

**Electronic Services System
Coordinating Committee
Meeting Summary
May 7, 2020**

Participants

Deb Roberts, Floyd County Recorder
Jolynn Goodchild, Plymouth County Recorder
Lindsay Laufersweiler, Webster County Recorder
Jonathan Lewis, Title Services Des Moines Corp.

Melissa Bahnsen, Cedar County Recorder
Kathy Jurries, Calhoun County Recorder
Jamie Stargell, Adams County Recorder
Eric Sloan, ICIT

Other Participants

Travis Case, Grundy County Recorder
Mike Geiger, County Bank
Lisa Long, Iowa Land Records
Leah Champion, Iowa Land Records
Rachel Ong, The Rafferty Group

Jan Gemar, Iowa Land Title Association
Phil Dunshee, Iowa Land Records
Kati Ross, Iowa Land Records
Bob Rafferty, The Rafferty Group

Welcome

The meeting of the ESS Coordinating Committee was held via teleconference. The meeting was called to order by the Coordinating Committee Chair Kathy Jurries. Introductions were made.

Meeting Summary

The February 6, 2020 Meeting Summary was reviewed. Melissa Bahnsen made a motion to approve the Meeting Summary. Lindsay Laufersweiler seconded, and the motion was approved.

Financial Reports

The BOA 2020 1st Quarter and YTD reports and the Fund 255 FY 2020 YTD and the budget vs. actual reports were reviewed. The Committee also received an update on the status of the 2019 audit. Melissa Bahnsen made a motion to accept and approve the financial reports. Deb Roberts seconded, and the motion was approved.

ILR Budget Review and Action

The Project Manager presented a budget amendment for consideration by the Committee. The amendment factored in a projection of lower revenue due to the economic impact of COVID-19. Some projected expenditure items were also reduced due to the cancellation of various events and recommendations for physical distancing. Budget priority was given to maintaining the capacity of the team to continuing serving customers and stakeholders and continuing to make improvements to the ILR applications and website. Lindsay Laufersweiler made a motion to approve the CY 2020 budget amendment. Jolynn Goodchild seconded, and the motion was approved.

Bank Account Modification

The Subcommittee was made aware of an ongoing situation involving fraudulent checks charged against the BOA account. The Iowa Land Records team has been working with Bank of America to establish a

new, secure account and to transfer the funds. Next steps include moving forward with the creation of a new treasury management bank account and the transfer of funds to the new account. A fraud hold would be placed on the old account until it can be deactivated. Deb Roberts made a motion to move forward with the creation of the new bank accounts through Bank of America, to transfer funds and to take steps to put fraud holds on the current account. Melissa Bahnsen seconded the motion. The motion was approved.

Contracts and Agreements

Local Service Provider Maintenance Renewals/Invoices

The Project Manager reminded the Committee that the change in master agreements with local service providers provides for an automatic renewal, subject to changes in service providers made by the individual counties. A cost-of-living adjustment has been built into the contract extensions. The agreements may still be amended as need. Because a major update was made in the previous cycle, no substantive changes were proposed for FY 2021.

Enterprise Iowa Contract Amendment

The Committee reviewed and approved a proposal to amend the Enterprise Iowa contract, which would adjust hourly rates for staff. The amendment provides for a 6-month extension so that it will align with the calendar year budget beginning January 1, 2021. Jolynn Goodchild made a motion to approve the amendments to the Enterprise Iowa contract. Deb Roberts seconded the motion, and the motion was approved.

Key Project Updates

COVID-19 Response and Mitigation

Kati Ross provided the Committee with an update on all COVID-19-related communications from Iowa Land Records to customers, stakeholders and recorders.

E-Submission 2.0 Recorder's Interface

The Committee was informed that all but two Iowa counties have begun using the E-submission 2.0 recorder's interface. Improvements are still ongoing, and efforts are being made to collect information about the search function for the next phase of improvements.

ILR Content Management Update

The Committee was provided with an overview of the new pages added to Iowa Land Records, including the recorder directory and training video library. Kati Ross explained customer training and retention were among the top goals behind ongoing these website updates.

ILR Operations Update

COVID-19 Update

Phil Dunshee explained various actions taken at the Iowa Land Records office to ensure employee health and safety, including working remotely, having regular web conference meetings and using chat apps to communicate.

Governance

28E Agreement Review

The Project Manager provided an overview of potential future updates that may need to be made to the 28E agreement to clarify that the Electronic Services System is a governmental agency. If updates are made to the 28E, supervisors in all 99 counties will be asked to approve of the changes. A draft amendment was presented at the spring ISAC conference to familiarize recorders with the document. No action has been taken thus far, to ensure that any questions are answered prior to communications with Supervisors.

Policies and Procedures

Remote Notarization

The Project Manager explained that remote notarization has been approved earlier than scheduled due to the COVID-19 pandemic. Marketing Director Kati Ross informed participants that she has been in communication with various remote notarization vendors to obtain sample documents for recorders to reference. It is hoped that this information will alleviate uncertainty about the validity of remotely notarized documents.

Legislative Update

Bob Rafferty summarized a number of legislative uncertainties that his team will monitor going forward. The legislature will at some point return to finish work on the FY 2021 budget.

The Meeting was adjourned at 11:55 AM.