

# Information Network of Kansas Board Meeting Minutes

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## May 2024 Regular INK Board Meeting May 2, 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. The following other members of the Board were present:

Kate Butler, representing the Kansas Bar Association  
Mark Burghart, Kansas Secretary of Revenue  
Kayla Savage, representing the Kansas Department of Commerce  
Andrea Krauss, Kansas Independent Oil & Gas Association  
Jennifer Cook, representing the Secretary of State (*via Zoom*)  
Art Gutierrez, Kansas Association of School Boards (*via Zoom*)

### Others Present

Murray McGee, INK Executive Director; Susan Mauch, INK Board Counsel; Nolan Jones, and James Adams, representing the Kansas Information Consortium.

### Consent Agenda

The Consent Agenda that was presented included the draft minutes from the April 4, 2024, INK Regular Board Meeting; April 10, 2024 Special INK Meeting; March 2024 Financial Statement; and the April 2024 Network Manager Report.

Also included were contracts for approval for KSU Marion/Chisolm Extension Office; City of Claflin; Atchison County Appraiser; Atchison County Clerk; Atchison County Community Corrections; Atchison County EMS; Atchison County Road & Bridge; Atchison County Register of Deeds; Atchison County Sheriff and Ottawa County Noxious Weed Department.

**Action Taken:** Burghart made a motion to approve the consent agenda and contracts. Krauss seconded the motion. It was approved by unanimous vote.

### Regular Business

1. Personnel Committee: (Butler) This committee report was moved up on the agenda to accommodate Butler who had another meeting commitment. Kate Butler informed the board she recently met with the Executive Director to discuss a recommendation that INK provide an Employee Assistance Program (EAP) for our employees. Syndeo offers a program through Espyr which provides Counseling Support for stress, emotional issues, work-life challenges, and other concerns. They also provided resources for Health Coaching, Legal assistance, and financial consultation. The cost to provide the service to our employees would be 80 cents per employee per month.

**Action Taken:** Butler made a motion for INK to provide the EAP for staff at a cost of 80 cents per employee per month. Savage seconded the motion. The motion passed.

## 2. INK Executive Director Report

McGee reports the Office of Judicial Administration website project is nearing completion and staff training will begin soon. They have asked for a phase two project to build a new search feature. That will need to be a separate project and is a heavier lift. OJA also has a third project in mind for a records management system. That is an even larger project. McGee expressed some concerns with the time and resources needed for these projects.

Sloan asked Jones about the demand in terms of time and manpower. Jones explained the website project is almost finished. We have the tools needed to develop the search feature OJA wants and it is needed to accompany the new website. Yet, it is a separate project and will need a separate contract to come before the INK Board.

The records management project is more complex and would take more time. It is also something that would have to be considered in the future because there are other pending projects we need to work on. He said OJA understands this.

McGee and Jones also discussed issues with communications with OJA and plans to have a meeting to work on those issues.

McGee said OJA would also like to change their marriage license service from a free service back to a fee-based service. Again, this would need to be handled as a separate project, with a contract.

The Kansas Department of Agriculture Noxious Weed division has reached out to INK regarding previous conversations with 19 counties in Kansas who are using reporting software that will no longer be supported by their vendor. The Noxious Weed staff have set up a meeting with INK to discuss forms they need digitized and their needs for a program to assist with publishing county and state annual reports, management plans, survey data and public notices. A meeting has been set up for next week.

The League of Kansas Municipalities; Kansas Association of Counties and Kansas Association of School Boards have agreed they would like to move forward with developing a statewide site for posting legal publications on a voluntary basis. This would be used as a test project to prove the concept for an official site for legal publications. A new site is currently being developed for the state of Mississippi. We may have an opportunity to utilize the same platform for Kansas that would save us both time and money to develop the platform. A demonstration is being set up within the next week or two.

The Kansas Highway Patrol VIN Inspection Scheduling program is being finished. They are going to begin promoting it publicly soon. It will be launched later this Summer.

We have a signed Project Charter agreement for the Kansas Water Hub project. Staff are working to define the scope of the project.

We have a draft contract for the KCC use of the Engagement Builder program for KOLAR.

A contract for the Kansas Board of Pharmacy has been submitted to the KIC attorney for review.

We are working on a new contract for the Kansas Law Enforcement Memorial to clean up some issues with the way funds are handled between INK and the foundation.

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Once again, Susan Mauch's office handled a large request for information from the IRS on our Private Letter Ruling request. They did a great job in preparing a response and documentation.

We are meeting again next week for discussions on the Network Manager Contract.

We are working this week on transferring the Tyler document library over to the INK SharePoint.

We have about 30 people from 15 to 20 agencies signed up to attend the educational event on May 17<sup>th</sup>. Murray and Nolan are planning to go to the Sunflower Foundation on Friday to work on some of the logistics for demonstrations.

Sloan commended McGee for his work stating we have more active projects now than any time in the past three years that he has served on the board.

**Action Taken:** Chairman Sloan opened the floor for questions. There were no other questions or actions from the board.

### 3. Network Manager Report

Jones reported April 15 was a big day for the Department of Revenue again this year. We processed over \$29 million that day through the payment portal for taxpayers. There has been over \$300 million processed through the payment portal since it was implemented last year.

The new Amber Alert system has been tested and works with the federal system. They are ready to hand it over to the KIB next week for their testing and training. He anticipates this process will take about a month.

The Kansas Department of Insurance has requested more access to their website. There are safeguards in place and access is usually limited. KIC staff will work with KDOI staff to provide them more access.

The Office of Information Technology Services continues to work with small agencies to move their sites over to Accela. We handle payment processing for several of them and will continue to do so, after they have been moved over. The Kansas Real Estate Commission is the first in line to move their website over.

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

### 4. INK Grant Policies and Procedures

McGee explained a few minor changes have been made to the grant policies and procedures document since the last meeting. Mauch said they were grammatical or technical changes. He asked that the board approve the policy and procedures as presented.

**Action Taken:** Butler made a motion to approve the Grant Policy and Procedures document as presented. Krauss seconded the motion. The board approved by unanimous vote.

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McGee also asked the board to act on establishing a grant committee. He explained on April 10, 2024, the executive committee took action to recommend an ADHOC Grant Committee be formed to review the grant applications and make recommendations to the board. It was recommended the grant committee be comprised of the Board Chairman and two other members of the board of directors as well as the Executive Director. The Board Chair and board members would have voting privileges. The Executive Director will not.

**Action Taken:** After some discussion. It was recommended the Grant Committee should include the Chairman of the Board, Andrea Krauss and Art Gutierrez as voting members. The Executive Director will serve as a non-voting member. Butler made a motion to approve the Grant Committee as discussed. Krauss seconded the motion. The board voted unanimously to approve of the Grant Committee.

Butler left the meeting at 10:33 AM

## 5. Board Position Nominations

McGee provided a list of board members and their respective terms for the board to consider. Chairman Sloan explained there are two board positions that are set to expire in September of this year and recommendations are needed for names to submit to the Governor for appointment to the board. Andrea Krauss said she would like to step down from the board at the end of her term in September. McGee said that he has reached out to Sara Moesel from the Kansas Library Association to see if she wants to serve another term, but she has not responded. Gutierrez said he has also reached out to her, and she has not responded. He believes she is very busy in her Library position, and it may be difficult to respond. McGee will reach out to Mosel again as well as contact the Kansas Library Association.

Sloan said the League of Kansas Municipalities and the Kansas Association of Counties have expressed interest in having a representative on the board. He suggested the Kansas Realtors Association might also have an interest.

Krauss said she would encourage the board to offer a slate of nominees to the board at the June meeting to allow the Governor's office time to consider them and make appointments to the board.

**Action Taken:** Sloan directed McGee to reach out to the Kansas Library Association for nominations of three people and the contact the LKM, KAC and Kansas Realtors Association for nominations.

## Committee Reports

**A. Finance Committee** – Krauss informed the board a final draft of the Internal Accounting Procedures went through some minor changes since the last board meeting. The final document has been reviewed by staff with MIZE CPA's and met their approval.

**Action Taken:** Savage made a motion to adopt the accounting procedures as presented. Gutierrez seconded the motion. The motion was approved by unanimous vote.

**B. Policy and Procedures Committee** – No Report

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- C. Banking / Financial Committee** – Krauss reported UMB recently sent a Collateral Release Request. This was after Krauss, Sloan and McGee had signed new documents with the bank. Krauss approved the release for the bank and McGee sent a copy of the signed documents to the bank again, giving McGee the authority to approve the release of collateral. UMB has confirmed receipt of the signed documents.

Sloan asked if there would be any benefit of reducing the number of banks INK utilizes. Krauss said since the UMB ACH process has been automated the Executive Director only has one monthly ACH to approve. It might be more complicated and time consuming to try and make changes to our banking process, than it is to continue with the current system that only requires one monthly ACH approval.

### **Other Business**

Krauss noted the state is hosting training for the annual combined audit on July 11<sup>th</sup>. She recommended INK staff attend the training. The state will begin making requests for our data soon. McGee said he is aware of the upcoming training and they do plan to attend.

### **Adjournment**

With no further action for the board to consider Sloan adjourned the meeting at 10:49 AM.

Submitted by:

Murray McGee  
Executive Director