

Finance Subcommittee

April 3, 2020

The ESS Finance Subcommittee held a meeting via teleconference on Friday, April 3, 2020.

Members Present: Amy Assink, Deb Kupka, Jo Greiner and Stacie Herridge

Other Participants: Phil Dunshee, Lisa Long, Kati Ross and Gary Wilgenbusch

Meeting Summary

The Subcommittee reviewed the March 5, 2020 Meeting Summary. Stacie Herridge made a motion to approve. Deb Kupka seconded, and the motion was approved.

COVID-19

The Project Manager reported that the project had not yet seen an adverse impact from COVID-19. It was reported that real estate transactions were up through the end of March resulting in the highest volume March in the history of the project. The Subcommittee was informed that the system and project are currently financially healthy. The Project Manager complimented the work being done by counties to keep processing documents and serving customers.

Accounts Receivable Aging Summary

The Subcommittee reviewed a new accounts receivable aging summary report that will be reviewed monthly going forward. As of April 1, 2020 the report includes all 99 counties in relation to the issuance of invoices for each county's share of local service provider maintenance expenses. This activity typically causes the highest accounts receivable level each year.

Monthly Expenditure Report & Monthly Credit Card Report

The Project Manager reminded the Subcommittee that there are no longer AP tables, and that bills are being paid as they are received. A monthly Expenditure Summary report is being provided to enable the subcommittee to review all expenditures, most of which are budgeted expenses. The Subcommittee reviewed the April monthly Expenditure Summary report and the monthly credit card report. The reports listed all expenditures for the month of March. Stacie Herridge made a motion to approve the monthly Expenditure Summary report and the monthly credit card report. Jo Greiner seconded, and the motion was approved.

Fund 255 Reimbursement Invoice

The Subcommittee reviewed the proposed monthly Fund 255 reimbursement invoice in the amount of \$66,901.08. Bills included CSI, \$5,839.23; Enterprise Iowa, \$21,203.13 and \$5,189.99 and Oasis, \$17,338.31 and \$17,330.42. Deb Kupka made a motion to approve the March reimbursement invoice. Amy Assink seconded, and the motion was approved.

February Financial Reports

The Subcommittee reviewed the February financial reports. Jo Greiner made a motion to approve the monthly financial reports as presented. Amy Assink seconded, and the motion was approved.

Metrics

In the month of March there were 23,468 documents electronically recorded. This is more documents

than any other March since the inception of the project. The first three months of 2020 were all above the level reported for the previous year.

The meeting was adjourned at 9:20 AM.

The next meeting of the Finance Subcommittee is a teleconference scheduled for May 5, 2020.