

**Electronic Services System  
Coordinating Committee  
Meeting Summary  
August 8, 2019**

**Participants**

Kathy Jurries, Calhoun County Recorder, Chair  
Deb Roberts, Floyd County Recorder

Julie Haggerty, Polk County Recorder  
Travis Case, Grundy County Recorder

Lisa Long, Iowa Land Records  
Phil Dunshee, Iowa Land Records  
Gary Wilgenbusch, Bergan KDV

Kati Ross, Iowa Land Records  
Leah Champion, Iowa Land Records  
Robert Endris, Denman & Company

**Committee Members Participating Via Teleconference**

Diane Swoboda Peterson, Woodbury County Recorder  
Melissa Bahnsen, Cedar County Recorder  
Eric Sloan, ICIT

Janelle Schneider, Adair 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 June 26, 2019 Meeting Summary was reviewed. Julie Haggerty made a motion to approve the Meeting Summary. Deb Roberts seconded, and the motion was approved.

**Financial Reports**

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

The Committee reviewed the BOA 2019 Second Quarter report and year-to-date report as well as the Fund 255 FY 2019 Fourth Quarter and year-to-date report. Julie Haggerty made a motion to approve the BOA and Fund 255 financial reports. Janelle Schneider seconded, and the motion was approved.

**CY 2018 Final Audit Report**

Robert Endris with Denman & Company presented the committee with the detailed audit report. The audit stated that the financial statements “present fairly, in all material respects, the financial position of Electronic Services System”. The Committee reviewed the report. Deb Roberts made a motion to accepted and approve the 2018 Calendar Year Final Audit Report. Julie Haggerty seconded, and the motion was approved.

**990 Return Status**

Gary Wilgenbusch provided an overview of the 990 Form, which consolidates ESS activity with the Iowa County Recorders Association activity. The return is a high-level summary differentiating the financial activity of ESS against activity of ICRA. Suggested Governing Body and Management policies were discussed. The return outlines expenditures and balances sheets combined for the two entities. The return notes that two different audits occur for BOA and 255. Deb Roberts made a motion to authorize the 990 Return for filing. Julie Haggerty seconded, and the motion was approved.

## **Contracts and Agreements**

### **Local Service Provider Maintenance Agreement Renewals**

The Committee was updated on the status of local service provider maintenance agreements. All but one contract has been signed and returned, but communications are open with the vendor.

### **Department of Revenue – E-Submission Agreement**

The Project Manager recommended a one-year extension on the agreement with the Iowa Department of Revenue until August 31, 2020. A motion was made by Deb Roberts to approve the contract extension. The motion was seconded by Julie Haggerty and was approved. In the future this may be converted to a 28E agreement.

## **Policies and Procedures**

### **POS Surcharge Policy – Charge and Gift Cards**

A proposed amendment to chapter 1 of the policies and procedures was presented to clarify the process for handling a charge card or a gift card for a point of sale transaction. These cards do not process correctly and the surcharge is not applied. The policy specifies the instructions for ensuring that the surcharge is added so that county balances are accurate. The proposed policy would be effective September 1, 2019. A motion to approve the policy was made by Julie Haggerty. It was seconded by Deb Roberts, and the motion was approved.

### **2019 Policies and Procedures Update**

The committee was informed that there are no substantive changes to policy pending. Staff is working on updating the master Policies and Procedures document to reflect all recently approved changes.

### **PCI and Securities Policies Update**

The Project Manager updated the committee on the recent web security testing for the E-Submission payment system. Reports came back that our web server is safe, which allows Iowa Land Records to display the Security Metrics logo on our website to let users know that we have passed their PCI compliance scan. Further work to complete the PCI self-assessment is underway.

### **Recent Recording Topics**

Recorders were presented with examples of recently submitted documents in order to facilitate a discussion about standards and best practices. The topics will be referred to the Standards Subcommittee for further review.

## **Key Project Updates**

### **E-Submission 2.0 Recorders' Interface**

The Iowa Land Records team provided a demonstration of the most recent updates applied to the E-Submission 2.0 Recorders' Interface. The committee was also given an update regarding the expected production timeline.

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

Director of Marketing and Communications, Kati Ross, provided the committee with information regarding the web design process for the new content management system.

### **Other Project Updates**

#### **2019 Fall Campaign Plan**

Kati Ross provided information about the upcoming communications campaigns.

#### **IRS Safeguard Update**

A memo was provided to the Department of Revenue in July. It described the ESS policy concerning Document Retention and Destruction with respect to the purging of electronically submitted documents which may include confidential taxpayer information. Department of Revenue Systems will be changing in the future, so on-site reviews may no longer be necessary.

#### **Stakeholder Update**

Bob Rafferty provided an update to the committee regarding outreach strategy. There was additional discussion regarding recent legislation and the upcoming 2020 election.

#### **PRIA Update**

##### **Document Rejections**

The Project Manager provided an update to the committee regarding the status of the PRIA document rejection terms project.

##### **PRIA Bylaws**

The Project Manager provided background about a recent discussion concerning PRIA bylaws including PRIA's advocacy role and ways that PRIA governance could be more transparent and accountable. Recommended changes to PRIA bylaws have been advanced to the PRIA Board of Directors by the Project Manager.

The meeting adjourned at 1:12 p.m.