

Information Network of Kansas Board Meeting Minutes

April 2023 Regular INK Board Meeting April 6, 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 of the Board were present:

Mark Burghart, Secretary of Revenue;
Kate Butler, representing the Kansas Bar Association
Jennifer Cook, representing the Kansas Secretary of State (*via Zoom*)
Art Gutierrez, representing the Kansas Association of School Boards (*via Zoom*)
Jim Haugh, representing the Secretary of Commerce
Andrea Krauss, representing the Kansas Independent Oil & Gas Association
Sara Moesel, representing the Kansas Library Association (*via Zoom*)

Others Present

Duncan Friend, Executive Director, Information Network of Kansas; Susan Mauch, INK Board Counsel; Nolan Jones, James Adams and Ashley Gordon, Kansas Information Consortium, LLC, Glen Yancey, Board advisor (*via Zoom*).

Consent Agenda

The Consent Agenda included the draft minutes for the March 2, 2023 regular Board meeting and the March 2023 Network Manager report, along with KanPay Counter contracts for City of Ashland; USD 496 - Pawnee Booster Club; City of Belvue; Buhler Public Library; KSU - Frontier Extension; KSU - Coffey Extension and KanPay CCP for Reno County; Dickinson County Environmental Services; and Kansas Highway Patrol.

Action Taken: Haugh moved to approve the Consent Agenda. Seconded by Butler. The motion was unanimously approved.

Regular Agenda

Regular Business

1. Q1 INK 2023-2025 Strategic Plan Status

Friend and Jones went over the status of tasks in the Strategic Plan as of the end of the 1st quarter 2023. A copy of the presentation is attached.

Action Taken: None.

2. Kansas Department of Revenue Motor Vehicle Contract Amendment and Contract with Cross-Sell for Bulk Purchase of New Vehicle Records

Jones and Friend discussed an amendment to the KDOR/INK Motor Vehicle Contract that established a rate for the bulk sales of Vehicle information, as well as a contract with a vendor, Cross-Sell, to purchase the records.

Action Taken: Haugh moved to approve both contracts. Butler seconded. No discussion. The motion was unanimously approved, with Burghart abstaining.

3. INK Q4 Financial Reports

Friend provided a brief overview of the Q4 financial reports, noting that as they were cumulative, they represented the annual reports the financial audit would be conducted against.

Action Taken: Butler moved to accept the reports. Krauss seconded. No discussion. The motion was unanimously approved.

Information Network of Kansas Board Meeting Minutes

4. BT& Co. Engagement Letter: 2022 Financial and Agreed-upon-Procedures Audits

Friend discussed the financial audit for 2022 that was scheduled to begin in early June, confirming that a different principal had taken over the audit for this year, Emily Sheldon, and that while the price had gone up, Krauss had been successful in getting BT& Co. to reduce a 10% increase to 5% for the financial audit. The price of the Agreed-upon-Procedures audit had not been increased in many years and did go up 10% this time. A copy of the agreements was provided in the packet.

Action Taken: Krauss moved to approve the contracts with BT& Co. for the 2022 Financial and AUP audits. Seconded by Burghart. No discussion. The motion was unanimously approved.

5. KBI Amber Alert Enhancement Contract Amendment

Friend explained the need to amend the contract with the KBI to allow longer for the project plan to be submitted and amended into the base KBI agreement. The proposed amendment that the KBI agreed to accept, moved the date from the end of 2022 to June 15, 2023. Jones and Adams answered questions from the members about the progress / status of planning.

Action Taken: Burghart moved to approve the contract amendment. Seconded by Haugh. No discussion. The motion was unanimously approved.

6. Tyler Court Case Management System Bid notification / NIC Prepaid Gift Card Bid Notification

Friend reviewed the two items for discussion / decision in the board packet. The first was notifying INK that Tyler intended to bid on an RFP for a Case Management system for the courts. The second was Tyler/NIC notifying INK that they intended to bid on an RFP for gift cards for the Kansas Department of Health and Environment. The issues laid out included the difference in NIC being required by the Network Manager contract to notify INK and receive permission, whereas the Tyler notification was framed as a courtesy notice they had agreed to extend to Kansas when responding to state-level RFPs. The other issues were related to a determination of whether each of these opportunities that INK could/should engage in, and the potential complexity / strategy associated with bringing in products via Tyler through the Network Manager contract or otherwise, to be offered through INK. There was significant discussion, including questions for Jones, resulting in three motions.

Action Taken: Butler moved to allow Tyler to proceed on the Case Management RFP response without INK involvement. Seconded by Haugh. No Discussion. The motion was unanimously approved.

Note: Butler left the meeting at 11:18 a.m., returning by the Network Manager report.

Action Taken: Sloan moved that INK in association with NIC pursue the Gift Card RFP. Seconded by Krauss. No discussion. Sloan voted in favor, along with Burghart, two members voted against. Motion failed for lack of five affirmative votes.

Action Taken: Krauss moved that INK would permit NIC to bid on the Gift Card RFP. However, the Board will start working on the framework so that they can participate the next time another opportunity presents itself. Seconded by Haugh. Sloan voted no, Butler was absent, but the motion was approved with an affirmative vote of the rest of the Board.

7. New INK Board Member Recruitment / Nominations

Friend discussed the status of nominations and noted that the Kansas Rural Water Association had renominated Sloan. The Board asked Friend to contact the League of Kansas Municipalities, the Kansas Association of Counties, and the Kansas Association of Realtors to obtain nominees to complete the slate.

Action Taken: None.

Information Network of Kansas Board Meeting Minutes

8. Network Manager Report

Jones highlighted the successful implementation of a Tax Portal for Department of Revenue for this income tax season, stating that they had already collected \$5.7MM through it to-date. About 20% has been mobile. He also talked about the status of the go-live of the new State Home Page for May 1. He closed by talking about bills they had been monitoring, including reporting requirements for cybersecurity incidents.

Action Taken: None.

9. INK General Liability Insurance contract

Krauss and Mauch briefly discussed the quote for General Liability insurance from The Hartford obtained from Insurance Planning, Inc. There was a copy in the board packet.

Action Taken: Krauss moved to approve the purchase of the General Liability insurance including umbrella coverage, accepting the quote from Insurance Planning, Inc. Seconded by Haugh. No discussion. The motion was unanimously approved.

10. Syndeo HR/Payroll Outsourcing Contract

Friend introduced the topic and deferred to Mauch to go over the contract. He emphasized that this was not an HR/Payroll service outsourcing contract, but rather a Professional Employer Organization contract, so it is a more involved relationship. Mauch then outlined key highlights of the contract, including Syndeo's role as co-employer, the respective obligations of INK and Syndeo, as well as some changes she made in the contract to protect INK which she then enumerated.

Action Taken: Krauss moved to accept the Syndeo contract, subject to changes outlined by Mauch regarding EPLI, Worker's Comp, and listing Syndeo as an additional insured on the general liability insurance just approved, along with waiving subrogation rights there. Seconded by Butler. The motion was unanimously approved.

11. Committee Reports

I. Finance

Krauss reported there had been one meeting this month to discuss Q4 financial reports and review the audit engagement letters. She confirmed that the cash balances have been moved to UMB and Friend has been in contact with UMB in light of some of the bank failures that have occurred over the last month. They have provided some data around how the funds are securitized with collateral to cover the balances based on INK's status as a quasi-governmental organization.

Action Taken: None.

II. Position Description and Hiring Logistics

Friend noted that now that Syndeo would be engaged, there would be more work for the committee both on the hiring side and the policy side. Friend asked how they viewed his role in the hiring process. Yancey responded that at the state, there was normally a hiring committee and since this person would work for the Executive Director, he should make the decision on hiring a particular candidate and bring that back to the Board. But, the hiring committee could be used as an interview committee to offer recommendations to the Executive Director. There was then additional discussion about Syndeo and what things needed to be in place for hiring.

Action Taken: None.

Information Network of Kansas Board Meeting Minutes

III. Policy and Procedures

Krauss reported that the committee did not meet this month.

Action Taken: None.

IV. Network Manager System Information Delivery

Haugh reported that the committee had not met since the last board meeting. Jones added that, as an outcome of the previous meeting, they had met internally to confirm they could deliver the files in the manner talked about there. They believe they know how they can do that.

Action Taken: None.

Sloan asked if there were anything else for the good of the order. Hearing none, he moved to the final agenda item.

12. Executive Session: Executive Director 2022 Performance Evaluation and 2023 Performance Expectations

Action Taken: Sloan moved that the INK Board recess into Executive Session for the purpose of discussing INK Executive Director Performance Goals for 2023 and other personnel matters. Attendance in the Executive Session shall be limited to Board members or proxies, Susan Mauch, and Glen Yancey. The Executive Session shall begin at 12:05 p.m. and conclude at 1:05 p.m. Seconded by Krauss. The motion was unanimously approved.

The Board returned from Executive Session at 1:05 p.m. without taking action.

Action Taken: None.

Adjournment: Butler moved to adjourn the meeting at 1:05 p.m. Seconded by Krauss. The motion was approved unanimously.