

**Electronic Services System  
Coordinating Committee  
Meeting Summary  
February 7, 2019**

**Participants**

Kathy Jurries, Calhoun County Recorder  
Julie Haggerty, Polk County Recorder

Chuck Hendricks, Iowa State Bar Assn.  
John McKinney, Community Bankers of Iowa

Bob Rafferty, Rafferty Group  
Lisa Long, Iowa Land Records  
Leah Champion, Iowa Land Records

Phil Dunshee, Iowa Land Records  
Kati Ross, Iowa Land Records

**Committee Members Participating Via Teleconference**

Janelle Schneider, Adair County Recorder  
Diane Swoboda Peterson, Woodbury County Recorder  
Lindsay Laufersweiler, Webster County Recorder  
Melissa Bahnsen, Cedar County Recorder  
Deb Roberts, Floyd County Recorder

Travis Case, Grundy County Recorder  
Eric Sloan, ICIT  
Nancy Booten, Lee County Recorder  
Dave Rubow, ILTA

**Welcome**

The meeting of the ESS Coordinating Committee was held at the Iowa Land Records office and via teleconference. The meeting was called to order by Travis Case and introductions were made.

**Meeting Summary**

The November 8, 2018 Meeting Summary was reviewed. Nancy Booten made a motion to approve the Meeting Summary pending a correction to the meeting calendar. Janelle Schneider seconded, and the motion was approved.

**ESS Election of Officers**

The Committee was presented with a nomination for the Communications Subcommittee to replace Lisa Schreiner as the District 5 representative. A motion was made by Deb Roberts to approve the appointment. It was seconded by Lindsay Laufersweiler. The motion was approved.

Nancy Booten moved to nominate Kathy Jurries as Chair of the ESS Coordinating Committee. The motion was seconded by Julie Haggerty. The motion was approved.

A motion was made to nominate Julie Haggerty as Vice-Chair of the ESS Coordinating Committee by Travis Case, and it was seconded by Melissa Bahnsen. The motion was approved.

A motion was made by Julie Haggerty to nominate Deb Roberts as Secretary/Treasurer of the Coordinating Committee. The motion was seconded by Melissa Bahnsen. The motion was approved.

**Financial Reports**

**BOA 2018 4th Quarter Report and the Fund 255 FY 2019 2nd Quarter Report**

The Committee reviewed the BOA 2018 Fourth Quarter Report and the Fund 255 FY 2019 Second Quarter Report. Julie Haggerty made a motion to approve the BOA and Fund 255 Financial Reports. Diane Swoboda Peterson seconded, and the motion was approved.

### **Assignment of Credits for E-Submission**

The Project Manager provided the Subcommittee with a memo and ratio tables relating to the Calendar Year 2019 Maintenance Credits for all counties. The Committee discussed options for proceeding with the cost sharing amounts for 2019. A motion was made to establish a policy continuing the current cost-sharing percentages with a one-time provision in 2019 ensuring that no County would receive less than it received in 2018. Julie Haggerty made the motion, and Nancy Booten seconded. The motion was approved.

### **Revenue Trends**

Overall recording activity declined in the final months of 2018, causing revenues for Fund 255 and the Bank of America account to fall below projections. The Project Manager reported that the revenue trends will be closely monitored, and any necessary adjustments will be made as a part of the normal budget amendment process in May.

### **Contracts & Agreements**

#### **FY 2019 Maintenance Agreements**

The Project Manager presented a new draft of the maintenance agreement to further clarify responsibilities of local service providers working with ESS. The Committee discussed the agreement and concurred with plans to move forward with negotiations.

#### **POS Update and County Affiliate Update**

The Committee received information about the possible use of the Point of Sale system by other County offices. The Committee discussed the option and determined they were not interested in the idea at this time.

#### **Online Payment Development**

The Committee was updated on the timeline for integrating the new payment gateway with the E-Submission application.

### **Professional Services Engagements**

#### **Denman – CY 2018 Audit**

The Project Manager made a recommendation to the ESS Coordinating Committee to continue the engagement with Denman & Company for the CY 2018 Audit. A motion was made by John McKinney to approve contracting with Denman for the 2018 calendar-year audit. Julie Haggerty seconded the motion and the motion was approved.

### **Policies and Procedures**

#### **Chapter 1 Amendment – POS PIN Bypass Policy**

The Project Manager presented the Committee with an amendment to the Policies and Procedures relating to the point of sale system and the process of bypassing the entry of a PIN number. This action is necessary to ensure that a surcharge is collected from the customer. Lindsay Laufersweiler made a motion to approve the amendment and Julie Haggerty seconded the motion. The motion was approved.

#### **Remote Notarization**

The Committee received an update on legislation regarding remote notarization.

### **Reserve Fund Policy**

The Project Manager identified a need to amend Section 1.7 of Policies and Procedures with respect to the BOA Reserve Fund which was established in 2017. The Committee discussed the current reserve policies and directed the issue to the Standards Subcommittee for further review.

### **Section 5.x – Electronic Document Rejection Update**

The Committee received an update on the status of the PRIA project to reduce the volume of document rejections. A draft paper and best practices document is currently being edited, and preparations are being made to present a report at an upcoming PRIA conference.

### **Key Project Updates**

#### **E-Submission 2.0 Submitter's Focus Groups**

The Committee was updated on efforts to gather data and feedback regarding improvements to the Iowa Land Records E-Submission interface from the customer's perspective.

#### **E-Submission 2.0 Recorder's Interface**

The Iowa Land Records team discussed modifications being made to the E-Submission 2.0 Recorders' interface to allow Recorders to download and print documents on local systems, except for surveys and plats.

#### **Content Management and Web Development**

The Committee received an update on plans for selecting a vendor to assist with the development of a new content management system for the ILR web site.

### **Other Project Updates**

#### **County Recorder E-Submission Campaign**

The Director of Marketing and Communications provided an update on campaigns in progress.

#### **IRS Safeguard Update**

The Project Manager reported that the ILR Team continues to work on final items included in the 2016 IRS Safeguard report. The IRS will be visiting the Iowa Land Records office for an audit of our systems again in August, 2019.

The meeting was adjourned at 1:00 PM.