

Information Network of Kansas Board Meeting Minutes

January 2024 Regular INK Board Meeting January 4, 2024

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 (via Zoom). The following other members of the Board were present:

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

Others Present

Murray McGee, INK Executive Director; Dusti Cerca, INK Chief Administrative Officer; Susan Mauch, INK Board Counsel; Nolan Jones, James Adams, and Ashley Gordon, representing the Kansas Information Consortium.

Heidi Devore and Valerie Eakes-Kann from the Kansas Department of Revenue

Consent Agenda

The Consent Agenda that was presented included the draft minutes from November 2, 2023, INK Regular Board Meeting; Draft of the November 27, 2023, SPEC Committee Meeting; October 2023 Financial Statement; November 2023 Network Manager Report; Draft of the December 7, 2023 INK Regular Board Meeting minutes; November 2023 Financial Statement and December 2023 Network Managers Report

Also included were contracts for approval for the City of Sawyer; City of Clearwater; Mulvane Public Library; Reno County Corrections; Scrap Metal Repository Contract Extension 3 for the KBI and Motor Vehicle Records Contract amendment for KDOR.

Action Taken: Cook made a motion to approve the consent agenda and contracts as presented. Haugh seconded the motion. Burghart said he would abstain from voting on the Motor Vehicle Records Contract. Moessel said she would abstain from voting on the Mulvane Public Library contract. With that the call for a vote was made. The motion was approved by unanimous vote.

Introduction- McGee introduced Dusti Cerca, Chief Administrative Officer for INK. Cerca introduced herself to the board and reviewed her background as the former Kansas Department of Administration, Service Center Manager for the Office of Fiscal Management, Public Service Executive for the Kansas Department of Administration Setoff Program, and a Customer Representative Specialist for the Kansas Department of Revenue.

Regular Business

1. Presentation by Heidi Devore and Valerie Eakes-Kann from the Kansas Department of Revenue- Devore said they are almost ready to complete 9 months of work on the Kanas Assessment Data Project also known as Assessment Connect. The new Property Valuation Division portal will connect data from all 105 counties. The portal will give counties the ability to find similar property across the state and see how other counties value each type of property. The goal is to provide more uniformity.

Each county will also be able to view their own data to track appeals, separate data on commercial properties and residential properties. It will also provide them with a mapping tool where they can utilize a heat map to see where higher valued properties are within a county. They can also export their data into Excel for their own reports.

The public facing side of the website is not quite ready to roll it but when it is, the public will be able to view property valuations based upon property type, tax year and county. They will not be able to see individual parcel level data. The public facing side of the website will include four years of data.

Secretary Burghart said the House and Senate Tax Committees have been apprised of the data project and they are excited to have this as a new tool. Devore and Eakes-Kann thanked the committee for provided the grant funding for the project.

2. INK Executive Director Report

McGee reported that several projects that were discussed last month are moving onto their next step. The Kansas Highway Patrol is interested in moving forward with a VIN Inspection scheduling program. There is a meeting scheduled for January 17th with multiple agencies to work on a one-stop website for water data to create one location where data can be shared.

We are preparing for a demonstration for Wichita State University on a platform to help them organize data they have developed with the City of Wichita and Sedgwick County to address Homeless residents and determine what services are being provided and what investments in resources are working best. They hope to be able to begin duplicating these efforts in other areas across the state where the data can be shared to help cities and counties making decisions the best way to allocate their resources.

We are getting ready for a follow up meeting and demonstration with staff from the Kansas Corporation Commission. They would like for INK to take over their KOLAR system and provide a tool for them to begin creating their own forms for field staff to use for inspections and permitting.

We recently met with the Kansas Hospital Association staff and tomorrow will meet with Senior Care Facility representatives. They are interested in a program to help healthcare providers in knowing the number of rooms or beds available at each medical facility at any given time. They feel Emergency Medical Services may have a vital role in utilizing this information as well when transferring patients from one facility to another.

The Kansas Association of School Board has expressed interest in creation of a statewide legal publication's website especially for their school budget publications. We continue to hear from cities and counties across the state, regarding interest in having a statewide site for legal publications.

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Network Kansas has asked for a follow up meeting to help them track entrepreneurial business start-ups, assistance with digitizing financial forms and data to help track minority owned business data.

McGee said they are still working on ideas for better ways to get board packets distributed when the files are extremely large and cannot be e-mailed. They are looking at Microsoft SharePoint as a tool or a process to upload agenda packets to the new INK website and provide the board with a link to the packet that is posted online.

Action Taken: Sloan asked if there has been follow up with the Kansas Board of Regents and Kansas Department of Corrections. McGee said there has been some, but he was waiting for the holidays to pass before they push harder to arrange for additional meetings. There were no other questions or action from the board.

3. Network Manager Report

Jones reported OJA is getting their website back up and running. The marriage license portion of the site was one of the first pieces to come back online.

The Kansas license plate website for residents to vote on their favorite plate received over 270,000 votes within a week. One plate won by a wide margin. Secretary Burghart said they may use this again in the future.

There were two Amber Alerts and 18 Silver Alerts in 2023.

They processed over \$182,442,000 through the payment portal in 2023.

He added the KCC project we are working on will be interesting because we have never provided a platform for an agency to create their own forms.

Action Taken: Sloan asked if KIC is adequately staffed to handle the work that is needed if several of the new projects come to fruition. Jones said yes but I will also depend upon the timing of the contracts and the workload. There were no other questions or action from the board.

- 4. 2024 Business Plan** - McGee presented the finished plan. He noted a decrease in expenditures knowing there will be an estimated reduction of \$150,000 due to the loss of some contracts with the Secretary of State's office. He said the only changes in the plan from what was presented in December was the finance section on page 9 was completed after he finished developing the operating budget for 2024 and after receiving revenue projections from KIC.

Action Taken: Burghart made a motion to approve the Business Plan. Butler seconded the motion. The plan was approved by unanimous vote.

- 5. 2024 Operating Budget-** McGee presented the 2024 INK Office Operating Budget for the board's consideration. He noted the budget was decreased due to anticipated decreases in revenues for 2024 that were mentioned previously. He also pointed out specific increases for registrations for trade shows, travel, and events. He would like to spend more effort getting out to promote INK and our services at professional trade shows and work with KIC to enter projects into competitions to possibly win awards and additional positive recognition for INK.

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Action Taken: Sloan stated his appreciation for the effort being made to do more to promote INK and our services. Butler made a motion to approve the 2024 budget. Cook seconded the motion. It was passed by unanimous vote.

6. **Grant Application-Kansas Biological Survey-** McGee said he sees the grant application as a “phase 2” of the previous grant that was awarded to the Kansas Biological Survey. He had some concern the grant did not include any anticipated revenue and that it was primarily written to providing funding for a staff position. After some discussion by the board, Sloan recommended McGee contact the applicant to inform them the application is still being considered. At the same time point out the absence of revenues to continue supporting the project. Butler said she would also like more explanation from the applicant on how the data that is created by the applicant would be beneficial to the public.

Action Taken: No action was taken by the board. McGee will follow up with the applicant.

7. **Kansas State Historical Society Grant Extension Request-** McGee summarized the request that was made at the December meeting. KSHS had several delays in their grant project to redevelop their website and digitize records. They have a new developer working on the project and it is almost finished now. They are currently testing it for bugs. Their request was for a six-month extension to give them adequate time to wrap up all the finishing work they need to complete.

Action Taken: Butler made a motion to approve the six-month extension. Burghart seconded the motion. It was approved unanimously.

Committee Reports

- A. **Finance Committee Report-** McGee said he has received documents from Andrea Krauss to authorize the automation of the ACH process with UMB. He will sign and return those documents. There is no other information to report.
- B. **Policy and Procedures Committee-** No Report
- C. **Banking / Financial Committee-** No Report
- D. **Personnel Committee.** Butler welcomed Dusti Cerca to INK. She said McGee had requested that Cerca be added to the Cell Phone plan in lieu of having another office phone. McGee said he may also do away with his desk phone and have the INK phone calls rolled over to the cell phones.

Action Taken: Burghart made a motion to approve the addition of Cerca to the Cell Phone Plan. Haugh seconded the motion. It was approved by a unanimous vote.

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- E.** Nominating Committee- Burghart reported the committee consisting of Burghart, Haugh and Cook met recently to consider names that were submitted to the Executive Director. He stated the nominating committee is putting forth the names of Tom Sloan for Chairman; Kate Butler Vice chair and Andrea Krauss for the position of Secretary/Treasurer.

Burghart called for a vote for Sloan as Chairman. The board responded with a unanimous “Yes” vote.

Burghart called for a vote for Butler for Vice Chair. The board responded with a unanimous “Yes” vote.

Burghart called for a vote for Krauss as Secretary/Treasurer. The board gave a unanimous “Yes” vote.

- F. Other Business.** – Mauch said she has prepared a request for a Private Letter Ruling for the IRS. She asked if the board would authorize the executive committee to review the letter and authorize the chairman to sign it. She added the board had previously authorized her to pursue the Private Letter Ruling. Cook stated she felt it would be sufficient for the Executive Committee to review the letter and for the Chairman to sign it.

Adjournment: With no further action for the board to consider the Chairman adjourned the meeting at 11:07 AM.

Submitted by:

Murray McGee

Executive Director