Total Expended: **\$127,873**

Remaining Balance: \$372,127

Nature of Request: Explore and implement training and regulatory applications and services from a centralized destination for starting, maintaining and closing a business in Kansas

- Discussions held with representatives from MIT and GovLab. Travel and accommodations paid: **\$10,044.30**
- KBC report created by Dazza Greenwood: Amount Paid: **\$35,000**
- Programming performed to integrate electronic transactions for Annual Reports application from leading CPA software. Reported as 40% of all Annual Report transactions that are currently not captured electronically.
- Invoice(s) received and paid for cost of third party programming to develop CPA electronic integration. Amount Paid: **\$75,000**
- Much of this month was spent with meetings regarding this initiative. Have met with both the Content team, (SOS, Network Kansas, KDOR, KIC, INK) and the Technical Team (KDOR, SOS, KIC, OITS) to discuss and understand what functionality is desired by each team.
- It was decided that an INK project manager would not be hired until after the Phase 1, due by Sept. 2, is complete.
- There still exists process and security questions and concerns and the respective teams are working the issues to discover solutions or alternatives
- It has been reiterated in both team meetings that INK will take over the project at the conclusion of Phase 1.
- SOS has conducted two sessions of user review. The first group consisted of user groups. Attending were lawyers, CPAs and our own Mr. Landeck. Kathy conducted a walk-through of the application content. Terrific feedback was given by the group including the addition of a new tab for tax professionals that list only the forms required. There was good discussion that this group knew what they needed to do and only needed the forms to be able to do it. Having a list of the available or applicable forms would be a great service for them. The second group consisted of Labor and Revenue to review the site. Both groups appeared enthusiastic to participate.

A group meeting was also held with SOS and KIC to review a demo of the inclusion of the content being developed by SOS into the portal. Overall, the demo was received well by SOS. As the content for the site is still being developed discussions commenced regarding the timeline of when SOS would complete the content development and when KIC may implement the content into the portal. It is important to note here that the content being developed by SOS has been accepted well by the user groups and will be a great improvement to the existing KBC content. Some of the content includes videos of Sec Kobach of explanations of the different types of business formations. The August INK meeting will include a short demonstration of the inclusion of the SOS content into the KBC structure on the portal.

- Group sessions have continued with different state user groups including Labor and Revenue. In addition, a group meeting with Labor, KIC and Revenue help desk personnel was performed to provide an overview and awareness of the new KBC layout and logon procedures.

The work on updating the KBC site is progressing at breakneck speed. KIC continues to be "all hands on deck" to



complete the changes being requested by SOS. The launch date has been extended to Sept 10<sup>th</sup> to accommodate a change to the KBC logo on all of the SOS apps, not just those that require login using the KanAccess single sign-on. Discipline for new changes will need to be undertaken to ensure the current requests can all be completed.

- KIC and I met with Kevin and his staff to discuss the announcements of both his initiatives and the KBC launch. KDOR will delay their announcement until after the launch of the KBC and will work with the public information officers of the Governor, KSOS and KDOR to develop an announcement that is acceptable to everyone.
- After discussing the expenditure with the INK Executive team, a video of the Sec of State will be included on the KBC that performs an introduction to the site and describes the new layout. The estimate for the cost of production is \$7,800 and will be allocated to the KBC Restricted Funds account.
- The new KBC site will be demonstrated at the Sept INK board meeting.
- \$7,800 of the KBC Restricted funds was used to develop a video message from Secretary Kobach welcoming visitors to the new KBC.
- The site availability was publicly announced after a week of "soft launch". Governor Brownback, Secretary Kobach and Secretary Gordon (KDOL) held a press conference on the main floor of Memorial Hall on Friday Sept. 26<sup>th</sup>.
- Continued expansion of the site is on hold until discussion of Phase II of the KBC has been performed and approval of 2015 INK business plan.
- 2015 Business plan approved at January meeting. Will be conducting meetings with SOS and others to develop the scope and strategy of the KBC development for 2015.
- KIC is currently reviewing SOS documentation for level of effort to perform. Under review are the account management, payment functionality and the specific SOS applications contained in the KBC suite. These are two separate yet connected initiatives involved. The plan is to provide for the board the level of effort and estimated timeline to perform in order to determine whether additional resources should be acquired to accelerate one, none or both initiatives.
- The committee has worked to define the scope of the proposed first phase of development for the KBC initiative and to provide a level of effort required. The report will be discussed at the May meeting.
- SOS effort continues to gather state information and documents. KIC is reviewing information provided by SOS for beginning requirements gathering.
- **SOS provided copy of the initial requirements gathering for feedback from INK and KIC. Mr. Friend is scheduled to provide an update to the board at the July meeting.**

#### **KDWPT RFP**

- The contingency contract if the bid was successful has been executed. The contract asserts INK's financial support for the RFP. Revenue generation for INK is negotiated to return 60 – 80% of the potential revenue within the first three to five years.
- The RFP was submitted on time.
- As of the date of this report, no correspondence has been received from KDWPT.
- Mr. Myers was informed by email from state procurement that the RFP had concluded and that we were not selected. A 5 year contract was signed with the incumbent vendor.

#### **Avamar Updates**

- The Va. and Tx. facilities were upgraded to Avamar v7.
- KIC notified INK that the NIC server experienced extremely high CPU utilization and required restarting. Although not confirmed, it is believed the Avamar update and the Oracle database version may be causing the issue.
- Updates to the Avamar server have been postponed since 5/13/14 so as to not destabilize the portal and agency applications.
- Currently, the Texas facility is being used to test an upgrade the Oracle database and further test that the backup can be run successfully. NIC is working closely with Oracle and Avamar technicians. If the test is successful, the solution will be deployed in the Va. facility.
- Once the Avamar backups are reinitiated, the system will go back to the last update and begin replicating the changes to the INK Avamar server.
- Met with Mit Winter or Alexander Open Systems (AOS) and EMC representatives to discuss the upgrade of INK's Avamar server to increase capacity and uplift the operating system.
- The upgrade will require coordination with KIC/NIC technicians to ensure operating system compatibility.
- I have requested that AOS provide capacity reports on the existing INK Avamar server to determine the timeline for the requirement to increase the size of the memory.
- Preliminary bid for the upgrade is approximately \$27k. This amount is essentially the same amount expended for the current server with the increase of memory from 2 terabytes to 8 terabytes.
- NIC successfully upgraded Avamar source to version 7.

- Backup to INK Avamar has resumed. NIC has implemented VDMK backup following Robert Brady and Minihan's requests. This reconfiguration of the backup will provide a greatly reduced time to recover the Avamar from days or weeks to hours.
- Currently waiting for Avamar backup to catch up in order to calculate load capacity and ongoing memory storage requirements. Have talked with AOS and EMS to have them provide the capacity reports.
- Capacity reports have been received and are under review. The reports are going to be used to determine if an upgrade of the Avamar hardware will be required based upon the operating system upgrade performed by NIC at the source and the volume of backup data currently being received from NIC due to the reconfiguration and upgrade of the operating system changes.
- It has been determined from the capacity reports and rate of increase in data in the Avamar, that no new server will be needed but should be monitored over the next couple of years. The intent of the review was to determine if more space was going to be required in the near future. The Avamar needed to be uplifted to a new Avamar operating system version and if the box was to be lifted as well, we would have lifted both together. Analysis reveals that only the software will have to be upgraded. Moving to the new software aligns our versioning to the NIC corporate data center(s). In addition to the software uplift, NIC has reconfigured how the data is being sent to the INK Avamar, greatly reducing our memory footprint requirements and improvements in the software upgrade may also decrease the size of the files. Lastly, the storage provider contractor from Data Edge believes the recovery of the portal will be accomplished with greater ease and speed. Once the upgrade has been completed and performing correctly, we will schedule this year's recovery of the Avamar system into an environment contracted with Data Edge.
- Much of the month has been dedicated to re-establishing the backup file retentions. This required some time in order to allow the system to automatically delete backup files that were greater than two days old. Part of the solution was to turn off the backup of the Oracle database. This particular backup file is very large and was hindering the ability of the Avamar to complete the backup process, including the deletion of the unneeded files. Therefore, after the Oracle backup was discontinued, the Avamar was able to delete the unneeded backup files over a two week or so period. However, as a result of turning off the Oracle backup, it will take several days now to "catch up" with the backups that were not performed.
- As recent as today, we received notification of the Avamar reaching capacity. NIC is working with EMC to delete the partial and older files from the server so that the backup of all of the required files may proceed.
- As soon as we are comfortable that all of the required files have caught up and are present, we will move quickly with performing a recovery of the files. Recovery should not require the resources of NIC. INK is utilizing consultants from DataEdge and facilities from Cordero to perform the recovery. The board will be informed of the recovery date once it has been established.
- The KS Avamar upgrade is scheduled for Monday, November 3<sup>rd</sup> starting at 9:00 AM Central.
- The upgrade to V 7.1 addresses a few security issues, then EMC will apply the solution for the Bash vulnerability.
- Once the upgrade has been performed we will move to scheduling the recovery using Data Edge as the lead contractor to oversee the transfer of the files to a separate Arizona facility to reestablish the environment.
- Conference call held with participants to discuss change in file structure type to better facilitate the reconstruction of the files. It should be noted here that the recovery of the portal requires the transfer of all files for the portal. The transfer of the files is constricted by the amount of data that can be transferred to the offsite facility. INK contractors anticipate 3 days to perform the transfer. I have requested a mechanism from OITS to gain a larger throughput.
- Over the holiday weekend, the attempt was made to begin the transfer process. This has proven to be more difficult than expected given the personnel at OITS and INK's contractor are both performing the transfer for the first time. Several issues surfaced with passwords and access. In addition, OITS expressed its concern with transferring a large amount of data across the state network and the effect it may have on the agency's business.
- Once the transfer of all the files is completed, INK contractors will begin the process of reconstruction of the file structure and internal communications. This process is expected to take 24-48 hours. It is in this reconstructive process that the request for the new file structure is designed to accelerate.
- NIC personnel expressed their concern that this change is not best practice and may require executive approval to continue. INK's contractor requested that NIC personnel contact the EMC vendor engineer to discuss the change believing that their concern is based upon white papers for typical installation and that the change is supported by the software. NIC agreed to research.
- Communication with INK's contractor has been limited over the holiday weekend and current status will be assessed the first week of December.
- It was decided at the December INK meeting to postpone the Avamar recovery until after the January 15<sup>th</sup> network upgrade to be performed by OITS to expand network traffic throughput.
- The upgrade to the state's network has been performed. Contacted OITS who suggested we may begin the recovery process but requested we start the download on a Friday so as to create minimal interruption to the network
- Have reached out to Data Edge and iMerge consultants to determine a date to begin when everyone's calendar allows.

- The contractor to review the website once it was recovered was hospitalized but should be out soon we are told. DataEdge consultants have requested a conference with NIC to discuss recovery of the Oracle database. The virtual machines associated with the portal recovery was performed relatively quickly. The database is very large and DataEdge consultants are seeking to recover the platform using tools provided by the Oracle/Avamar for restoration. The call is being scheduled.
- Two software updates have been applied to the parent Avamar. The update did not affect the local installation.
- DataEdge and NIC system recovery consultants are reviewing the recovery documentation for the recovery of the application database. We expect to begin the recovery during the month of April.
- The DataEdge consultants attempted to recover the Avamar platform over the weekend of April 18<sup>th</sup>. The environment was cleared and recovery from scratch was attempted. Although the entire environment was created, there existed gaps in the documentation and specific passwords that prevented the download of the Oracle database. Of note was the consultants confidence that with the passwords they would have been able to recover the platform. The NIC developers and DataEdge consultants have discussed the requirements and the recovery of the Oracle database is being resumed the weekend of April 25<sup>th</sup>. I will be able to report the results at the May meeting.
- **The recovery of the Avamar platform has been performed.** There is a delay in the timing of the system testing because the vendor selected to test is recovering from a significant medical procedure. I have also received the post mortem document from the DataEdge consultant who recovered the Avamar platform. The intent of the document is to provide a step-by-step manual for recovering the platform.
- **We are awaiting the recovery of our testing contractor. In order to provide level of recovery improvement, I wish to wait for our original testor.**

### **KDOL Incarceration Database and Victim Notification Project**

- Sec. Clark introduced an opportunity to participate in a Ks Dept of Labor initiative to develop a state-wide database of prisoner population in Kansas. This is primarily a fraud detection initiative to provide KDOL and other state entities with the ability to search the inmate database to ensure state benefits are not being issued to ineligible participants. INK/KIC participation has been described as hosting a vendor developed application and providing a project manager to develop the database and agency interactive scripting to search the database. We are very early in the investigation however KDOL is motivated to move the project forward as quickly as possible. I have met with Sec. Clark and Gordon Lansford (Exec Dir for KCJIS) and KIC and I are meeting with the Sec of Labor on Friday August 29. Hosting third party software is a new venture for KIC/NIC. I have asked KIC to review their sister states to determine if any ancillary services have been built from the third party vendor's database. The prospective third party vendor has installations in 48 other states.
- INK and KIC met on two occasions with KDOL to discuss the scope of the project. We had concerns that we were receiving conflicting information depending upon with whom we spoke. We met with the CIO of KDOL (Mike Burgess) and feel comfortable with the scope as described.
- We are currently developing a time and materials bid to develop a database of incarcerated individuals throughout the state. Input is to be received from the individual counties and local sheriff's departments and eventually the Dept of Corrections.
- Our intent is the provide a bid for services by the week ending October 3<sup>rd</sup>.
- We have submitted a proposal to KDOL for the development of a database of county jail inmates to provide the ability of KDOL to compare unemployment benefits compensation prior to issuance. In addition, it is desired that the database provide a mechanism for victim notification of inmate release. The proposal was developed using the current information and requirements known. KDOL has acquired a grant to pay for the development. The proposal amount is \$370,000 with 20% annual maintenance. It is anticipated that other state agencies involved in entitlement programs may also use the database to check for ineligibility as well.
- There are many steps left to perform such as requirements gathering and contract development, but the pivotal participation is with the county sheriffs and their data submissions to the data base. Although yet unknown, it is anticipated there will be multiple core systems at the county sheriffs' offices thus possibly requiring multiple input functionality requirements.
- A conference call is being scheduled to discuss the project.
- A conference call was held with KDOL, KCJIS and Sherriff's Association. The Sheriff's Association expressed great concern that the project is progressing without their input.
- KDOL agreed to change the scope of the INK engagement to include only the research into the requirements of the integration.
- INK and KIC have resubmitted a revised proposal of the request. The total cost of the research was reduced to \$100k. It is anticipated that the information will be used to develop an RFP.
- KIC have expressed concerns with the exclusion of INK from bidding if we develop the requirements for an RFP.
- The proposal has been delivered to KDOL and Secretary Gordon has signed the proposal. The proposal will be discussed at the December INK board meeting.

- Contract to perform initiative is underway. Meeting will be held the first part of January to discuss with all interested parties the scope of the project for additions or objections.
- Met with members of the Sherriff's Association, Dept of Labor: Fraud detection, and KIC
- Developed survey to send to County Sheriffs to discover average inmate population, type of jail management system being utilized and whether a victim notification mechanism is currently in place.
- Sandy Horton will introduce the project and the survey at the upcoming Sheriff's Association meeting.
- Will regroup following to determine next steps.
- Have received revised contract from Dept of Labor. Currently under review.
- Contract has been reviewed and submitted back to KDOL for their review of changes.
- A survey was sent to all county jail sheriffs or jail managers requesting population and system information. The survey concluded and the results may be shared with the board, if so desire.
- Next steps are to have the INK Board approve the contract and then we may begin documenting the required data elements necessary to populate a database with which KDOL may check for Unemployment Compensation ineligibility. In tandem are the documentation of the data elements required to populate a victim notification system. It is important to understand that the "work" to be done is to document the requirements in order for KDOL to issue an RFP. We anticipate INK will submit a bid to acquire the data elements from the county jails and create the search routine for KDOL to use.
- Work continues to provide a draft document for KDOL to review for RFP documentation.
- A draft document and project timeline was discussed at our last meeting. Further discussion will occur at our next meeting. The committee has been provided a draft copy of the RFP requirements for their review and input.
- A draft copy of the requirements have been completed and delivered to KDOL. Next steps will be review of their comments and possible editing for refinement. Once completed, KDOL will accept the document and perform the legal work to conform the document to Kansas procurement requirements.
- **The final copy of the RFP documentation was delivered to KDOL. KDOL will next add the state legal language required and will usher the RFP through the state procurement system.**

### **Office of Judicial Administration**

- INK was invited to attend a meeting with the OJA staff to discuss the redesign of the OJA website.
- Kelly O'Brien described the outline of the redesign stating he was interested in the steps INK performed to redevelop the state home page.
- Ashley Gordon and I attended and provided some insight into the steps performed and made suggestions to them emphasizing the value of surveying their customers for functionality.
- O'Brien asked if INK grant funds were available. I responded in the affirmative.
- They will be meeting with the stakeholders to discuss next steps.
- Kelly informed me that I have been identified as a member of the eCourt steering committee and asked if I would be willing to participate. Obviously, I said yes.
- I received a call from OJA requesting that I represent INK on the technical committee for the OJA website rewrite.
- **I received notification that I have been included in the OJA website rewrite as a member of the Infrastructure Committee.**
- **This is a multi-year project that encompasses both the eCourt system and the website redesign. I await the first meeting invitation.**

### **State Participation**

**Information Technology Executive Council (ITEC):** (Executive council comprised of private and public representatives charged with the adoption of IT policies for the state enterprise (All Branches) ITEC chairmanship is rotated every year between the three CITO's.)

- Met July 22nd. INK presented to the council an overview of INK, KIC and highlighted the new state portal. Shane Myers, James Adams and I presented.
- The default IT Security Policy was introduced and explained by the Chief Information Security Council. The Council accepted the draft but did not approve the policy. Approval will be on the next meeting's agenda. Next meeting scheduled for October.
- Did not meet in Sept. Next meeting scheduled for October.

- Met Oct. 28. There was an insufficient number of attending members to have a quorum present. Discussions ensued regarding updates from the Legislative and Executive branch CIOs.
- The proposed default security policy was discussed and several questions from agency respondents were discussed. The members stated the policy was well written and useful.
- I expressed that the intangible benefit of this policy is the inclusion of the Regents institutions to be bound to this document. This is the first instance where the Regents were not exempted from ITEC policy.
- Sachs discussed the current status of the ITIMG and the contract with Entrust. She recommended the approval of Entrust as an additional registration authority for the state. The consensus of the group was to agree with the recommendation. Further steps will need to be taken to gain the approval of the absent members in order to legitimize the request.
- Further research into the charter documents of ITEC revealed that the minimal attendance at the October meeting was insufficient to garner a quorum.
- A teleconference meeting was held on Nov. 3<sup>rd</sup> to validate the ITEC vote.
- The approval of the proposed security policy and the addition of Entrust as a Registration Authority for the state was adopted.
- Did not meet in December.
- Did not meet in January.
- Did not meet in March. Next scheduled meeting is April 18<sup>th</sup>. The Chief Information Security Officer has submitted a proposal for the ITEC agenda to discuss and possibly vote on the restructure of the ITIMG to remove the direct reporting line to ITEC and to report to the IT Security Council.
- **Did not meet in June. Next scheduled meeting is in July.**

**Information Technology Advisory Board (ITAB)** (Agency CIOs and senior managers of state information technology ITAB is chaired by the Executive Branch CITO)

- Met Nov. 18.
- Project management graduates were presented with their certificates of completion.
- Secretary Clark updated the committee on the conversations at the JCIT and ITEC meetings.
- Nathan Ensz discussed the instructions for the 3 year IT Management & Budget agency requirement, detailing the changes from previous year's instructions.
- Did not meet in December.
- Did not meet in January.
- Met February 17.
- Sec. Clark discussed with the committee the current state initiatives and their status.
- IT Project Summaries
- Mobile Device Policy
- Update on Cloud Services
- Update on Consolidated Email
- Update on State Ticket System
- Information on Enterprise Security Services
- Update on Any Other New or Upcoming OITS Services
- 3 Year IT Strategic Plan Update
- The Cloud and Email initiatives are close to being finalized.
- Did not meet in April
- Attended May meeting.

**Information Technology Security Council** (State agency representatives who provide oversight and policy recommendation to ITEC regarding IT security issues for the state. The council is chaired by the Chief Information Security Officer (CISO))

- Met November 20.
- Current security issues experienced by the participating entities were discussed.
- Byers discussed the Security Survey and its purpose was to better understand the current cost of the state enterprise to manage security.
- The Security Survey was sent out on Nov. 27.
- Did not meet in December.

- Met January 15.
- Added three new voting members to the committee: KU, KState and KU Med representatives.
- Met February 19.
- Several items were discussed regarding the charter of the committee to include items such as issues with attendance and the need of adding a provision for annual review.
- Met March 19.
- Agenda included the following items:
  - Discussions continue for the development of a committee to provide awareness of April being IT Cybersecurity Awareness month.
  - Questions and materials for state security training.
  - ITEC 7300 Charter changes
  - Policy subcommittee update and inclusion of social media into the policy
  - Topics for upcoming year's meetings.
- Did not meet in April
- Attended May meeting.

**Kansas Partnership for Accessible Technology (KPAT)** (The Kansas Partnership for Accessible Technology (KPAT) addresses web and information technology accessibility issues and provides related policy, standards, guidelines, and procedural recommendations. KPAT is chaired by the state Accessibility Coordinator, Cole Robinson)

- Did not meet in Nov.
- Did not meet in December.
- Did not meet in January.
- Did not meet in February
- Did not meet in March
- April meeting was conducted in the statehouse. Large portion of the agenda was to demonstrate the kiosks deployed as the result of the grant from INK. Mary Madden provided a background of the development and provided a demonstration of the installation.
- Also of interest was the introduction of a tour robot. The robot was developed by the Historical Society to provide greater access to tours at the Historical Society for those students who could not attend with their classmates due to illness or inability to travel. It was fascinating. Simply built with a "Segway" type of propulsion and a tablet resting on a long pole. The pole can be extended or retracted, it is equipped with two way sound and utilizes the onboard camera to provide two way vision. I offered my daughter as a tester for remote touring. She teaches fourth grade just outside of McPherson.
- Did not meet in May.
- **Did not meet in June.**

**Information Technology Identity Management Group (ITIMG)** (State agency, universities, external organizations and Secretary of State representatives who meet to develop policies and regulations to forward the usage and adoption of electronic identity management through the use of Public Key Infrastructure (PKI) The group is chaired by Kathy Sachs).

- The group continues to review the offering from Entrust. The current contract for digital certificate provisioning is performed by Symantec. The group is evaluating the Entrust price, functionality and adherence to the existing state Certificate Policy. The group currently manages approximately 850 certificates for the SOS, Wolf Creek Nuclear Facility, K State, Ks Bioscience Authority.
- The group has and will continue meeting weekly to discuss and understand the Entrust opportunity. The consensus appears to be favorable for moving to Entrust as the Certificate Authority for the state. The group is reviewing existing documents, regulations, statutes and policies to prioritize the work required to accommodate the new CA.
- The Entrust model includes expanded technology that allows individual entities to perform the control over the certificate management of their users. Prior the revocation and assignment of digital certificate holders was performed solely by INK.
- It appears the Entrust solution provides for a much lower cost, and provides greater autonomy to the entities. I am in favor of the initiative.
- The Entrust offering is a part of a security products catalog maintained by the procurement division of the Dept of Administration.



- Care needs to be taken to ensure we do not too hastily move to the new model, so that we do not violate our own statutes, regulations and policies.
- Work continues to identify the documents requiring alteration.
- Sachs presented to the ITEC the current status of the ITIMG and the state's PKI initiative. As noted above, an insufficient number of ITEC members were present to constitute a quorum, however all members present were in favor of approving Entrust as an additional registration authority for the state. Steps are being taken to reach out to the absent members to gain electronic approval for the addition.
- The group continues to meet to discuss the best methods for transition to Entrust.
- We are meeting weekly with teleconference meetings with Entrust twice per week.
- Local Registration Authority training is scheduled for the first week of November. I have asked KIC to attend.
- The group continues to better understand the Entrust model and investigate the requirements of transitioning from Symantec.
- Sec of State has several hundred certificate holders that have renewed during 2014 and whose certificates will expire throughout 2015.
- Sec of State has requested using the PKI funds to request Entrust review the state's current policy with the Entrust certificate policy to ensure they are aligned. In addition, they have requested the use of the funds to acquire a 1 year contract with Symantec to facilitate the transition of the existing certificate holders.
- This initiative will be discussed at the Dec. INK board meeting.
- Payment was made to Symantec to extend the Managed PKI contract through 2015 to facilitate the transition of KSOS certificate holders and Trusted Agents to the Entrust certificate issuance.
- Work continues to modify the current Ks Certificate Policy (CP) to accommodate the required linguistic changes required for moving to the Entrust CP.
- Security office continues to work with Entrust to complete the required functionality of the Entrust portal to accommodate functional hierarchal structure.
- Progress continues with the implementation of the Entrust service offering. The Security Office is working with Entrust to begin testing with a hierarchal approach to issuance and revocation of certificates that would be controlled by the individual participating agency. This is a new service for Entrust.
- The Security office is responding to audit findings requiring multi-factor access to systems and facilities. Work continues with the design and format of the identification cards for all employees. Universities will also be participating in the Entrust initiative.
- Good progress has been made with the transition to the Entrust certificate issuance process. Proof of concept continues with Kansas State University and the Secretary of State has received the ability to issue certificates to their users.
- The process will include the allotment of a requested number of certificates being provided and each of the participating entities will have the autonomous ability to manage their own users.
- Currently we are discussing with Entrust an approved process to issue tokens and certificates to persons who are remote from Topeka. In some cases, the issuance of the certificate and the password to use the certificate are two different methods. It is important that both processes do not violate the state's certificate policy AND does not violate the Entrust certificate policy.
- The group continues to work on review and edit current policy, statute and regulations to accommodate the recent implementation of the Entrust contract to provide digital certificates to the state. It is important to note that INK will no longer be the Registration Authority for the initiative. The Entrust solution provides for each participating entity to manage their own users, thereby eliminating any delay creating and eliminating users and discontinues INK billing procedures. OITS, KSU and SOS continue to work the steps and procedures required to be performed to make the transition from the Symantec solution. INK currently maintains a CoreFirst bank account dedicated to the PKI initiative. Funds are being dispensed from this account to support the transition.
- **The group continues to work on review and edit current policy, statute and regulations to accommodate the recent implementation of the Entrust contract to provide digital certificates to the state.**
- **The expectation is to have all current Symantec certificates be completely swapped out for the Entrust certificates by the end of the year. Once accomplished, INK will no longer serve as the Registration Authority.**

**GIS Policy Board** (The Kansas GIS Policy Board is responsible for the development of standards, strategies, and policies that emphasize cooperation and coordination among agencies, organizations, and government entities in order to maximize the cost effectiveness of GIS by creating public and private partnerships throughout Kansas.)

- Although unable to attend the meeting in Oct, the group received presentation from Sara Stack Ph.D from KU describing the Kansas Dual Relay and Telecommunications Access Program (TAP)
  - Provides specialized telephones to people with disabilities who have trouble using a phone Regulated by Kansas Corporation Commission
  - This group provides the following services: demonstration, assessment, regarding eligibility and funding applications, training, reassignment of durable medical equipment and assistive technology.
  - The term “telecommunications relay services” means telephone transmission services that provide the ability for an individual who is deaf, hard of hearing, deaf-blind, or who has a speech disability to engage in communication by wire or radio with one or more individuals, in a manner that is functionally equivalent to the ability of a hearing individual....
  - 476 Kansans receive accessible telecommunications (telephones, signaler-auditory and visual, CapTel phones, remote pendants, in-line dialers)
- Did not meet in December.
- Did not meet in January.
- Attended Dept of Commerce GIS Conference in Overland Park. The conference featured speakers from the national level and Oklahoma and Nebraska. The meeting was designed to creation discussion about the continued expansion of broadband access. The meeting was well attended with standing room only in the break-out sessions. The break-out sessions concentrated on lesson’s learned and future development. Two of the statements from the key note speakers, Stan Ahlerich and Stanley Adams of Dept of Commerce were the comparison of broadband to the economic advantage of cities being close to a river, then the railroad, then the highway. Broadband is the seen as the new highway construction and without it, cities will face difficult times to attract new businesses.
- Did not meet in February.
- Did not meet in March.
- Was unable to attend the April meeting.
- Did not meet in May
- **Did not meet in June**



## **INK Executive Director Board FY 2014 Meeting Follow Up Items:**

July:

Complete the execution of the Network Manager contract: **Completed**

August:

Revise Executive Director Goals for review at September meeting.

**Completed**

October:

Develop a project manager position description for the November meeting.

**Completed**

November:

Provide list of Executive Director Duties performed for board discussion.

**Completed**

December:

Send 2015 INK Budget to the Board. **Completed**

Send the Executive Director Duties with critical items denoted. **Completed**

Send December grant requests to the Board. **Completed**

Schedule and perform grants committee meeting. **Completed**

Schedule and perform portfolio analysis meeting. **Completed.**

January:

Add KDWPT financial commitment to 2015 budget: **Completed**

Schedule PAVS meeting with committee: **Completed**

March:

Add system outages to Executive Director report: **Completed.**

June:

Send draft Portfolio Policies to board: **Completed.**

## INK Executive Director 2014 – 2015 Goal Tracking:

APPROVED: September 2014

1. Provide additional oversight of project development and upgrades/fixes, with additional reporting to the board of the responsiveness/timeliness of KIC. **COMPLETED**
2. Set up a clear monthly reporting matrix for the new strategic plan. **COMPLETED**
3. Include grant investments in annual business plan budget and agency requested grants using the approved grant procedures and timelines.
4. Create orientation booklet for new board members including sit down session before first meeting. **COMPLETED**
5. Complete negotiation of the Network Manager contract and any ancillary issues related to implementation. **COMPLETED**
6. Research new products that INK, in conjunction with the Network Manager, could develop to maximize the potential of the portal. **ONGOING**
7. Identify and attend one professional development opportunity. **ONGOING**

- *Attended State of Broadband in Kansas 2 day conference sponsored by the Ks Dept of Commerce in partnership with Schools, Health & Libraries Broadband Coalition SHLB. Several break-out sessions were provided to assess progress and discuss actionable strategies to accelerate access and utilization of broadband access. Some of the speaker organizations included US Dept of Commerce, State of Oklahoma, State of Nebraska, City of Lenexa, Topeka/Shawnee Public Library and many others. Funding and expertise were cited as two of the largest obstacles to increasing access. Interestingly, there were several smaller boutique organizations that are building out the last mile of broadband connectivity. The last mile is the connection from the broadband hub to the individual homes and businesses within a community. Shane and I discussed possible collaboration with one of these vendors. We will continue to discuss with them how INK can assist in further expanding broadband access for greater access to government information.*

- *Attended four date Gartner Business Intelligence and Analytics conference.*

1. Identify application reduction threats and effect to Network Manager FTE support level. **ONGOING**
2. Develop a Marketing plan to expand the INK portfolio by 15% in 3 years.
3. Develop a plan to join with other states to develop a strategy to reduce development time and cost by agreeing on standards that can be implemented in multiple states.
4. Work with state branch CITO's to develop and present to Board a communication plan for legislative, judiciary and agency partners.
5. Develop and implement tool for monitoring customer satisfaction among major customers. Conduct annual survey to identify successes and improvement areas.
6. Develop customer surveys to better understand customer needs.
7. Develop set of action items following each board meeting.  
**ONGOING**
8. Refresh Board public website.
9. Construct a Board calendar for monthly re-occurring agenda items.  
**COMPLETED**
10. Meet individually with each board member at least once per year.
11. Document daily, weekly, monthly and annual position responsibilities:  
**COMPLETED**



Information Network of Kansas  
Board of Directors

Kansas Information Consortium, LLC  
**General Manager's Report**

Month Ending June 30, 2015

**Inside**

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## Executive Summary

Kansas.gov is staying very busy and productive as the month of June is wrapping up.

- Kansas.gov Business Development Managers and Project Managers had a busy month! BDMs launched 9 products and PMs launched 1 new application, 2 PCRs to both state and local government entities.
- Kansas.gov launched MyKansas, a native mobile application. MyKansas provides a plethora of intuitive features catered to all current residents, future travelers and those who work and play in our great state.
- Kansas.gov created and delivered an award submission for the 2015 NASCIO State IT Recognition Award (focused on the 2014 Kansas Business Center enhancements).

Please contact me if you have any questions at 785.296.7171 or via email at [smyers@egov.com](mailto:smyers@egov.com).

Respectfully submitted,

*Shane Myers*

Shane Myers, General Manager

## New Service Requests & Contracts for Approval

### Service Requests

No service requests during the month of June.

### Contracts for Approval

**USD 303 Ness City (KPC)** – USD 303 Ness City requests an Over-the-Counter service which will allow government agency constituents to pay for government agency services using credit cards at government agency locations and receive confirmation of payment. Development of the INK application for this service is at no cost to the contracted government agencies. This is a fee service.

**City of Admire (KPC)** – City of Admire requests an Over-the-Counter service which will allow government agency constituents to pay for government agency services using credit cards at government agency locations and receive confirmation of payment. Development of the INK application for this service is at no cost to the contracted government agencies. This is a fee service.

**USD 509 South Haven (KPC)** – USD 509 South Haven requests an Over-the-Counter service which will allow government agency constituents to pay for government agency services using credit cards at government agency locations and receive confirmation of payment. Development of the INK application for this service is at no cost to the contracted government agencies. This is a fee service.

**Coffey County Rural Water District #3 (KPC)** – CFCO RWD #3 requests an Over-the-Counter service which will allow government agency constituents to pay for government agency services using credit cards at government agency locations and receive confirmation of payment. Development of the INK application for this service is at no cost to the contracted government agencies. This is a fee service.

**USD 360 Caldwell (KPC)** – USD 360 Caldwell requests an Over-the-Counter service which will allow government agency constituents to pay for government agency services using credit cards at government agency locations and receive confirmation of payment. Development of the INK application for this service is at no cost to the contracted government agencies. This is a fee service.

**USD 467 Leoti (KPC)** – USD 467 Leoti requests an Over-the-Counter service which will allow government agency constituents to pay for government agency services using

credit cards at government agency locations and receive confirmation of payment. Development of the INK application for this service is at no cost to the contracted government agencies. This is a fee service.

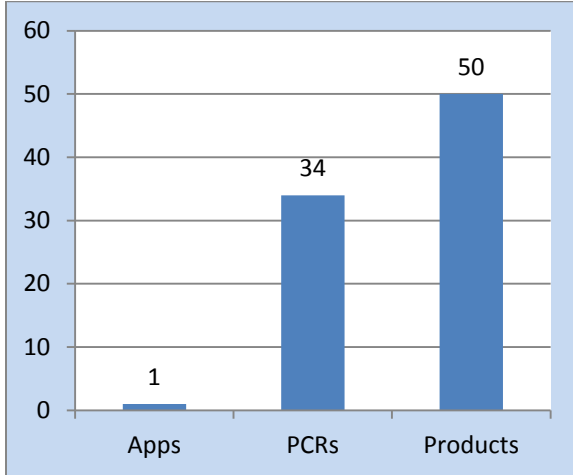
**USD 501 Chase Middle (KPC)** – USD 501 Chase Middle requests an Over-the-Counter service which will allow government agency constituents to pay for government agency services using credit cards at government agency locations and receive confirmation of payment. Development of the INK application for this service is at no cost to the contracted government agencies. This is a fee service.

**City of St. Marys (KPC)** – City of St. Marys requests an Over-the-Counter service which will allow government agency constituents to pay for government agency services using credit cards at government agency locations and receive confirmation of payment. Development of the INK application for this service is at no cost to the contracted government agencies. This is a fee service.

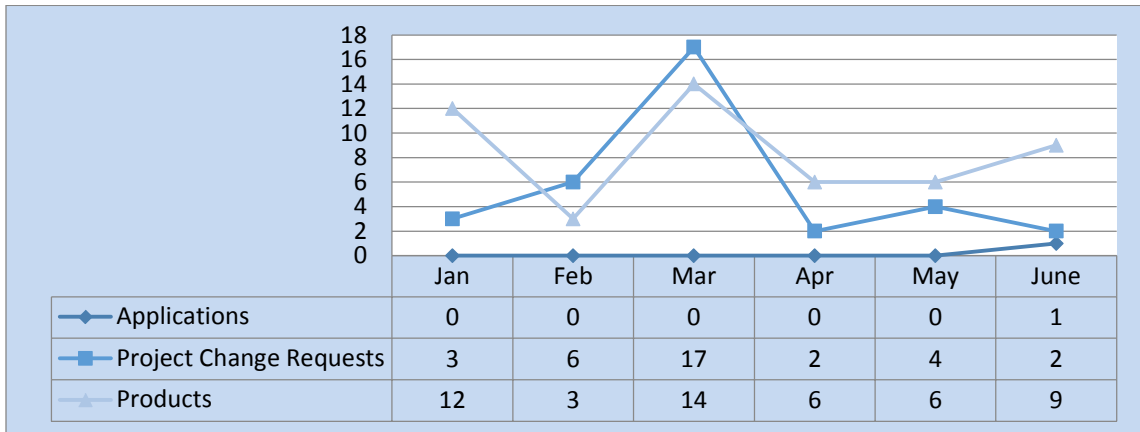
**City of Augusta Public Library (KPC)** – City of Augusta Public Library requests an amendment to the Over-the-Counter service agreement which will allow government agency constituents to pay for government agency services using credit cards at government agency locations and receive confirmation of payment. Development of the INK application for this service is at no cost to the contracted government agencies. This is a fee service.

## Deployment Summary

### Year-to-Date



### Monthly Deployments (since January 2015)



## Applications Deployed

Agency	Project Name	Deployment (Month)
KIC	MyKansas for Android Mobile Application	Jun-15



## Project Change Requests Deployed

Agency	Project Name	Deployment (Month)
KDOR	WebFile Homestead Claim 2014 Tax Year Update	Jan-15
KDOR	WebFile Income Tax Return 2014 Tax Year Update	Jan-15
KDOR	KBC Business Tax Registration Update Statutory Content	Jan-15
KCTA	Property Tax Add Year Round Feature	Feb-15
KIC	Kansas Business Center Application Content Update	Feb-15
KDOR	WebFile Income Tax Return Modify Help Content	Feb-15
KCTA	Property Tax 2015 Admin Enhancements	Feb-15
KREAB	Appraiser License Renewal 2015 Fee Updates	Feb-15
KSSBEO	Optometry License Portal 2015 Cycle Updates	Feb-15
KDOR	Title Lien and Registration Search (TLR) Upgrade Grails Version	Mar-15
KDOR	MVR Search Instant Access Upgrade Grails Version	Mar-15
BOTA	BOTA Search Suite Upgrade Grails Version	Mar-15
GEC	Ethics Opinion Search Upgrade Grails Version	Mar-15
KSBHA	Subscriber License Verification Upgrade Grails Version	Mar-15
KSBN	Nurse License Verification Upgrade Grails Version	Mar-15
KHP	Online Accident Reporting Update Grails Version	Mar-15
KDOA	KanView Upgrade Grails Version	Mar-15
KDWPT	Hunter Education Duplicate Cards Upgrade Grails Version	Mar-15
KSBEMS	Attendant License Renewal Upgrade Grails Version	Mar-15
KDA	Pesticide Product Registration Upgrade Grails Version	Mar-15
OJA	Court Records Wyandotte Legacy Upgrade Grails Version	Mar-15
OJA	District Court Record Search Upgrade Grails Version	Mar-15
KIC	KIC-Batch Plug-In Upgrade Grails Version	Mar-15
KIC	Portal Service Activity Feed Upgrade Grails Version	Mar-15
KBI	Limited Criminal History Search Upgrade Grails Version	Mar-15
KSSOS	TPE Direct Payment Processing Upgrade Grails Version	Mar-15
KSSOS	Corporate Name Change Add PL Filing Type	Apr-15
KSBN	Education Annual Report 2015 Cycle Updates	Apr-15
KBP	Pharmacy License Renewal 2015 Cycle updates	May-15
KBI	Amber Alerts Admin 2015 Updates	May-15
KDADS	HOC License Renewal 2015 Cycle Updates	May-15
KDOL	Incarceration Data Requirements Gathering	May-15
KREC	KREC License Renewal 2015 Updates	Jun-15
KDOR	DLR Interactive 2015 Updates	Jun-15

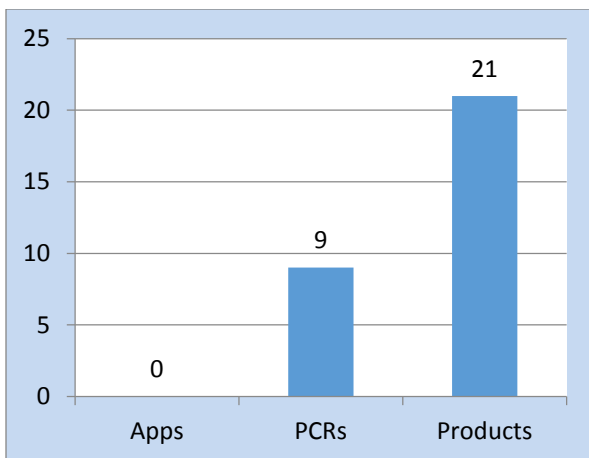
## Products Deployed

Agency	Project Name	Deployment (Month)
KDOC	KanForm: Rural Opportunities Conference Registration	Jan-15
KDOC	KanForm: Rural Opportunities Conference Sponsor Registration	Jan-15
USD330	KanPay Counter: USD 330 Mission Valley District Office	Jan-15
USD330	KanPay Counter: USD 330 Mission Valley Elementary	Jan-15
USD330	KanPay Counter: USD 330 Mission Valley High School	Jan-15
BNNRLIB	KanPay Counter: Bonner Springs Public Library	Jan-15
NWST	KanPay Counter: City of New Strawn	Jan-15
HMCOLIB	KanPay Counter: Hamilton County Library Donations ACH	Jan-15
KCC	KanPay Counter: Kansas Corporation Commission	Jan-15
ELKH	KanPay Counter: City of Elkhart	Jan-15
OVRB	KanPay Counter: City of Overbrook ACH & CC	Jan-15
OVRBPR	KanPay Counter: City of Overbrook Parks and Recreation ACH & CC	Jan-15
VLLF	KanPay Counter: City of Valley Falls	Feb-15
KSUWED14	KanPay Counter: KSU Wildcat Extension District #14	Feb-15
OVRBPR	KanPay Counter: City of Overbrook Parks and Recreation	Feb-15
CMRRLIB	KanPay Counter: City of Cimarron Library	Mar-15
CMRRLIB2	KanPay Counter: City of Cimarron Library Online	Mar-15
LNNV	KanPay Counter: City of Linn Valley	Mar-15
KCJIS	KanForm: 2015 Conference Registration	Mar-15
KCJIS	KanForm: 2015 Conference Vendor Registration	Mar-15
KUTORP	KanForm: TORP Conference	Mar-15
OGDN	KanPay Counter: City of Ogden	Mar-15
FRCORWD6	KanPay Counter: Franklin County RWD #6	Mar-15
FICOSD12	KanPay Counter: Finney County Sheriff- MVR	Mar-15
FICOSD13	KanPay Counter: Finney County Sheriff- Delinquent Tax	Mar-15
FICOSD14	KanPay Counter: Finney County Sheriff- CCH/Registered Offender	Mar-15
OVRB	KanPay Counter: City of Overbrook Cash	Mar-15
MRSVMC	KanPay Counter: City of Marysville Municipal Court	Mar-15
OSBC	KanPay: OSBC KSIMS	Mar-15
KREC	KanPay Counter: Kansas Real Estate Commission	Apr-15
WOCO	KanPay Counter: Woodson County Treasurer	Apr-15
SFCOHD	KanPay Counter: Stafford County Health Department	Apr-15
PLCOEMS	KanPay Counter: Phillips County EMS	Apr-15
MEDELIB	KanPay Counter: Meade Public Library	Apr-15
MEDELIBDON	KanPay Counter: Meade Public Library Online Donations	Apr-15

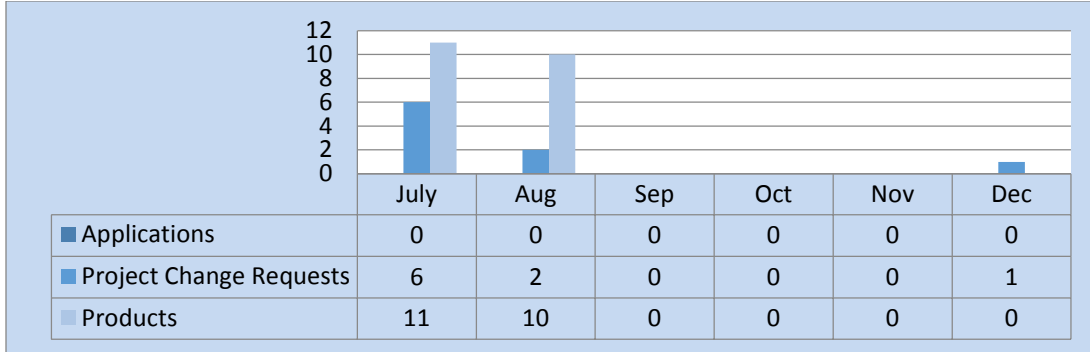
MDSN	KanPay Counter: City of Madison	May-15
FICOFAIR	KanPay Counter: Finney County Fairgrounds	May-15
HLCM	KanPay counter: City of Holcomb	May-15
AGSTLIB	KanPay Counter: Augusta Public Library	May-15
KSA	KanForm: Kansas Sheriffs' Conference 2015	May-15
KSA	KanPay Counter: Kansas Sheriffs' Conference 2015	May-15
USD467	KanPay Counter: USD 467 Leoti/Wichita Co.	Jun-15
ADMR	KanPay Counter: City of Admire	Jun-15
USD303	KanPay Counter: USD 303 Ness City	Jun-15
USD501	KanPay Counter: USD 501 Chase Middle	Jun-15
JFCORWD12	KanPay Counter: Jefferson County RWD #12	Jun-15
STMR	KanPay Counter: City of St. Marys	Jun-15
USD509	KanPay Counter: USD 509 South Haven	Jun-15
USD360	KanPay Counter: USD 360 Caldwell	Jun-15
CFCORWD3	KanPay Counter: Coffey County RWD#3	Jun-15

## In-Development Summary

Through End of Year 2015



## Monthly Deployments (through end of year 2015)



## Applications in Development

Agency	Project Name	Scheduled Deploy (Month)	Schedule Variance Reason
None at this time			

## Project Change Requests in Development

Agency	Project Name	Scheduled Deploy (Month)	Schedule Variance Reason
KDOR	Tax Payment Portal CCP Implementation	Jul-15	Awaiting Partner Task Completion
KIC	KanAccess 2015 Updates	Jul-15	Project Scheduling Risk Realized
KDA	Seed Business Registration 2015 Updates	Jul-15	
KBI	Limited Criminal History Search Remove Cancel Button	Jul-15	
KDOR	WebTags Receipt Information Change	Jul-15	
KIC	Kansas Service Center Mobile – Phase II	Jul-15	
BSRB	BSRB License Verification 2015 Updates	Aug-15	
KDA	Pesticide Dealer Registration 2015 Updates	Aug-15	
KSSOS	Lobbyist Registration CCP Implementation	Dec-15	

## Projects On-Hold

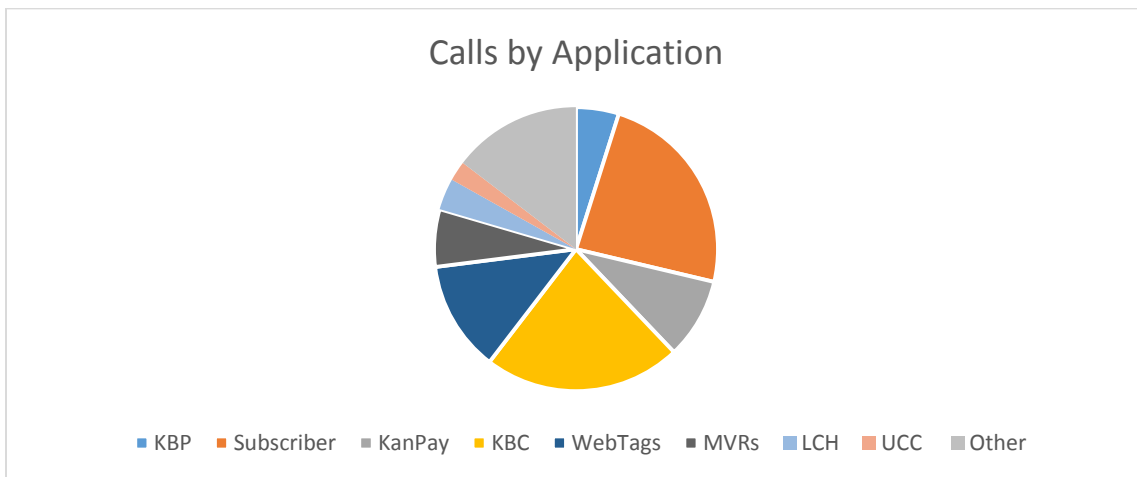
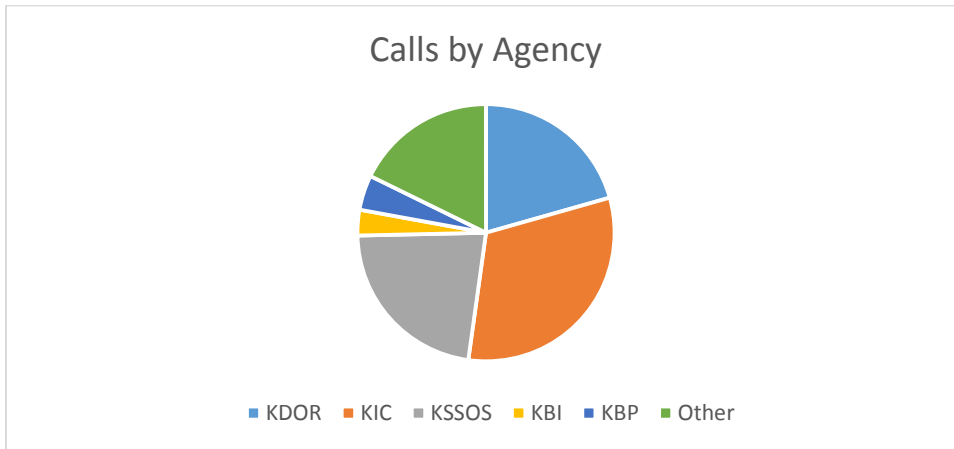
Agency	Project Name	On-Hold Date	On-Hold Reason
KSSOS	Nightly Corporations Batch Rewrite	Jul-14	Partner requested.
KSSOS	UCC Batch Rewrite	Jul-14	Partner requested.
KSSOS	Articles of Incorporation (AOI) Rewrite	May-15	Partner requested.

## Products in Development

Agency	Project Name	Scheduled Deploy (Month)
SNCORWD8	KanPay Counter: Shawnee County RWD 8	Jul-15
LVCORWD12	KanPay Counter: Leavenworth County RWD 12	Jul-15
JNCTAS	KanPay Counter: Junction City Animal Shelter	Jul-15
EURKLIB	KanPay Counter: City of Eureka Public Library	Jul-15
SMTH	KanPay Counter: City of Smith Center	Jul-15
USD364	KanPay Counter: USD 364 Marysville	Jul-15
GRNTLIB	KanPay Counter: Garnett Public Library	Jul-15
HMLT	KanPay Counter: City of Hamilton	Jul-15
ANCORWD5	KanPay Counter: Anderson County RWD #5	Jul-15
EDCOHD	KanPay Counter: Edwards County Health Department	Jul-15
OSCORWD8	KanPay Counter: Osage County RWD 8	Jul-15
KDOR	KanPay Counter: Driver Control Office	Aug-15
KDOR	KanPay Counter: Titles and Registrations	Aug-15
SNCOPR	KanPay Counter: Shawnee County	Aug-15
KSBN	KanPay Counter: KSBN	Aug-15
USD449	KanPay Counter: USD 449 Easton	Aug-15
DCF	KanPay Counter: Department for Children and Families	Aug-15
RLCORWD1	KanPay Counter: Riley County RWD 1	Aug-15
ELWD	KanPay Counter: City of Elwood	Aug-15
KDOC	KanPay Counter: KDOC Boxing Commission	Aug-15
USD503	KanPay Counter: USD 503 Parsons	Aug-15

## Support Statistics

Summary of incoming phone calls from June 1 – June 26



## Site Promotions

The following site promotions were launched on Kansas.gov from June 1 – June 29, 2015.

Top Promoted Information
KDOC: 2015 NMED Week
KSDE: Summer Food Service Programs
KDOL: Overpayment Balance
KDHE: Public Health Notice: Blue Green Algae Blooms
KDHE: Public Health Notice: West Nile Virus

The below table summarizes the top 5 visited pages on Kansas.gov from June 1 – June 29, 2015.

Page	Page Views	Time on Page
Business	24,163	1:34
Services	21,027	0:43
Government	16,836	1:18
Resident	8,050	1:30
Subscribers	5,614	1:57

## Marketing

The following promotions were launched on Kansas.gov social media sites from June 1 – June 29, 2015.

Agency	Service	Type	Description
KDHE	Public Health Notice: Blue Green Algae	Social Networking	Site Promotion
KDA	Farm Safety	Social Networking	Statewide Interest
KDHE	National Men’s Health Week	Social Networking	Statewide Interest
KDOT	Blog Post: Roadside Memorials	Social Networking	Statewide Interest
KDOL	Overpayment Balance	Social Networking	Site Promotion
KHP	Job Posting	Social Networking	Statewide Interest
KDHE	Public Health Notice: West Nile Virus	Social Networking	Site Promotion
KDOC	NMED Week Awards	Social Networking	Site Promotion
KDOT	KanDrive	Social Networking	Statewide Interest
KDA	Photo Contest	Social Networking	Statewide Interest
KDA	Wheat Harvest Update	Social Networking	Statewide Interest
KDOC	Sec. Pat George’s Statement	Social Networking	Statewide Interest
KDOL	Workplace Posters	Social Networking	Statewide Interest
KDOT	Proper Car Seat Installation	Social Networking	Statewide Interest

## Post Project Surveys

	Date collected	Treated respectfully by Kansas.gov staff	Understood the process your project was to go through	As involved in the process as you wanted to be	Kept informed of projects progress	Kansas.gov met their commitments to the project timelines	Quality of the product (application or Web site)	Timely responses of Kansas.gov staff to requests/messages	Kansas.gov staff demonstrated expert knowledge in web design and development	Comments
1. 25 <sup>th</sup> Judicial Dist. Youth Services – KPC	Jan 5	5	5	5	5	5	5	5	5	“System is very user friendly.”
2. City of New Strawn- KPC	Feb 11	5	5	5	5	5	5	5	5	N/A
3. City of Elkhart – KPC	Feb 8	5	5	5	5	5	5	5	5	N/A
4. Mission Valley USD 330 – KPC	Feb 11, 15	5	5	5	5	5	5	5	5	N/A
5. City of Overbrook- KPC	Feb 27	5	5	5	5	5	5	5	5	N/A
6. City of Valley Falls- KPC	Feb 27	5	5	5	5	5	5	5	5	Kansas.gov Staff listened and advised different avenues of using reports and integrating with the city's current utility program and accounting system. Very responsive to emails; all questions still being fielded!
7. KDOR- Webfile Help Content Updates	Mar 3	5	5	5	5	5	5	5	5	I appreciated the extra time Laura took to make sure the project got done timely and correctly. There were a couple of times I felt like we were going in circles and not getting the information updated after specific notification. Laura was a key player in making the WebFile 2015 Help Content Updates get completed as requested.
8. KSU Wildcat Ext. Dist. 14 – KPC	Mar 13	4	4	4	4	4	4	4	4	N/A
9. Cimarron City Library –KPC	Mar 17	5	5	5	5	5	5	5	5	N/A
10. City of Marysville – KPC	Mar 20	5	5	5	5	5	5	5	5	Jenna was excellent to work [sic] and very knowledgeable! She made sure we felt very comfortable during the entire process. I was impressed with the on-site training --- much better than just trying to do everything via phone.  THANK YOU for your service ☺
11. KBI – KCJIS Conference Registration – KanForm	Mar 20	5	4	4	4	4	3	4	4	The website could be a little more intuitive and up to date with a theme or graphics/fonts.



<b>12. City of Linn Valley – KPC</b>	Mar 23	5	4	5	4	5	5	4	5	N/A
<b>13. KBI – Limited Criminal History</b>	Mar 23	4	4	4	4	4	4	4	4	N/A
<b>14. Franklin Co. RWD #6- KPC</b>	Apr 6	5	5	5	5	5	5	5	5	N/A
<b>15. KREC- KPC</b>	Apr 23	5	5	5	5	5	5	5	5	N/A
<b>16. KDHE</b>	May 1	5	5	5	5	5	5	5	5	Jenna Coates was wonderful to work with - she was always efficient and friendly....no matter how many emails I bombarded her with! Jeanine Morgan was also great! She was very pleasant as she walked me through the process of obtaining username and password. Another individual by the name of Sharon directed me to Jeanine and without her guidance I'd still be stuck! Thanks to you all!
<b>17. KDADS- License Renewal</b>	May 29	5	4	5	5	4	4	5	5	
<b>18. KBI – Amber Alert Admin</b>	June 4	5	5	5	5	5	5	5	5	Great work!
<b>19. USD 509 South Haven</b>	June 25	5	5	5	5	5	5	5	5	We are very pleased with the implementation of KanPay. Kansas.gov representatives have been a delight to work with.
<b>Total</b>	19	93	90	92	91	90	90	91	92	
<b>Average</b>		4.89	4.74	4.84	4.79	4.74	4.74	4.79	4.84	

# Kansas Business Center

## Account Management Prototype

Information Network of Kansas

Board Meeting

July 7, 2015



# Kansas Business Center

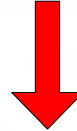
HOME / BUSINESS

## Business



The Kansas Business Center is your one-stop shop for starting and maintaining a business in Kansas. Choose an option below for more information about planning a business, registering a business, operating a business, closing a business, and moving a business to Kansas

+ Planning Your Business



### My KanAccess Account

Click on the link below to Sign In or Sign Up for your KanAccess account.

Creating an account allows you to file documents online, maintain a filing history, and receive important notifications regarding your business



### Have Business Questions?

Call, email or chat with a trained referral coordinator for free, personal assistance. A real, live person will discuss your query and guide you to the right resource(s) to help. The referral center is staffed Monday-Friday 8am-5pm.

Live Support Chat  
(877-521-8600)  
info@myvoicetokansas.com





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SERVICES



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## My Kansas Business Center Dashboard



eGovExpress



Notification Center



My Businesses



License, Permit & Registration Directory



Tutorials



### My Businesses



Add a Business

Business Name

Status

Notifications

Remove from Dashboard

[Grammy's Dreams, LLC](#)



[Karen's Yellow Boats, Inc.](#)



[Sach's Sock Store, LP](#)







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## My Kansas Business Center Dashboard



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My Businesses



License, Permit & Registration Directory



Tutorials



### Notification Center



Show All Notifications



Business Name	Notification Title	Notification Date	Notification Type	Agency
<a href="#">Grammy's Dreams, LLC</a>	<a href="#">Annual Report Due</a>	01/01/2016	Reminder	Secretary of State
	<a href="#">Income Tax Due</a>	01/01/2016	Reminder	Dept. of Revenue
	<a href="#">Renew Food License</a>	01/01/2016	Reminder	Dept. of Ag.



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# Kansas Business Center

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	<u><a href="#">Renew Food License</a></u>	01/01/2016	Reminder	Dept. of Ag.
<u><a href="#">Karen's Yellow Boats, Inc.</a></u>	<u><a href="#">Sales Tax Due</a></u>	01/01/2016	Past Due	Dept. of Revenue
	<u><a href="#">Employee Safety</a></u>	01/01/2016	Informational	Dept. of Labor





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Notification Center



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## Notification Center

Grammy's Dreams, LLC

Delete

Annual Report Due:

The annual report for this entity is due April 15<sup>th</sup>. Click [here](#) to file now.

[Previous Message](#) | [Next Message](#) | [Back to Main](#)



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### My Businesses



Add a Business

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[Grammy's Dreams, LLC](#)



[Karen's Yellow Boats, Inc.](#)



[Sach's Sock Store, LP](#)





- Tab shown is Business Entity Profile
- Top and Bottom part of page changes to show content relevant to tab being selected.

Business Tax Specific Information  
Department of Revenue

Business Entity Profile  
Secretary of State

Business Employer Specific Information  
Department of Labor

Business Licenses

Other Filings & Forms

Business Entity Name: Grammy's Dreams, LLC [File Name Change](#)

Business Entity ID: 9524768

Business Entity Type: LLC

Mailing Address: [Update Mailing Address](#)

Karen Clark  
1250 SW Gage Blvd.  
Suite 250  
Topeka, KS 66614-1208 USA

Date of Formation in Kansas: 4/1/2005

State or Country of Formation: KS

Status: Active and in Good Standing [Certificate of Good Standing](#)

Resident Agent: Kathy Sachs [Update Resident Agent/Office](#)

Registered Office: [File Annual Report](#)

700 SW Harrison  
Suite 500  
Topeka, KS 66606-3218

**Annual Reports:**

Tax Closing Month: 12

Last Annual Report on File: 12/2014

**Next Annual Report Due: 4/15/2016**

Forfeiture Date: 7/15/2016 [Close Your Business](#)

**Business Entity Filings**

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	1	06/2008	CHANGE OF NAME
	1	04/2008	CHANGE OF RO OR RA
	1	12/2007	ANNUAL REPORT
	1	09/2006	ARTICLES OF INCORPORATION



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	1	12/2007	ANNUAL REPORT
	1	09/2006	ARTICLES OF INCORPORATION

This tab is currently selected



Business Tax Specific  
Information  
Department of Revenue

Business Entity Profile  
Secretary of State

Business Employer  
Specific Information  
Department of Labor

Business Licenses

Other Filings & Forms

Business Entity Name: Grammy's Dreams, LLC

Business Entity ID: 9524768

Business Entity Type: LLC

Mailing Address:

Karen Clark  
1250 SW Gage Blvd.  
Suite 250  
Topeka, KS 66614-1208 USA

Date of Formation in Kansas: 4/1/2005

State or Country of Formation: KS

Status: Active and in Good Standing

Resident Agent: Kathy Sachs

Registered Office:

700 SW Harrison  
Suite 500  
Topeka, KS 66606-3218

**Annual Reports:**

Tax Closing Month: 12

Last Annual Report on File: 12/2014

**Next Annual Report Due: 4/15/2016**

Forfeiture Date: 7/15/2016

File Name Change

Update Mailing  
Address

Certificate of  
Good Standing

Update Resident  
Agent/Office

File Annual Report

Close Your Business



This tab is currently  
selected





Thinking

Starting

Maintaining

Closing

## Name Change Amendment

To file electronically, you will need the following:

- Business entity name and/or business entity I.D. number per the Secretary of State's records
- The entity must have an active or delinquent status to file online. [Perform a Business Search](#)
- Major credit card or checking account (for electronic check submission)
- View the [business entity types](#) that can file this amendment online

### Payment:

- For-Profit Entities will pay a flat fee of \$30.00
- Not-For-Profit Entities will pay a flat fee of \$20.00
- At this time, you may only change the entity name once in a 24 hour period

### General Information:

- Browse the [FAQ](#) section for more information regarding this filing.
- If you are not prepared to file electronically, you can obtain a [paper form](#) from the Secretary of State's Web site.
- The electronic application's version of the amendment cannot be submitted by mail to the Secretary of State; it is solely for the purpose of electronic submission.

If you are ready to file electronically, please enter your business entity name and/or I.D. number in the fields below.

Business Entity Name:

Business Entity I.D. No.:  [Forgot your number?](#)

Do not use spaces, dashes, or underscores when entering your I.D. number.

Continue

[Business Tax Specific Information Department of Revenue](#)
[Business Entity Profile Secretary of State](#)
[Business Employer Specific Information Department of Labor](#)
[Business Licenses](#)

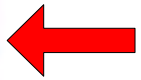
Other Filings & Forms

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**Mailing Address:**  
 Karen Clark  
 1250 SW Gage Blvd.  
 Suite 250  
 Topeka, KS 66614-1208 USA  
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[File Name Change](#)  
[Update Mailing Address](#)  
[Certificate of Good Standing](#)  
[Update Resident Agent/Office](#)  
[File Annual Report](#)  
[Close Your Business](#)



This tab is currently selected



[Business Tax Specific Information Department of Revenue](#)
[Business Entity Profile Secretary of State](#)
[Business Employer Specific Information Department of Labor](#)
[Business Licenses](#)

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[File Name Change](#)  
[Update Mailing Address](#)  
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[Close Your Business](#)

Document	Number of Pages	Date	Document Type
1	1	12/15/14	ANNUAL REPORT
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8	1	12/15/14	ANNUAL REPORT
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10	1	12/15/14	ANNUAL REPORT
11	1	12/15/14	ANNUAL REPORT
12	1	12/15/14	ANNUAL REPORT
13	1	12/15/14	ANNUAL REPORT
14	1	12/15/14	ANNUAL REPORT
15	1	12/15/14	ANNUAL REPORT
16	1	12/15/14	ANNUAL REPORT
17	1	12/15/14	ANNUAL REPORT
18	1	12/15/14	ANNUAL REPORT
19	1	12/15/14	ANNUAL REPORT
20	1	12/15/14	ANNUAL REPORT

## Electronic Annual Report Filing System

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### Payment:

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- Not-For-Profit Entities will pay a flat fee of \$40.00.

### General Information:

- Browse the [FAQ](#) section for more information regarding this filing.
- All information provided is for the annual reporting period.
- If you are not prepared to file electronically, you can obtain a [paper form](#) from the Secretary of State's Web site.
- The electronic application's version of the annual report cannot be submitted by mail to the Secretary of State; it is solely for the purpose of electronic submission.
- Do not use the back button at any time while filing.



If you are ready to file electronically, please enter your business entity name and/or I.D. number in the fields below.












Business Entity Name:

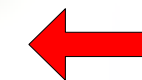
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

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	1	12/2008	ANNUAL REPORT
	1	06/2008	CHANGE OF NAME
	1	04/2008	CHANGE OF RO OR RA
	1	12/2007	ANNUAL REPORT
	1	09/2006	ARTICLES OF INCORPORATION



Business Entity Filings

Business Entity Name: Stoney Emery, LLC  
 Business Entity ID: 142378  
 Business Entity Type: LLC  
 Main Address: 1000 W. 10th St., Topeka, KS 66604  
 Date of Formation: 09/20/2006  
 State of Origin of Formation: KS  
 Status: Active and Good Standing  
 Registered Party Name: Registered Office  
 Registered Office: 1000 W. 10th St., Topeka, KS 66604  
 Annual Report Due: 12/31/2015  
 Last Annual Report Filed: 12/31/2014

Business Entity Filings

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	1	04/2008	CHANGE OF RO OR RA
	1	12/2007	ANNUAL REPORT
	1	09/2006	ARTICLES OF INCORPORATION



# Limited Liability Company Articles of Organization

## The name of the Limited Liability Company:

Sachs Socks Store LLC

File date: 02/03/2012

File time: 12:32:08

Business Entity ID Number: 6613566

## Registered Office in Kansas:

- 4021 SW 10th
- Topeka, Kansas
- 66609

## Name of the resident agent at the registered office:

Sachs Socks Store LLC

## Mailing address for official mail:

- Sachs Socks Store LLC
- 4021 SW 10th
- Topeka, KS
- 66609 USA

## Name of the organizer(s):

Valued Customer

I/We declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.

Execution date: 02/03/2012



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EDUCATION ▾

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RESIDENT ▾

SERVICES



# Kansas Business Center

Home / Dashboard



## My Kansas Business Center Dashboard




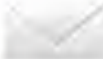






 Notification Center

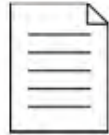
 My Businesses

 License, Permit & Registration Directory

 Tutorials

 My Businesses  Add a Business

Business Name	Status	Notifications	Remove from Dashboard
<a href="#">Grammy's Dreams, LLC</a>			 REMOVE
<a href="#">Karen's Yellow Boats, Inc.</a>			 REMOVE
<a href="#">Sach's Sock Store, LP</a>			 REMOVE



## License, Permit and Registration Directory



Browse by Agency

Browse by Business Activity



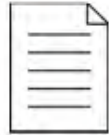
- Agency
- Secretary of State
  - Department of Revenue
  - Department of Labor
  - Department of Agriculture
  - Department of Health & Environment

Narrow By

- Food Safety & Lodging
- Pesticide and Fertilizer
- Dairy
- Meat & Poultry
- Water

- Food Safety
- Lodging
- Egg

Form Name	File Online	Form Description	Video	Info	K.S.A.
	<a href="#">File Now</a>	Food Establishment Application			65-619
	<a href="#">File Now</a>	Mobile Unit Log			
	<a href="#">File Now</a>	School Application			
	<a href="#">File Now</a>	Food Processor or Storage Application			



## License, Permit and Registration Directory



Browse by Agency

Browse by Business Activity

 🔍

- Agency
- Secretary of State
  - Department of Revenue
  - Department of Labor
  - Department of Agriculture
  - Department of Health & Environment

Narrow By

- Food Safety & Lodging
- Pesticide and Fertilizer
- Dairy
- Meat & Poultry
- Water

- Food Safety
- Lodging
- Egg

Form Name	File Online	Form Description	Video	Info	K.S.A.
<b>File Now</b>	Food Establishment Application			65-619	
<b>File Now</b>	Mobile Unit Log				
<b>File Now</b>	School Application				
<b>File Now</b>	Food Processor or Storage Application				







APPLICATION FOR FOOD ESTABLISHMENT LICENSE

(Food, Mobile Unit, Retail Food Store, Non-NSLP Schools)

Kansas Department of Agriculture
Accounts Receivable & Licensing - Food Safety & Lodging
1320 Research Park Drive 2nd Floor Manhattan, KS 66502
(785) 564-6767
www.agriculture.ks.gov

ESTABLISHMENT INFORMATION

Establishment Name / DBA: Phone:
Establishment Address: Fax:
City, State, Zip Code: County:
Effective Date of Operation: Email Address:

OWNERSHIP INFORMATION

(READ CAREFULLY: Please list corporation, partnership, partners or individual owner)

Legal Owner:
Individual / Sole Proprietor Partnership (LLP / LP)\* Corporation (Corp. / Inc.)\* LLC\*
\*Is ownership registered with the Kansas Secretary of State? No Yes--Business Entity ID #:
Individual Owner's SS # or \*Federal Tax ID #:

Contact Person: Phone:
Mail License To: Mail Renewal To:
Establishment Optional Address Establishment Optional Address

OPTIONAL MAILING ADDRESS

Mail to Name:
Mailing Address:
City, State, Zip Code:

I agree as a condition to the granting of a license to comply with and abide by all the terms of the Kansas Food, Drug and Cosmetic Act and the rules and regulations prescribed thereunder. I declare the above statements are true, complete and accurate to the best of my knowledge.

Signature Date
Printed Name Title

For Office Use Only
Inspector:
Inspection Date:
Task Assigned: RAC:

For Office Use Only
License #
Date Issued: Initials:

A separate application and fees will need to be submitted for each location needing a license.
NOTE: ALL new applications require an application fee and a license fee.

All licenses run April 1st to March 31st.

Make checks payable to: Kansas Department of Agriculture or KDA

A credit card payment form can be downloaded at:
http://agriculture.ks.gov/docs/default-source/default-document-library/credit-card-form.pdf?sfvrsn=0

What is the square footage of your facility that is used for food preparation, storage, display, and customer seating?
Facility square footage: sq. ft.

Food Mobile Unit Non-NSLP School Retail Food Store

Please check the appropriate box below. The category and size will be verified during initial inspection.

Category I-If your business does any of the following: Cooks, cools, or reheats food that requires time and temperature control for safety; uses freezing as a means to achieve parasite destruction; handles raw, in-shell molluscan shellfish ingredients; uses specialized processing; has a required hazard analysis critical control point plan; and/or offers for consumption without further preparation any food containing raw or undercooked eggs, meat, poultry, fish, or shellfish; then use these fees. If your business does none of the processes listed, go to Category II.

Table with 4 columns: Size, Application Fee, License Fee, Total Fee Due. Rows include categories like Less than 5,000 sq. ft., 5,000 to 10,000 sq. ft., etc.

Category II If your business does any of the following: Prepares baked products; repackages foods from a licensed food processor in smaller quantities for distribution; heats only foods from a licensed food processor; or, handles, cuts, grinds, or slices only raw animal foods or ready-to-eat meats and cheeses; and does not do any Category I processes, then use these fees. If your business does none of the processes listed, go to Category III.

Table with 4 columns: Application Fee, License Fee, Total Fee Due. Row for Category II with Application Fee \$200.00 (N02) and License Fee \$160.00 (S02).

Category III-If your business does any of the following: Offers self-service beverages; offers prepackaged food and beverages, including those prepackaged foods and beverages that are required to be held at a temperature of 41 °F or below for food safety; or, offers unpackaged food that does not require time and temperature control for safety, including mixed drinks; and does not do any Category I or II processes, then use these fees.

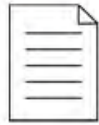
Table with 4 columns: Application Fee, License Fee, Total Fee Due. Row for Category III with Application Fee \$175.00 (N03) and License Fee \$110.00 (S03).

\*\*For Office Use Only\*\*

N01 S01 N11 S11
N02 S02 N51 S51
N03 S03 N91 S91

CK CC MO Cashier
Number Transaction # Amount \$

## License, Permit and Registration Directory



Browse by Agency

Browse by Business Activity

- Agency
- Secretary of State
  - Department of Revenue
  - Department of Labor
  - Department of Agriculture
  - Department of Health & Environment

Narrow By

- Business Structure
- Sole Proprietorship
  - Limited Liability Company
  - Corporation
  - General Partnership
  - Limited Partnership
  - Limited Liability Partnership

- Domestic or Foreign
- Domestic
  - Foreign

- Business Stage
- Registering Your Business
  - Operating Your Business
  - Closing Your Business

Form Name	File Online	Form Description	Video	Info	K.S.A.
DL 	<b>File Now</b>	Kansas Limited Liability Company Articles of Organization			17-7673
PDL 	<b>File Now</b>	Kansas Professional Limited Liability Company Articles			17-7673
LAO 	<b>File Now</b>	Kansas Series Limited Liability Company Articles of Organization			17-76,143



## Business Entity: Limited Liability Company Articles of Organization



### Enter Business Entity Name

- Congratulations on making the decision to start a Limited Liability Company! The first step to completing this filing is to enter your business name. Please review the three options below and choose the one that fits your situation.

<p><b>Name not reserved?</b></p>	<p><b>Name reserved online?</b></p>
<p>If you have not filed a name reservation for the business name, enter it here:</p>	<p>If the name was previously reserved online, select it from the drop down menu:</p>
<p><input type="text"/> <input type="button" value="Continue"/></p>	<p><input type="text" value="Choose Name"/> <input type="button" value="Continue"/></p>
<p>OR</p>	
<p><b>Name reserved on paper?</b></p>	
<p>If the name was previously reserved by paper filing with the Secretary of State's office, please enter the assigned I.D. number. You can find this number on the acknowledgement letter returned to you after the paper Name Reservation form was filed.</p>	
<p>I.D. number: <input type="text"/> (please do not use dashes or spaces)</p>	
<p>Can't find your Name Reservation letter, search the <a href="#">Business entity database</a>. </p> <p><small>(Clicking this link will open a new window)</small></p>	
<p>"I declare under penalty of perjury that I am the person who reserved the business name or have permission from who reserved the business name."</p>	
<p>Enter your name here as your legal signature: <input type="text"/></p>	
<p><input type="button" value="Continue"/></p>	

- First time user -

Add a Business Entity to Dashboard





BUSINESS

EDUCATION

GOVERNMENT

RESIDENT

SERVICES



# Kansas Business Center

Home / Dashboard



## My Kansas Business Center Dashboard



eGov ~~Express~~



Notification Center



My Businesses



License, Permit & Registration Directory



Tutorials



### My Businesses

You haven't added any businesses to your dashboard.

Choose one of the options below:

Add a sole proprietorship to dashboard:

Add Sole Proprietorship

Add existing business entity to dashboard:

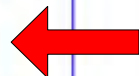
My business entity is already on file with the Kansas Secretary of State's office (this is true if you have filed your formation documents (for example, Articles) with the Secretary of State).

Add Existing Business Entity

Form a new business entity:

I have not filed my formation documents (for example, Articles) with the Kansas Secretary of State's office and I want to file them now.

Register Now





# Kansas Business Center

[Home / Dashboard](#)

## My Kansas Business Center Dashboard

[Notification Center](#)[My Businesses](#)[License, Permit & Registration Directory](#)[Tutorials](#)

### My Businesses

Add existing business entity to dashboard:

My business entity is already on file with the Kansas Secretary of State's office (this is true if you have filed your formation documents (for example, Articles) with the Secretary of State).

Search for your business entity:

Search by:

- Entity Name
- Entity Number

[Search](#)

Add a sole proprietorship to dashboard:

[Add Sole Proprietorship](#)

Entity Name	Entity ID Number	Status	Type	Action





# Kansas Business Center

Home / Dashboard



## My Kansas Business Center Dashboard



 Notification Center

 My Businesses

 License, Permit & Registration Directory

 Tutorials

### My Businesses

Add existing business entity to dashboard:

My business entity is already on file with the Kansas Secretary of State's office (this is true if you have filed your formation documents (for example, Articles) with the Secretary of State).

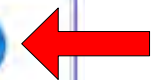
Search for your business entity:

Search by:

Entity Name  
 Entity Number

Add a sole proprietorship to dashboard:

Entity Name	Entity ID Number	Status	Type	Action
Chloe's Fancy Cakes, LLC	2479853	Active and in Good Standing	Limited Liability Company	<input type="button" value="Add to Dashboard"/>





BUSINESS

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# Kansas Business Center

Home / Dashboard



## My Kansas Business Center Dashboard



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Notification Center



My Businesses



License, Permit & Registration Directory



Tutorials



### My Businesses



Add a Business

Business Name

[Chloe's Fancy Cakes, LLC](#)



Status



Notifications

Remove from Dashboard



- Existing User -  
Add another Business Entity  
to Dashboard





BUSINESS

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# Kansas Business Center

Home / Dashboard



## My Kansas Business Center Dashboard



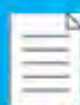
eGovExpress



Notification Center



My Businesses



License, Permit & Registration Directory



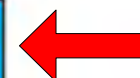
Tutorials



### My Businesses



Add a Business



Business Name

Status

Notifications

Remove from Dashboard

[Grammy's Dreams, LLC](#)



[Karen's Yellow Boats, Inc.](#)



[Sach's Sock Store, LP](#)





BUSINESS

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# Kansas Business Center

Home / Dashboard



## My Kansas Business Center Dashboard



Notification Center



My Businesses



License, Permit & Registration Directory



Tutorials



### My Businesses

Add existing business entity to dashboard:

My business entity is already on file with the Kansas Secretary of State's office (this is true if you have filed your formation documents (for example, Articles) with the Secretary of State).

Search for your business entity:

Search by:

Entity Name

Entity Number

Search

Add a sole proprietorship to dashboard:

Add Sole Proprietorship

Entity Name	Entity ID Number	Status	Type	Action





# Kansas Business Center

Home / Dashboard



## My Kansas Business Center Dashboard



 Notification Center

 My Businesses

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 Tutorials

### My Businesses

#### Add existing business entity to dashboard:

My business entity is already on file with the Kansas Secretary of State's office (this is true if you have filed your formation documents (for example, Articles) with the Secretary of State).

Search for your business entity:

Search by:

Entity Name  
 Entity Number

#### Add a sole proprietorship to dashboard:

Entity Name	Entity ID Number	Status	Type	Action
Chloe's Fancy Cakes, LLC	2479853	Active and in Good Standing	Limited Liability Company	<input type="button" value="Add to Dashboard"/>







# Kansas Business Center




Home / Dashboard



## My Kansas Business Center Dashboard



eGov ~~Express~~

-  Notification Center
-  My Businesses
-  License, Permit & Registration Directory
-  Tutorials

My Businesses		Add a Business	
Business Name	Status	Notifications	Remove from Dashboard
<a href="#">Chloe's Fancy Cakes, LLC</a>	✓		
<a href="#">Grammy's Dreams, LLC</a>	⚠️		
<a href="#">Karen's Yellow Boats, Inc.</a>	✓		
<a href="#">Sach's Sock Store, LP</a>			

# KBC Futures

## Payment Integration – *eGov Express*

Sign up for eGov Express now.'"/>

**eGovExpress**

Sign In

**Email Address**

testing@example.com

**Password**

Password

[Forgot password?](#)

Remember my email address

Don't have an account? [Sign up](#) for eGov Express now.

# Log in to eGov Express

Email Address

testing@example.com

Password

Password

[Forgot password?](#)

[Sign In](#)

Don't have an account? [Sign up](#) for eGov Express

## Create an eGov Express Account

Email Address

lynne72@pluto.org

### Password Requirements

- 8 to 64 characters
- at least 1 upper case letter
- at least 1 lower case letter
- at least 1 number
- at least 1 special character (-!#\$%&'\*.+;?:<=>@[^\_`{|}~)

Create Password

●●●●●●●●

Show

- I do not agree.
- I have read and agree to the eGov Express Terms & Conditions.

[Create Account](#)

	Price
on Payment	\$12.00

Dashboard

Accounts

Payment History

# Accounts

\$12.30  
Last Transaction

## Payment Methods



Exp. 6/16

+ Add Account



### Add Payment Method

Select account type:

Credit / Debit Card

Checking/Savings Account

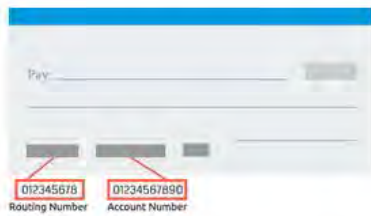
Checking

Savings

Name on Account

Account Number

Routing Number



012345678  
Routing Number

01234567890  
Account Number

Bank Name

Account Nickname

Select if this payment **IS** being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction (IAT).

[\(IAT Explained\)](#)

Set as Default Payment Method

Address: 25 Main

Olathe, KS 66061

USA

9135486981

+ Add New Address

Close

+ Add Account

**Make a Payment**



### Transaction Detail

The following amounts will be remitted back to the agency.

SKU	Description	Unit Price	Quantity	Amount
tt	Citation Payment	\$28.50	1	\$28.50
Total				\$28.50

### Payment

#### Payment Type

Payment Type \*

Log into your eGov Express account and eliminate the need to complete the below customer information details.



#### Customer Information

#### Payment Info

Cancel

### Transaction Summary

Citation Payment \$28.50

**Total Payment Amount \$28.50**

### Need Help?

Select Payment Method and Continue to proceed with payment.



## Review Payment Details

### Payment Method

Allowed payment types for this transaction:

- American Express
- Discover
- Master Card
- Visa
- Checking
- Savings

1111

Visa Card

Change

### Billing Address

Lynne Robertson  
25 Main  
Olathe, KS 66061  
USA  
9135486981

*Click Continue to review and finalize your payment.*

Cancel

Continue

## Transaction

Qty	Desc	Price
1	Citation Payment	\$12.00

### Transaction Detail

The following amounts will be remitted back to the agency.

SKU	Description	Unit Price	Quantity	Amount
tt	Citation Payment	\$12.00	1	\$12.00
Total				\$12.00

### Transaction Summary

Citation Payment   \$12.00

Service Fees   \$0.30

**Total Payment Amount**   **\$12.30**

### Payment

#### Payment Type ✓

**eGov Express**

#### Customer Information ✓

**Address**

Lynne Robertson  
25 Main  
Olathe, KS 66061

**Phone**

9135486981

**Country**

USA

**Email Address**

lynne72@pluto.org

#### Payment Info ✓

**Credit Card**

Visa \*\*\*1111  
Exp. 06/2016

**Name on Credit Card**

Lynne Robertson

Cancel

Submit Payment

### Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

Dashboard

# Dashboard

\$12.30  
Last Transaction


May 14, 2015  
Last Transaction Date

Accounts

Payment History

## Recent Transactions

[View All](#)

 1111	5/14/2015	\$12.30	Transaction ID: 12292606 Citation Payment
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# QUESTIONS