

Information Network of Kansas Board Meeting Minutes

January 2023 Regular INK Board Meeting January 5, 2023

Opening

A meeting of the INK Board was called to order in the Department of Revenue Secretary's conference room on the fourth floor of the Mills Building in Topeka, Kansas at 10:00 a.m. by INK Board Chair Tom Sloan. The following other members were present:

Mark Burghart, Secretary of Revenue
Kate Butler, representing the Kansas Bar Association
Art Gutierrez, representing the Kansas Association of School Boards
Jim Haugh, representing the Secretary of Commerce
Andrea Krauss, representing the Kansas Independent Oil & Gas Association
Glen Yancey, representing the Executive Branch Chief Executive Technology Officer (*via Zoom*)

Others Present

Jeff Maxon, Acting Executive Branch Chief Executive Technology Officer; Duncan Friend, Executive Director, Information Network of Kansas; Susan Mauch, INK Board Counsel; Molly Saunders, Shockey Consulting (*via Zoom*); Michael Church, Director, State Archives, Kansas Historical Society (*via Zoom*); Chad McElwain, Chief Technology Officer, Lifted Logic (*via Zoom*); Nolan Jones (*via Zoom*), James Adams and Ashley Gordon, Kansas Information Consortium, LLC.

Consent Agenda

The Consent Agenda included the draft minutes for the December 1, 2022 regular Board meeting and the December 2022 Network Manager report, KanPay payment processing contracts for Gray County Sheriff's Office, Madison Library, KSU Extension - Twin Creeks, USD 281 - Graham County, and an amendment to an existing KanPay contract for Crawford County Mental Health to allow for bill back.

Action Taken: Krauss moved to approve the items on the Consent Agenda, modifying the minutes for December 1, 2022 to show Burghart as abstaining from the vote on the KDOR Contract on the previous consent agenda. Seconded by Haugh. No discussion. The motion was unanimously approved.

Regular Agenda

Regular Business

1. Board Officer Nominating Committee Report and 2023 Board Officer Election

Yancey reported the candidates identified by the Nominating Committee: Sloan as Chair, Butler as Vice-chair, and Krauss as Secretary / Treasurer.

Action Taken: On behalf of the nominating committee, Yancey moved each of the individuals for the position indicated with Sloan seconded by Krauss, Butler seconded by Haugh, and Krauss seconded by Butler. In each case there was no further discussion and they were each elected unanimously.

Art Gutierrez, new board member representing the Kansas Association of School Boards introduced himself.

2. INK 2023-2025 Strategic Plan: Final Draft / Next Steps

Saunders (*via Zoom*) provided a brief overview of the components of the plan and offered for Board

Information Network of Kansas Board Meeting Minutes

members to contact her if they had comments. Sloan asked if the members had had time to review the document. Krauss confirmed the changes that had been discussed at the last meeting had been incorporated. Sloan suggested that the members review the plan and send any questions / changes to Friend and Saunders, cc'ing him if they were substantive.

Action Taken: None.

3. Kansas Historical Society Grant: Extension Request

Michael Church, Director of the State Archives at the Kansas Historical Society and Chad McElwain, Chief Technology Officer at Lifted Logic, a vendor working with them, discussed the status of the INK grant-funded *KansasMemory.org Redevelopment and Digitization* project. The scanning of Governor's papers included in the project scope had long been completed and they indicated they were making good progress in redeveloping Kansas Memory after having problems with a developer previously along with delays related to the pandemic. They expected the project to be complete and asked for an extension for six months (*A copy of their presentation is attached*).

Action Taken: Burghart moved to extend the grant deadline for six (6) additional months through June 30, 2023. Seconded by Krauss. No further discussion. The motion was approved unanimously.

4. Executive Session: Consultation with Legal Counsel on proposed Syndeo Contract for HR/Payroll Outsourcing

Action Taken: Krauss moved that the meeting of the Information Network of Kansas Board of Directors be recessed for a closed executive meeting for twenty (20) minutes beginning at 10:20 a.m. and returning at 10:40 a.m. pursuant to K.S.A. §75-4319(b)(2) for consultation with an attorney for the public body to discuss contractual matters regarding Syndeo and that the board members, their proxy representatives, Friend, Maxon, and Mauch attend. Butler seconded. There was no discussion. The motion was approved unanimously.

The board returned from Executive Session at 10:40 a.m. They then moved to go back into Executive Session to continue their discussion.

Action Taken: Krauss moved that the meeting of the Information Network of Kansas Board of Directors be recessed for a closed executive meeting for ten minutes (10) minutes beginning at 10:40 a.m. and returning at 10:50 a.m. pursuant to K.S.A. §75-4319(b)(2) for consultation with an attorney for the public body to discuss contractual matters regarding Syndeo and that the board members, their proxy representatives, Friend, Maxon, and Mauch attend. Butler seconded. There was no discussion. The motion was approved unanimously.

The board returned from Executive Session at 10:50 a.m. There was no further action. Yancey said that he and perhaps Maxon needed to brief the new Secretary of Administration on the background of INK and see if he wants to make any changes to the arrangement of having an at-will employee donated to INK. He would expect to report on that in February.

5. 2022 INK Business Plan Outcomes

Jones used a slide deck to explain the status of the objectives in the 2022 INK Business Plan as of the end of 2022. Sloan asked about Telegov and Department of Labor, based on Jones' comments. Jones confirmed he and Friend had done two presentations for them, but agreed that they could talk with them again. Krauss

Information Network of Kansas Board Meeting Minutes

asked Friend to distribute an electronic copy of the slides after the meeting. (*See copy of slide deck attached*)

Action Taken: None.

6. 2023 INK Business Plan

Jones and Friend discussed the new business plan and how it incorporated the goals, strategies, and actions from the new Strategic Plan, but focused on the items that were to start in 2023. Because the Strategic Plan had not yet been approved, they wouldn't necessarily be looking for approval of the Business Plan today. Friend emphasized that KIC isn't really obligated to follow the Strategic Plan in the Network Manager contract – the Business Plan is really the only point of negotiation with KIC for the services they provide. After Jones went over the main aspects plan, Friend addressed the concluding financial plan portion. Hearing no questions, Friend indicated that the plan did need to be approved by the Board at some point as it was required in the contract. Sloan indicated consideration would be deferred to the February meeting.

Action Taken: None.

7. 2023 Proposed INK Budget

Friend had provided a draft budget for INK Expenses for 2023 in the Board packet and went over it with the Board. He noted during the overview that, shown on the document, he was requesting approval from the Board to exceed the established budget for Legal Services and for Accounting based on the amount of the December 2022 invoices for each.

Action Taken: Butler moved to increase the budget and allow payment of the legal and accounting bills for December 2022. Seconded by Gutierrez. There was no further discussion. The motion was approved unanimously.

Friend then continued to walk through the rest of the budget and explained his underlying estimates. At the end, Sloan asked if there were questions. Krauss had several, including a schedule of the due dates of existing grants and an update on the intent / potential use of the funds designated on the INK Balance Sheet for the Kansas Business Center project. Sloan asked to confirm the amount of the Dodge City kiosk grant. Krauss then indicated she felt that, among other reasons, since the derivation of the amount for the grant pool was based on the budget, that an estimate to cover the HR/Payroll/Benefits Outsourcing Service and the salary of the Chief Administrative Officer position, together a material amount, should be included. She proposed amounts of \$18,000 and \$100,000, respectively.

Sloan then asked about office space rental and Friend discussed his rationale for including another quarter of rent in the Landon Building. Sloan continued with a question about the reasoning behind the large checking account balance. Friend agreed it was a legitimate question and that it had been raised by him before. His experience had been that previously it was difficult to get banks to take the money as interest rates had been low and the net cost to them after securitizing the money was not appealing to them. He said that he would talk with the Finance committee about it as he knew that interest rates have been increasing recently. He agreed it was a priority and it appeared too large. Finally, Sloan asked about the budget for Code Escrow. Friend provided some background and stated that he thought a technical committee should be formed to address it. Yancey expressed that there was a long history and confirmed with Jones that it could not be solved by the following meeting - it seemed more like a 3–4-month issue if they started work today.

Sloan asked for volunteers and a technical committee was formed to address the Code Escrow issues composed of Haugh and Yancey, and he invited Maxon to participate.

Action Taken: Sloan said he would accept a motion to approve the budget based on increasing the budget line item for Chief Administrative Officer from \$0 to \$100,000 and the line item for HR/Payroll/Benefits Outsourcing Service from \$0 to \$18,000, along with the related

Information Network of Kansas Board Meeting Minutes

recalculation of the grant pool. Motion made by Krauss. Seconded by Gutierrez. There was no further discussion. The motion was approved unanimously.

8. Committee Reports

Position Description and Hiring Logistics Committee

Yancey stated that while the committee had not met during the month, he had identified online services that could be used for recruiting the new staff person. He discussed these and said he would bring cost information next month.

Action Taken: None.

Policy and Procedures Committee: Board Policy Handbook Development status

Krauss explained that the committee had not met this month – the consultant has not yet produced a draft for the committee. Friend confirmed this was the case and explained his understanding of the delay and the timeline so far. After his update, Sloan added Gutierrez to the committee now that Blake had departed.

Action Taken: None.

9. Update on INK Office Space

This had been addressed earlier in the agenda under Item 7, the proposed 2023 Budget so this item was skipped.

Action Taken: None.

10. Recognition of Board Members / Officer at end-of-term

Sloan explained that, prompted by Blake's recent departure from the Board, he had contacted Friend to discuss possible methods of recognition of Board members at the end of their service. Friend recounted what they had arrived at: The recognition would only occur upon the member leaving the Board. For those who have served on the Board, they would receive a certificate recognizing their service. If they had also been an officer, they would receive a plaque. Sloan felt like rather than all the details, what they are asking for is for the Board to approve a Certificate of Appreciation, generally customized to thank them for their service on the board and on various committees.

Action Taken: Butler moved for the Board to do end-of-term recognition for Board members and officers in an appropriate manner at the discretion of the Chair and Executive Director. Haugh seconded. There was no further discussion. The motion was approved unanimously.

11. Network Manager Report

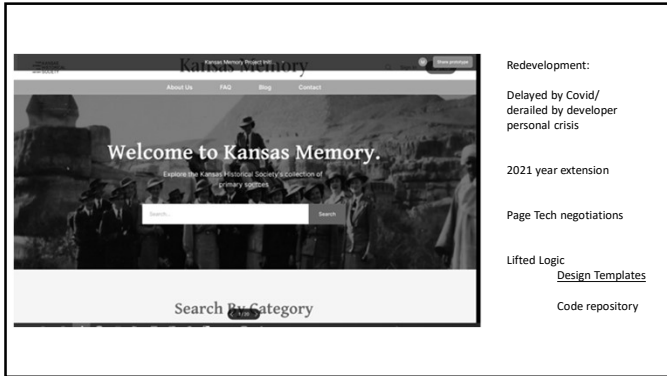
Jones noted that because they were running over on time, he would keep his report short. He noted that KDOR's Webfile was finishing testing with a launch planned for early the following week. And, they were working with the Governor's office on updating their site for the Inauguration.

Action Taken: None.

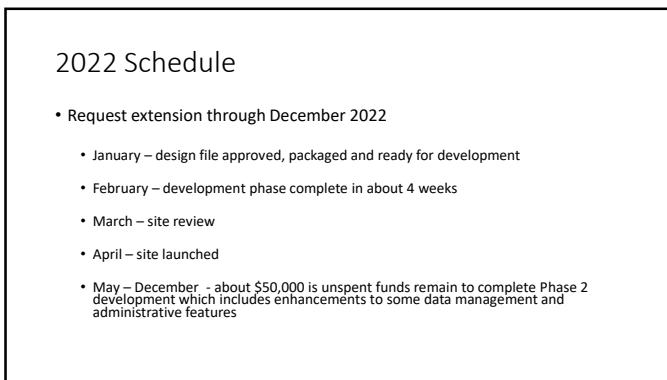
New Business

None.

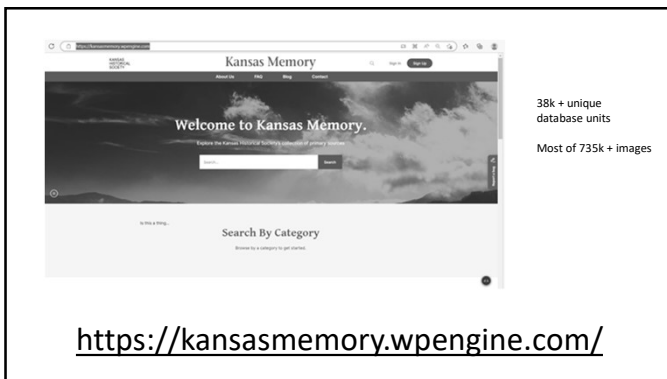
Adjournment: Haugh moved to adjourn the meeting at 12:20 p.m. The motion was approved unanimously.



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Benchmarks

- Results page
- Item page
- Gallery
- Mini gallery
- Image/audio/video/3D viewers and players
- Search and category browse
- Bookbag

2022 INK Business Plan Objectives Update – January 2023

INK Board Presentation
January 5, 2023

Status of Initiatives as of 12/31/22

G1 Kansas.gov

Development and launch of a new Kansas.gov website.

Status – A final review by the Executive Branch PIOs is occurring. Assuming no additional changes are requested, the Dept. of Admin has tentatively given approval to launch after the inauguration has occurred. We are targeting the week of January 9th at this point.

G2 Data Feeds (and APIs and data sets)

Engage state agencies to identify what APIs are available to the public and make that information public.

Status - Due to resource limitations this objective was not pursued in 2022

G3 Live Chat / Chatbots / Home Assistants

Work with state and local partners to identify opportunities to further expand the use of Live Chat and Chatbots to assist individuals and businesses in interacting with government.

Status – Successfully launched for KDOR. We do not anticipate offering this as a separate solution for individual agencies but rather will potentially provide subject matter expertise for this type of technology.

Key Elements of the 2022 Business Plan

- Strategic Planning Initiative
- Provide a Gateway to Public Information
- Expand the amount, kind, and utility of information available
- Expand the base of users of Kansas government information
- Improve Access Technologies
- Seek advice from the general public, subscribers, professional associations, academic groups, institutions and individuals with knowledge of and interest in areas of public information access, gateway services, add-on services & electronic filing
- Advise the State (Secretary of Administration, OITS, Agencies) on Citizen/Business Data Access
- Marketing Plan
- Customer Service Plan
- Technology Plan
- Staffing Plan
- Financial Plan

Updates

G4 Search

Evaluate various approaches for providing search for the Kansas.gov website.

Update – KIC has explored with other NIC portals how search is handled. Those discussions are ongoing.

G5 Social Media

Analyze INK's current use of Social Media channels (Our Twitter following is one of the largest in Kansas government) and develop a written strategy for their ongoing use and maintenance in support of INK and state initiatives that includes goals for promotion and use by key audiences for state information.

Update – A new KIC employee has been hired whose duties include social media. A written strategy for social media has not been developed. Social media posts are being made.

E1 Data Inventory

Pilot a project with two agencies to develop an inventory of agency data

Update – Due to resource limitations this objective was not pursued in 2022

E2 Judicial

Work with Judicial to identify alternative approaches for providing court record data.

Update – We are being careful to avoid interfering with the current large-scale rollout of the new system yet still explore potential opportunities for alternative services that could be provided to offset the loss of revenue from the new system. However, the INK ED has been in discussions with the OJA CIO regarding a potential opportunity to provide payment processing.

Updates

E3 Commercial Data

investigate government data sales to commercial parties through data aggregation, integration, manipulation, packaging, or other methods.

Update – Discussions with NIC SME have occurred.

E4 Professional Associations

Expand the number of professional associations that access government data through INK.

Update – Outreach to multiple associations has occurred however, no new data services have been established.

EB1 Expand User Base

Engage with existing customers to increase service adoption.

Update – Due to resource limitations this objective was not pursued in 2022

EB2 Local Government

Leverage RFP notification service and increase marketing to engage with local government to provide more services.

Update – Further analysis is being performed on potential services that can be offered to local governments. This potentially could include Tyler products. Currently, payment processing remains the primary focus as a service for these local agencies.

Updates

S2 Open Data Opportunities

Leverage experts in the area of digital government and civic / open data to present to the INK Board.

Update – Several experts presented to the INK Board during 2022.

S3 Subscriber Survey

Conduct a survey of INK Subscribers.

Update – Completed but with minimal responses.

AD1 Advise the state on citizen / business access to government data

Continue to promote and expand the use of TeleGov.

Update – Strategic Planning process is ongoing

Updates

A1 GIS

Partner with the GIS Policy Board and the state Geospatial Information Officer to help agencies increase the use of GIS data and to make that data available to the public.

Update – DASC is a participating entity as part of the Assessment Connect project funded by INK and administered by KDOR.

A2 Encourage, support, and partner with state technology accessibility organizations

Expand involvement with the Kansas Partnership for Accessible Technology

Update – Regular engagement with OITS regarding accessibility.

A3 TeleGov

Continue to promote and expand the use of TeleGov.

Update – Currently used by KDOR for both DMV and Tax. Discussed with KDOL.

S1 Center for Digital Government

Engage with the Center for Digital Government.

Update – Teri Takai with the Center for Digital Government presented to the INK Board.

Strategic Planning Initiative

The INK Strategic Plan will drive nearly all of the INK Business Plan objectives for 2023.