

ESS

Electronic Services System – Coordinating Committee Meeting

Agenda

8711 Windsor Parkway, Suite 2

Johnston, Iowa 50131

February 7, 2019

10:00 A.M. to 2:00 P.M.

- **Welcome and Introductions**
- **November 8, 2018 – ESS Coordinating Committee Meeting Summary – Approval**
- **ESS Election of Officers – Approval**
- **ESS Subcommittee appointment – Approval**
- **Financial Reports**
 - **BOA 2018 4th Quarter, YTD and Budget V. Actual Reports – Approval**
 - **Fund 255 FY 2019 2nd Quarter, and Budget V. Actual Reports – Approval**
 - **Assignment of Credits for E-Submission – Approval**
 - **Revenue Trends – Discussion**
- **Contracts and Agreements**
 - **FY 2019 Maintenance Agreements – Discussion**
 - **POS Update and County Affiliate Policy and Agreements - Discussion**
 - **Online Payment Development – Professional Solutions and USA ePay**
- **Professional Services Engagements**
 - **Denman – CY 2018 Audit – Approval**
- **Policies and Procedures**
 - **Chapter 1 Amendment – POS PIN Bypass Policy – Approval**
 - **Remote Notarization – Discussion**
 - **Reserve Fund Policies (1.7(6)) – Discussion**
 - **Document Retention Policy – Discussion**
 - **Section 5.x – Electronic Document Rejection Update – Discussion**
- **Key Project Updates**
 - **E-Submission 2.0 Recorders' Interface – Testing and Production – Discussion**
 - **E-Submission 2.0 Submitters' Interface – Focus Groups – Discussion**
 - **Content Management and Web Development RFI – Discussion**
- **Other Project Updates**
 - **Certified Copy Practices**
 - **County Recorder E-Submission Campaign**
 - **IRS Safeguard Update**
 - **Groundwater Hazard Statement Implementation**
 - **Legislative Update – Bob Rafferty**
- **PRIA Update**
 - **Document Rejections**
- **Adjourn - Next Regular Meeting May 9, 2019**