

**Electronic Services System
Coordinating Committee
Meeting Summary
May 9, 2019**

Participants

Kathy Jurries, Calhoun County Recorder, Chair
Deb Roberts, Floyd County Recorder
Julie Haggerty, Polk County Recorder
Lisa Long, Iowa Land Records
Leah Champion, Iowa Land Records
Kati Ross, Iowa Land Records

Janelle Schneider, Adair County Recorder
John McKinney, Community Bankers of Iowa
Bob Rafferty, Rafferty Group
Travis Case, Grundy County Recorder
Phil Dunshee, Iowa Land Records

Committee Members Participating Via Teleconference

Diane Swoboda Peterson, Woodbury County Recorder	Eric Sloan, ICIT
Lindsay Laufersweiler, Webster County Recorder	Melissa Bahnsen, Cedar County Recorder
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 Kathy Jurries and introductions were made.

Meeting Summary

The February 7, 2019 Meeting Summary was reviewed. Deb Roberts made a motion to approve the Meeting Summary. Janelle Schneider seconded, and the motion was approved.

Financial Reports

The Committee reviewed the financial reports, and Janelle Schneider made a motion to approve BOA 2019 1st Quarter Report and the YTD Report, and the Fund 255 FY 2019 3rd Quarter Report as presented. Julie Haggerty seconded, and the motion was approved. The Committee also received an update on the CY 2018 Audit and the 990 Return Status.

ESS Budgets

Revenue Trends

Overall recording activity declined in the first months of 2019, causing revenues for Fund 255 and the Bank of America account to fall below projections. The Project Manager reported on numerous changes being made to reduce expenses, both in technological products and personnel.

The Project Manager presented the budget amendments for Fund 255 for FY 2019 and for BOA CY 2019, and the proposed FY 2020 budget for Fund 255. A motion was made by Diane Swoboda Peterson, and it was seconded by Julie Haggerty. The motion was approved.

Contracts & Agreements

Local Service Provider Maintenance Agreement Renewals – Approval

The Project Manager presented a final recommendation for the FY 2020 maintenance agreement template. The final version represents a process that involved significant input from the local service providers. The agreement has been updated to further clarify responsibilities of local service providers working with ESS. It also modifies compensation from a 3% annual increase to a cost-of-living increase as published by the Social Security Administration, and it includes a provision for auto-renewal unless either party provides a notice of termination. A motion was made by Julie Haggerty to approve the Local Service Provider Maintenance Agreement as presented by the Project Manager. Deb Roberts seconded, and the motion was approved.

External Submitter Agreement Renewals—Approval

The Project Manager presented recommended agreement for the external submitters CSC and Simplifile. The updated agreements include an automatic annual renewal process unless either party provides notice of termination. A motion was made by Deb Roberts to approve the External Submitter Agreements as presented by the Project Manager. Julie Haggerty seconded, and the motion was approved.

Brick Gentry—FY 2020 Retainer—Approval

The Project Manager presented a recommendation to extend the retainer for Brick Gentry legal services. There would be no change in fees for this retainer. John McKinney made a motion to approve, and Lindsay Laufersweiler seconded the motion. The motion was passed.

Professional Solutions Contract Amendment—Approval

The Project Manager updated the Committee about undisclosed fees incurred through the Professional Solutions ACH processor. Negotiations have been underway with Professional Solutions and an agreement was reached to switch from PAYA – the source of the unexpected charges – to VeriCheck, an alternative ACH processor. Diane Swoboda Peterson made a motion to approve the recommended amendment to the agreement with Professional Solutions as presented on the condition that any changes are presented to the Committee before final execution. Nancy Booten seconded the motion. The motion was approved.

Note: no subsequent changes were made, and the amendment has been signed.

Content Management and Web Development Agreement

The Committee was presented with a contract agreement with WebSpec Design to prepare a plan for the development of a new Content Management System for Iowa Land Records. Deb Roberts made a motion to approve, and it was seconded by Janelle Schneider. The motion was approved.

Note: It is anticipated that a full scope of work and agreement to implement the plan will be presented at a special teleconference meeting of the Committee to be scheduled prior to the next regular meeting

Policies and Procedures

Reserve fund Policies

The Committee reviewed a proposed policy amendment to Section 1.7(6) regarding ESS reserve funds. The policy amendment was presented to add definitions for redaction reserve, restricted operating reserve and unrestricted operating reserve.

A motion was made by Janelle Schneider to approve the proposed reserve fund policy amendment, and it was seconded by Nancy Booten. The motion was approved.

Financial Procedure Polices

The Committee reviewed a proposed policy amendment to Section 1.6(10) regarding the expense reimbursement policies associated with ESS meetings and activities. In addition, references to CLRIS were all changed to ESS.

The Committee also reviewed a proposed new policy concerning the method for determine the value of software assets developed by Iowa Land Records. This proposed new policy was based on procedures developed during the 2017 and 2018 audit processes.

Julie Haggerty made a motion to approve the financial procedures policies and amendments regarding expense reimbursement and software asset determination. Deb Roberts seconded, and the motion was approved.

Remote Notarization

The Project Manger provided the Committee with an update on recent legislation passed regarding remote notarization. Bob Rafferty presented a history of the legislation and information about various stakeholder groups' stances on the Bill.

Groundwater Hazard Best Practices

The Project Manager presented a draft policy that would clarify necessary documentation by customer submitters relating to Groundwater Hazard Statements. The main purpose of a policy would be to establish best practices for submitters. No action was taken.

Document Retention Policy

The Project Manager informed the Committee of a draft Document Retention Policy being reviewed by legal counsel to ensure that the ESS organization fulfills requirements for government entities. This will be presented for action at a future meeting.

Certified Copies Best Practices

The Project Manager informed the Committee of the results of a survey of Recorders concerning practices for providing Certified Copies. The topic will be reviewed by the Standards Subcommittee.

Key Project Updates

E-Submission 2.0 Submitter's Focus Groups

The Committee was updated on the progress of E-Submission 2.0 – the Recorder’s interface. The updated interface was demonstrated. The Recorders did not feel they had spent enough time testing the interface to make an acceptance decision and this action item was deferred to a future meeting.

Other Project Updates

County Recorder E-Submission Campaign

The Director of Marketing and Communications updated the Committee on the results of the Counties to Customers Campaign, as well as the continued promotional efforts being implemented. The Committee was updated on various trade shows as well as the 2019 Spring Seminar Series and on the status of education and outreach plans for FY 2020.

IRS Safeguard Update

The Project Manager recommended the development of security policies and procedures, and advised that this will be a focus of activity in the coming months.

PRIA Update

Diane Swoboda Peterson and the Project Manager were both present at the most recent PRIA Strategic Planning meeting and presented the information that was discussed.

The meeting was adjourned at 2:09 PM.