

Information Network of Kansas Board Meeting Minutes

July 2024 Regular INK Board Meeting July 11, 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 10:02 a.m. by INK Board Chair Tom Sloan. The following other members of the Board were present:

Kate Butler, representing the Kansas Bar Association
Mark Burghart, Kansas Secretary of Revenue
Andrea Krauss, Kansas Independent Oil & Gas Association
Sara Moesel, representing the Kansas Library Association (*Joined via Zoom*)

Others Present

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

Consent Agenda

The Consent Agenda that was presented included the draft minutes from the June 6, 2024, INK Regular Board Meeting; May 2024 Financial Statement; and June 2024 Network Managers Report.

Also included were contracts for approval for the Kansas Department of Insurance – Website; Kansas Department of Insurance – Payment Processing; USD 359 – KanPay Counter; Grey County Free Fair and Wellness – KanPay Counter; and City of Luray – KanPay Counter.

Action Taken: Chairman Sloan opened the floor for questions. Krauss referred to the provided financial statement and the increase in professional consulting costs stating that last year INK spent \$80,000 and is projected to spend \$300,000 this year. She suggested modification of INK's budget and the possibility of in-house counsel. She asked if the increase in costs is primarily due to legal fees.

McGee and Mauch confirmed that the increase in costs is due to the IRS private letter ruling, the influx of contract negotiations and the network manager contract negotiation with KIC.

Sloan suggested possible modification of the current INK budget and requested that Mauch give some thought, with consultation with McGee, on what next year may look like.

Mauch states that removing the cost of the private letter ruling would provide a better idea of what legal fees will look like for the future. Mauch states that there will be continued monthly expenses for the remainder of the year and suggested INK consider a retainer fee or a flat rate fee for special projects.

Krauss requested a breakdown of professional consulting costs between legal and accounting fees for the first six months of 2024. She also requested a breakdown of how much of the legal fees were regular costs versus special projects.

Mauch states that she will provide this breakdown along with fee arrangement ideas for future costs.

Butler made a motion to approve the consent agenda and Krauss seconded the motion. With that the call for a

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vote was made. The motion was approved by unanimous vote.

Regular Business

1. INK Executive Director Report

McGee reports that Sarah Hoskinson, Special Projects Council for the Office of Judicial Administration (OJA) is still working on contract revisions for the search tool of their website. They are anxious to complete the project however INK cannot move forward until this step is completed.

McGee met with Civic Plus for the legal publications project. They currently have a platform for local, city and county governments where residents can sign up to receive notifications by text or email. Civic Plus is using this platform in Broward County Florida which would be the same volume size as Kansas. Civic Plus has proposed a new payment tier and are confident that they could have the program up and running in 60 to 90 days. The price point is estimated to be under \$50,000 to setup and there will be additional costs to on-board per participation. Participation is free to the public and agency membership would be voluntary at this time. The program will run as a trial for one year beginning in 2025 for proof of concept with plans to go before legislature in 2026. INK and Civic Plus are ready to start discussions on the financial structure.

Krauss inquires if there will be revenue for INK? And if so, why would Civic Plus allow us to revenue share?

McGee states that INK would coordinate with subscribers and provide credentialing as part of our contractual agreement. INK will be the middle part that connects Civic Plus and our three partners: the League of Kansas Municipalities, Kansas Association of Counties and Kansas Association of School Board.

McGee has reached out to the Kansas Corporation Commission (KCC) to schedule a meeting on Engagement Builder.

McGee has been in communication with the Kansas Department of Agriculture (KDA) on using Engagement Builder on water well applications and mapping. This platform allows for the agency to communicate back and forth with the applicant.

Sloan states that KDA field staff fills out paper reports onsite to be entered into the computer once they return to the office. He asks if KDA has brought this system up for modernization? Also, he states that KDA had an antiquated software system where only one person had knowledge on how it was used. He asks if this has been included in the conversations?

Jones states that KDA plans to send over their forms this week. Jones believes that Engagement Builder will meet all their needs but will need to review their forms first. KIC is also working with David Harper with the Kansas Department of Revenue (KDOR) regarding potential access to the data maintained by KDOR that may simplify KDA processes.

McGee met with Jones and Katie Stone of Tyler Technologies in Overland Park. Currently they are working on a showcase event for KDOR staff. The event is scheduled for August 6th at the Sunflower Foundation.

McGee reports that INK is working with Tyler Tech staff in Overland Park on surveys. Jones has provided samples of Survey Monkey questions that will go out to agencies working with us for feedback on how we are doing. McGee has asked for an additional survey to go out to agencies who no longer work with INK for feedback on why they discontinued their contract.

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McGee states that he has reached out to the Docking Institute for a potential public survey to identify their wants and needs. The Docking Institute surveys panels of 400 or more people to ensure that a broad range of demographics are reached. The cost is \$7,500 for a panel of 400 state residents and \$12,000 to \$13,000 for a panel of 1,000 state residents.

McGee has plans to attend the Government Tech Summit on August 22nd.

McGee and Mauch are still working on the master contract.

Sloan inquired if the Kansas Department of Corrections (KDOC) has been in contact with INK and if he should reach out to them.

McGee states that he has reached out to the agency, but they have not responded. He agreed to Sloan contacting the agency.

Action Taken: Chairman Sloan opened the floor for questions. There were no other questions or action from the Board.

2. Network Manager Report

Jones states that the Kansas Business One Stop is a collaboration of multiple state agencies. The Secretary of State's (SOS) office has service updates. Jones plans to reach out to other participating agencies for any additional updates. He states that the agency provides the content which it is monitored by Tyler Tech.

Jones reports that the fee increases for the Kansas Bureau of Investigation (KBI) Criminal History Check went into effect on July 1st.

Jones further reports that although the progress is slow, OJA is working on their side of the project. KIC is checking in on them regularly and are taking questions as they arise.

KHP has been doing PR to promote the VIN Inspection service. They are requesting KIC to add a highlight to the service. The highlight will indicate that when selecting the next available appointment, the appointment may not be the same day that the request is made. A presentation on the replacement solution for the actual VIN inspection will be made soon.

The KDOR Payment Portal Phase II project has a target start date of July 26th.

Jones reports that they are working on the final functionality piece of the Amber Alert System. KIC is coordinating with FEMA about that functionality which was previously performed by the KBI which is now built into the system.

The Oklahoma Toll Authority contract for Tolling Records is in place. They have requested a change in how they submit their data to KDOR. They want to submit their data in a batch format. KIC is working with them on their request as if could be of value to other tolling authorities as well.

Close to completion on the new INK website.

Action Taken: Chairman Sloan opened the floor for questions. There were no other questions or action from the Board.

3. Grant Committee Report and Applications

Sloan recapped to the Board that last month the Grant Committee recommended funding two grants submitted by Wichita State University and Kansas Department of Commerce. The Board requested to review the applications and recommendations prior to award.

Action Taken: Chairman Sloan opened the floor for questions. Butler questioned if the Kansas Department of Commerce grant would be used to better the agency's internal processes rather than for the public. She points out that the mobile application is not for public use and wants this to be addressed prior to grant approval.

Krauss clarifies that there is a public facing piece to the grant and believes that it will be helpful to the public to see how dollars are being spent by Kansas Department of Commerce. They have been active in the last 5 years in getting funds out to the community and various projects. Although the mobile app is for internal staff, it is also going to improve the external information going out to the public.

Burghart states that a large amount of the Kansas Department of Commerce information comes from KDOR. Currently, the Kansas Department of Commerce has a transparency database on their website which has drawn some attention regarding its value and whether it is accomplishing its goal in making all information publicly available. He further states that the grant may be addressing this issue in a way.

Jones states that if the Kansas Department of Commerce is using a Salesforce application, it could pose a problem in creating a public application. Salesforce may not allow it per their license.

Krauss requests to have McGee visit with Renee Zwahl who submitted the grant application and discuss the Board's recommendations prior to drafting a letter. If they are unable to do any of the Board's recommendations, then it would require more discussion.

Sloan states that it is not a hinderance to awarding. He asks the Board if in McGee's discussion with the Kansas Department of Commerce, they agree or disagree to do these things, does McGee have to come back to the Board for approval or is the Board willing to approve the Kansas Department of Commerce grant today?

Krauss made a motion to approve the Kansas Department of Commerce grant application with the notation that McGee will discuss with them the opportunities for enhancement. Butler seconded the motion. With that the call for a vote was made. The motion was approved by unanimous vote.

Mauch inquired about the Wichita State University grant for clarity on what it is that INK will be getting from the grant. The grant is funding a consultant yet to be named and the costs could increase. Mauch states the grant is for exploring the idea of a hub and how to create it. The lab would be part of the project's phase II.

Krauss points out that they have \$50,000 from the Kanas Health Foundation. It does not show that they need to gather additional funding to complete this phase of work first. They cannot start building the hub until they have completed this initial study that the INK grant will be funding.

Mauch questions if this is the mission of INK, coupled with that you are buying a person, and this brings about a heightened level of scrutiny in our grant policy.

Krauss suggests that if it is a concern from a policy standpoint, we can award them \$45,000 and let Wichita State University fund their own consultant.

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Sloan states that the project is intergovernmental and not just Wichita. In the application they mention Lawrence and another community. It has potential for statewide benefits and applicability. Sloan asks the Board do we need further clarification? Or, do you want to say that we are interested in the Hub but not the consultant? Or, do we reject the application.

McGee states that there have been multiple discussions regarding the project. Colorado and Texas have models that can be used as a guide for this project. Their digital labs are shared among all universities and their partners with their data being put forward to the public.

Krauss reports that Wichita State University is moving forward and has submitted a larger grant application to KHF. Of that larger grant, \$50,000 is allotted to the initial exploratory phase. Wichita State University already has additional funding from KHF but needs help with initial exploratory phase.

Butler suggests that clarification is obtained that the hub is a sure thing or is this the fact finding for a potential hub.

Butler made a motion to defer voting on the Wichita State University grant application until McGee clarifies the questions raised by the Board with them. Krauss seconded the motion. With that the call for a vote was made. The motion was approved by unanimous vote.

Butler made a motion to deny the grant application submitted by the University of Kansas Biodiversity Institute for Butterfly Research. Krauss seconded the motion. With that the call for a vote was made. The motion was approved by unanimous vote.

There were no other questions or action from the Board.

4. Strategic Plan Update

McGee states that he has periodically provided the Strategic Plan update to the Executive Committee and now wants to present it to the full Board. He has color coded the items and what was targeted for 2023-2024.

Action Taken: Chairman Sloan opened the floor for questions. Butler reiterates the need for surveys to be completed.

McGee states that the Tyler Tech surveys should be done in August.

Sloan asks the Board if they want to review the Tyler Tech survey questions? And, does the Board want to move forward with the Docking Institute survey?

Krauss states that the Board should review the Tyler Tech survey questions since there is not a deadline.

McGee agrees to send out to the Board links to preview the survey questions.

Butler shares that the cost is a concern for the Docking Institute Survey. She wants the best and most accurate survey that INK can obtain and suggests shopping around to make sure that we are hitting all demographics.

McGee confirms that INK will provide them with the criteria, and they will find the survey group. Once we provide them with our goal, they will balance the survey group urban vs rural, eastern vs western, male vs female and different age groups.

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Sloan asks the Board if they want to proceed with a 400 or 1,000 panel survey with the Docking Institute.

Krauss and Butler request a panel of 1,000.

Sloan asks McGee to continue discussions with the Docking Institute.

There were no other questions or action from the Board.

5. INK Website Update

McGee reports that the new INK Website is near completion. He requested members of the Board provide their professional picture and updated bios to him to be uploaded to the site. McGee will be sending a link to the new website to the Board for their review and feedback.

Action Taken: Chairman Sloan opened the floor for questions. There were no other questions or action from the Board.

Committee Reports

- A. **Finance Committee** – No Report
- B. **Policy and Procedures Committee** – No Report
- C. **Banking / Financial Committee** – No Report.

Krauss informs McGee that there will be a significant amount of representation letters for him to sign soon.

D. **Personnel Committee** – No Report

Sloan requested for the committee to create a performance evaluation form for the evaluation of the INK Executive Director to be reviewed by the Board at the August meeting. He requests to have the Personnel Committee conduct the evaluation in September and present it to the Board at the October meeting with recommendations on salary adjustments and/or performance objectives.

There were no other questions or action from the Board.

Other Business

Chairman Sloan asked if there was any other business to come before the Board. There were no other questions or action.

Adjournment

With no further action for the Board to consider, Burghart made a motion to adjourn the meeting. Krauss seconded the motion. The Board voted unanimously to adjourn the meeting at 11:23 a.m.

Submitted by:

Dusti Cerca
Chief Executive Administrator