

Information Network of Kansas Board Meeting Minutes

November 2023 Regular INK Board Meeting November 2, 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:

Kate Butler, representing the Kansas Bar Association
Andrea Krauss, representing the Kansas Independent Oil and Gas Association
Jeff Maxon, Chief Information Technology Officer for the State of Kansas
Mark Burghart, Kansas Secretary of Revenue
Jim Haugh, representing the Kansas Secretary of Commerce
Jennifer Cook, representing the Kansas Secretary of State
Sara Moesel, representing the Kansas Library Association (*via Zoom*)

Others Present

Murray McGee, INK Executive Director; Susan Mauch, INK Board Counsel; Nolan Jones, James Adams, and Ashley Gordon, representing the Kansas Information Consortium; and Glen Yancey, Board advisor (*via Zoom*).

Sloan began the meeting by thanking Andrea Kruass for her hard work taking care of INK banking responsibilities and he thanked Kate Butler for her work with Syndeo on setting up everything to handle personnel matters for INK.

Consent Agenda

The Consent Agenda that was presented included the draft minutes for the September 7, 2023, INK Regular Board meeting; the August 2023 Financial Statement and the September 2023 Network Manager report. Sloan also included approval of the updated Governor's Office grant in with the consent agenda.

Action Taken: Burghart moved to approve the Consent Agenda, seconded by Haugh. There was no discussion. The motion was approved.

Regular Business

1. Network Manager Report

Jones reported on a meeting with the Governor's staff, earlier this week, that was attended by Tom Sloan, Murray McGee and Nolan Jones. The purpose of the meeting was to bring them up to speed on INK services and discuss initiatives they would like to pursue.

Jones recently attended the AMVA (American Motor Vehicle Administrators) national conference. They discuss mobile drivers license initiatives, digital vehicle titling and data security. He also reported that Amber Alert testing has been done at the federal level. Webfile testing is underway, and he will be attending the AMVA Region 3 meeting next month.

Action Taken: Sloan asked about a Federal Crash data study. Jones said there is a push for more detailed data at the federal level. There may be a way to get equipment/tools down to the local level at no charge to assist in gathering the data. KDOT and the Kansas Highway Patrol are partners in the project. Secretary Burghart noted KDOR also has a role. They will be included in conversations on this topic.

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Sloan also asked for an update on work that is being done with OJA. Jones said they will be providing a demonstration for them sometime next week.

2. **INK Executive Director report-** McGee reported on a meeting held with the Division of Water Resources. He has also met with staff from the League of Kansas Municipalities and Kansas Association of Counties. Both groups have been welcoming and will be working with McGee to take part in upcoming webinars hosted by both organizations to reach out to their members and re-introduce INK to the City and County leaders across the state. This is being done in an effort to offer INK services to a broader, local government audience. LKM and KAC will also work with McGee on articles to be included in future newsletters for their organizations as part of our outreach for INK services and to promote our grant program.

McGee and Jones will be meeting with Alex Wong and his team next week to discuss details for a project they are working on to coordinate efforts between the state and INK.

Action Taken: Sloan added comments regarding the meeting with the Governors office and the benefits of INK's role serving as a third party when multiple state agencies are involved in a project. He also added that McGee will be working on the INK website soon.

Kruass stated she was appreciative of the initial work that McGee is doing. But she wants to assure the Strategic Plan is being followed and asked that quarterly reports be provided to information on how initiatives identified in the plan are being implemented. McGee noted he has a copy of the Strategic Plan placemat on the wall in front of his desk to help keep that in focus.

3. Committee Reports

- A. **Banking Report:** Krauss reported she continues to work on getting signature cards updated for all INK bank accounts. She is still handling the day-to-day banking transfers. They have not automated the process yet. It has been approved by the bank board but has not been finalized yet.

She was able to complete the paperwork to set up an IRA for McGee at UMB.

Krauss said she did receive a call regarding an overdraft of the account at CoreFirst after funds were transferred to the State Treasurer at the end of last month. She said, about every 3 months there needs to be a transfer from the UMB account to cover the transfer to the State Treasurer account. There will not be any overdraft fees charged. Krauss did request that she and the INK Director be authorized to make transfers between the accounts.

Action Taken: Burghart made the motion to authorize Kruass and McGee to make transfers between banking accounts. Cook seconded the motion. There was no discussion. The motion was approved by unanimous vote.

- B. **Finance Report-** Krauss reported the financial audit has been completed. Because INK is part of the annual audit done by the state, a copy of INK's annual audit done by BT & Co. needs to be provided to the state.

Action Taken: No action was taken by the board.

- C. **Policy and Procedures.** Krauss had nothing to report this month.

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- D. Personnel.** Butler provided an update on the Employee Handbook. She apologized for some confusion. A copy of the handbook was sent out to the board. But it was not the FINAL copy that was approved by the committee. Syndeo explained the final changes did not populate into the document that was sent out. Butler will continue to work with Syndeo and when a finalized version of the handbook has been prepared and reviewed, it will be sent to the full board.

Glen Yancy commended Butler and her committee for the work they put into created the employee handbook.

Action taken: There was no action taken by the board.

- E. Executive session.** - Sloan asked for an executive session. Mason made a motion to go into executive session for 20 minutes to discuss attorney-client information. With Mauch and McGee to be included in the session. Butler seconded the motion. The executive session began at 10:45 a.m.

Action Taken: Butler made a motion to approve the Executive Committee's decision to have Mize CPAs and staff from Goodell, Stratton, Edmonds & Palmer to provide documentation requested by the IRS. Cook seconded the motion. It was approved by unanimous vote by the board.

Adjournment: Cook moved to adjourn the meeting at 11:10 a.m. Haugh seconded the motion. The motion was approved unanimously.

Submitted by:

Andrea Krauss
Secretary