

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

**Participants**

Deb Roberts, Floyd County Recorder  
Jolynn Goodchild, Plymouth County Recorder

Julie Haggerty, Polk County Recorder  
Janelle Schneider, Adair County

Travis Case, Grundy County Recorder  
Gary Wilgenbusch, Bergan KDV  
Lisa Long, Iowa Land Records  
Leah Champion, Iowa Land Records

Jamie Stargell, Adams County Recorder  
Phil Dunshee, Iowa Land Records  
Kati Ross, Iowa Land Records  
Bob Rafferty, the Rafferty Group

**Other Participants via Teleconference**

Melissa Bahnsen, Cedar 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 the Coordinating Committee Vice-Chair Julie Haggerty. Introductions were made.

**Meeting Summary**

The September 19, 2019 Meeting Summary was reviewed. Deb Roberts made a motion to approve the Meeting Summary. Janelle Schneider seconded, and the motion was approved.

**ESS Subcommittee Appointments**

The Committee reviewed the Subcommittee positions with expiring terms and considered the following reappointment for each Subcommittee.

Finance: District 1, Stacie Herridge, Story County; District 5, Jo Greiner, Washington County; and District 6, Sheri Jones, Jones County. New terms - 1/01/20 -12/31/21. One vacancy remains for District 3 with a Term expiring on 12/31/20.

Standards: District 2, Deb Winke, Allamakee County; and District 6, Joan McCalmant, Linn County. One vacancy remains for District 1 with a Term expiring on 12/31/21.

Marketing and Communications: District 1, Lindsay Laufersweiler, Webster County; District 1, Julie Haggerty, Polk County; and District 3, Ann Ditsworth, Dickinson County.

Janelle Schneider made a motion to approve the Subcommittee nominations. Deb Roberts seconded, and the motion was approved.

## **Financial Reports**

The BOA CY 2019 3rd Quarter Reports, Fund 255 FY 2019 1st Quarter report and the budget vs. actual reports were reviewed. Melissa Bahnsen made a motion to accept and approve the financial reports. Janelle Schneider seconded, and the motion was approved.

## **Office of the State Treasurer and State Auditor Briefings**

The Project Manager briefed the Committee on history of activities with the Office of the State Treasurer and the Office of the State Auditor. The Committee aware of recent meetings held to provide staff in those offices with an overview of Iowa Land Records activities and funding. The staff from these offices were asked to provide feedback or to voice any concerns that they may have with plans to consolidate budget activities and to adjust other financial procedures. Representatives from these offices expressed the position that the ESS governing authorities should make any decisions about budgeting or financial procedures, and they expressed appreciation for the efforts made to inform them of ESS and Iowa Land Records activities.

## **ESS Budgets**

### **Budget Amendments**

Committee members received a report from the Project Manager regarding the primary drivers for the budget amendments including the use of actual data year-to-date, and revised expenditure estimates in the upcoming months. The CY 2019 BOA Budget Amendment and FY 2020 255 Budget Amendment were thoroughly reviewed by the Committee. Jolynn Goodchild made a motion to approve the proposed amendments to the BOA CY 2019 Budget and the Fund 255 FY 2019 Budget. Janelle Schneider seconded, and the motion was approved.

### **CY 2020 BOA Budget**

The Project Manager reviewed a proposed reform of the chart of accounts for the Bank of America treasury management account. The reformed structure is intended to make the budget easier to communicate and understand. This reform is possible when the two budgets (Fund 255 and BOA) are combined into a single account and budget. The chart of accounts included current expenses and looked ahead to potential future line items that may be needed by the project. An explanation of how Revolving Expenses in the chart of accounts will be less complicated going forward was provided.

A presentation outlining the key budget themes for the consolidated CY 2020 budget was provided to the Committee. Details associated with the proposed CY 2020 budget and new chart of accounts categories were reviewed.

Melissa Bahnsen made a motion to recommend adoption of the proposed CY 2020 BOA Budget as presented. Deb Roberts seconded, and the motion was approved.

### **BOA Account Modification**

A background memo was presented to the Committee outlining the possible creation of a new treasury management account in the name of the Electronic Services System. No action was taken.

## **Contracts and Amendments**

### **Bergan KDV CY 2020 Engagement**

The Committee was informed that Bergan KDV was requesting a fee increase for CY 2020. An extension of the engagement for accounting services was discussed. A motion was made by Jolynn Goodchild to approve the extension of the Bergan KDV engagement along with the proposed fee change. The motion was seconded by Deb Roberts. The motion was approved.

### **Rafferty Group CY 2020 Engagement**

The Project Manager presented the Committee with information about how the Rafferty Group has been working on behalf of Iowa Land Records and ESS. A motion was made by Deb Roberts to approve the extension of the Rafferty Group engagement for CY 2020. The motion was seconded by Nancy Booten. The motion was approved.

### **DOT & Department of Revenue – 28E**

The Committee discussed plans for converting the current contracts with State agencies to 28E agreements. It is expected that draft 28E agreements will be considered at a future ESS meeting.

## **Policies and Procedures**

### **CY 2020 Meeting Calendar**

The Committee reviewed a preliminary 2020 meeting schedule for ESS Coordinating Committee. Jolynn Goodchild made a motion to approve, and Deb Roberts seconded. The motion was approved.

### **PCI Security Policies**

The Committee reviewed a draft policy concerning PCI security requirements. The policy had been approved, but action was deferred pending the completion of the PCI Self-Assessment Questionnaire by ESS staff.

## **Key Project Updates**

### **E-Submission 2.0 Recorder's Interface – Production Updates**

The Committee was presented with a live demonstration of the most recent updates to the E-Submission 2.0 Recorder's Interface.

### **Web Design and Content Management Update**

The Director of Marketing and Communications provided a preview of the new content management site landing pages along with a tentative production schedule.

### **Declaration of Value Project Proposal**

Travis Case provided information to the Committee about recent discussions with the Department of Revenue concerning future changes to the processing of Declaration of Value documents. The Department of Revenue aims to make DOVs accessible to the public through Iowa Land Records. A working group has been formed in order to prepare a project plan.

## **PRIA Update**

### **PRIA Bylaws Update**

The Project Manager updated the Committee on recent communications with the PRIA Board of Directors concerning PRIA bylaws and business practices affecting the interests of recorders. While not all recommendations were accepted, PRIA will be making some changes to become more transparent about their activities. Further discussions are expected.

The Committee received an update on the status of the PRIA Document Rejections Best Practices paper.

The Meeting was adjourned at 2:24 PM.