Executive Director Report

For Months Ending: August 2013

Board Calendar

1-Jan-13	5-Feb-13	5-Mar-13
Grant Committee Report and Board Approvals	Financial Audit Statement of Work Review and Approval	Quarterly Financials Review
Finance Committee Meeting	Contractual Audit Statement of Work Review and Approval	Finance Committee Meeting
	Finance Committee Report - 4th Quarter	
2-Apr-13	**7-May-13**	**4-Jun-13**
Initiate Strategic Business Planning, if applicable	Legislative Review Report	ED Contract Approval
Finance Committee Meeting	ED Contract Review	Grant Review Committee Meeting
Quarterly Portal Security Audit Scan Results	Finance Committee Report - 1st Quarter	Quarterly Financials Review
Financial/Contractual Audit Stmt of Work Review	Financial Audit Begin	Finance Committee Meeting
2-Jul-13	**6-Aug-13**	**3-Sep-13**
Grant Committee Report and Board Approvals	No Meeting	Contractual Audit Begin
Board Membership Review, if applicable		Strategic Business Planning Review
Contractual Audit Statement of Work Review		Quarterly Financials Review
Finance Committee Meeting		Finance Committee Report 2nd Quarter
1-Oct-13	**1-Nov 13**	**5-Dec-13**
Officer Nominating Committee	Board Officer Election Subcommittee	Board Officer Election
Quarterly Portal Security Audit Scan Results	Finance Committee Report - 3rd Quarter	Strategic Business Planning Approval, if applicable
Initiate Annual Business Planning		KIC/INK Business Plan Review and Approval
Finance Committee Meeting		INK Budget Review and Approval
		Grant Review Committee Meeting
		Finance Committee Meeting

State Committee Participation

ITEC: (Executive council comprised of private and public representatives charged with the adoption of IT policies for the state enterprise (All Branches))
- Did not meet in August. Appointments to the committee have not been made by the Governor's office.

ITAB: (State IT representatives who meet monthly to discuss ongoing upcoming and current status of issues facing the state IT enterprise.)
- Met August 20.
- Anthony announced the retirement of John Carey Brown. Carey has been with the state for more than 40 years.
- Anthony talked about the discussion forums and the usefulness of open conversation. James Adams of KIC was selected as one of the forum leaders. The different forums include;
  - Project Management, Database Administration, Web Development, IT Disaster Recovery, Mobile Application Development, and Email Administration
- Mr. Dreiling gave an overview of the new Service Desk ticketing system. A Remedy representative participated via teleconference and provided a demonstration of the software
- OITS has purchased Vmware IT Business Management tool to manage agency billing. ITBM will provide cost modeling tools and greater transparency for agencies to review OITS billing, provide quicker turnaround time and will combine OITS services into a single bill.

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 August 8.
- Subcommittee selected to review the ITEC State Security Policy gave an update on their progress. This policy was designed to provide a baseline of security requirements for the enterprise. I volunteered to be a part of the subcommittee.
- Updated committee of meeting with Mr. Byers and his desire to establish the baseline requirements that would be acceptable and attainable by the smaller agencies with minimal staffing and expertise, but yet providing adequate security for the enterprise. Agencies with higher levels of security requirements would need to develop their own policies which would include higher security requirements as required by particular types of data or federal requirements.
- The committee for Cyber Awareness Month provided their update. Although little movement has occurred since last meeting, I volunteered the state's home page for providing greater public awareness. The chair of the committee said that she had been in contact with Ms. Gordon.

Kansas Partnership for Accessible Technology (State agency representatives, State Accessibility Coordinator and disability groups who meet to discuss IT accessibility issues)
- Did not meet in August.
- Next meeting is scheduled for October 8, 2013.

Geographical Information Systems (GIS) Policy Board (Private, state and federal agency representatives convened to discuss and collaborate to forward the usage of GIS)
- Did not meet in August.

Information Technology Identity Management Group (State agency, universities, external organizations and Secretary of State representatives who meet to forward the usage and adoption of electronic identity management through the use of Public Key Infrastructure (PKI))
- Met August 28th.

- Discussed Entrust contract and possibility of utilization. It was agreed that Ms. Goff (SOS Staff attorney) would contact Entrust to schedule a meeting to discuss pricing and capability.

INK Initiatives:

INK Finance Committee
- Will meet September 9th, 2013 to discuss financial reports. Will provide update to board on any anomalies.
- Next update will be for 3rd quarter reports ending September 2013

MVR Contract Addendum (Consent)
- After speaking with the end users of the service, KDOR requested the extension of the effective date of the contract for one month so as to provide users of the service 30 days to program their systems with the new price and notify their customers.
- Received consent forms from 7 of 8 board members.
- Addendum was signed and delivered to KDOR.
- Addendum to be ratified at the Sept board meeting.

2012 Financial and Contractual Audit
- Field work began June 10.
- Currently waiting on final confirmation from KDOR to complete the audit.

UMB ACH Disbursements
- UMB had strongly requested that INK approve all outbound ACH disbursements. Currently NIC develops the ACH disbursements according to contract requirements with the agencies.
- I approve all ACH inbound and outbound transfers generated by the NIC payment engine versions 1.5 and 2.x.In addition, I approve all transfers from the CoreFirst accounts.
- I have performed a training session with Mr. Rozean on how this and other accounting operations are performed. In addition, I have provided a manual to Mr. Rozean detailing the steps for performing the UMB ACH approvals.

Portfolio Analysis Value Statement (PAVS) Analysis
- Have met with KDOR and attempted to meet with SOS to discuss approach and specific applications to determine maximum possible population.
- I have met with KIC to discuss moving forward with the portfolio analysis utilizing the existing performance data together with reaching out to KIC sister states to identify possible private party relationships that exist in their state but are currently not participating in Kansas.
- Agency input is still vital to understand the population of users for particular applications. This information assists with assessing the type, quantity and amount of INK and KIC investment which should be allocated.
- Discussions have begun during the Executive Director meetings to determine best methods for establishing discussions with INK subscribers. Goals include understanding better who are customers are and what data/service may be desired to increase profitability and expand their business.

Application Analysis on the INK Avamar Server
- Continue to work with KIC/NIC to streamline the volume and method of delivery for portal application information to the Avamar server.
- At the request of NIC, a secondary VPN has been established with the Texas backup facility. The purpose is to speed the backup process by having simultaneous transmission from both the Virginia and Texas facilities. Because of the volume of information, when the data was coming from one facility, the timeline to update was beyond the window to do so and was not completing entirely.
- The Avamar is recovered once per year.

- We will be scheduling a recovery of the Avamar in the fall.

Performance Committee
- The RFP and Performance committee meetings have been permanently postponed per the request of SOS.

Existing State Entity Grants:
*changes are highlighted

Kansas Partnership for Accessible Technology
> Amount Requested: $160,000
> Total Expended: $80,106
> Remaining Balance: $79,894
> Nature of Request: Accessibility Measurement Tool and Closed Captioning
> - Status: Ongoing
> - $11,809 expended April12, 2012 for modification/configuration requirements to meet Kansas needs. Password functionality and KS password schema and creation of inventory by file type of state agency websites.
> - Original Grant End Date: December 2011

Kansas Department of Administration: Data Sharing Study
> Amount Requested: $145,000
> Total Expended: $50,777.16
> Remaining Balance: $94,222.84
> Nature of Request: To determine the barriers, social and mechanical, for data sharing activities across the enterprise
> > Status: On-going
> > Original Grant End Date: December 2011

Kansas State Historical Society
> Amount Requested: $100,000
> Total Expended: $0
> Remaining Balance: $100,000
> Nature of Request: Application development of public access to the Kansas Enterprise Electronic Preservation (KEEP)
> > Status: Active
> > Original Grant End Date: May 2013
> > Received request for 6 month extension
> > 6 Month Extension Approved July 2013

Follow up items:

August 2013 Meeting
- **Send Gary the template of the nomination letter: COMPLETED**
- **Move KBC discussion to September: COMPLETED**