

**Electronic Services System
Coordinating Committee
Meeting Summary
November 5, 2020**

Participants

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

Melissa Bahnsen, Cedar County Recorder
Julie Haggerty, Polk County Recorder
Jamie Stargell, Adams County Recorder
Nancy Booten, Lee County Recorder
Eric Sloan, ICIT

Other Participants

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

Phil Dunshee, Iowa Land Records
Kati Ross, Iowa Land Records
Bob Rafferty, The Rafferty Group
Nick Laning, The Rafferty Group

Welcome

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

Meeting Summary

The August 6, 2020 Meeting Summary was reviewed. Jolynn Goodchild made a motion to approve the Meeting Summary. Lindsay Laufersweiler seconded, and the motion was approved.

2021 Meeting Schedule

The proposed 2021 meeting schedule for the ESS Coordinating Committee was reviewed. Lindsay Laufersweiler made a motion to approve the schedule, and Melissa Bahnsen seconded the motion. The motion was approved.

Financial Reports

The Iowa Land Records team provided the Committee with the September and quarterly financial reports. Nancy Booten made a motion to approve the September and quarterly financial reports. Deb Roberts seconded, and the motion was approved.

2021 Banking Resolution

The Committee was made aware of the need to add update ICRA executive officer signatories to the Bank of America bank account. Jolynn Goodchild made a motion to approve the banking resolution. Lindsay Laufersweiler seconded, and the motion was approved.

ILR Budget Review and Action

BOA CY 2020 Final Budget Amendment

Committee members received a presentation 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 2020 BOA Budget Amendment was thoroughly reviewed, and Melissa Bahnsen made a motion to approve. Nancy Booten seconded, and the motion was approved.

BOA CY 2021 Budget

A 2021 BOA CY budget recommendations were presented to the Committee for review. The Committee reviewed information about the basis for revenue projections and cost estimates. The effects of the pandemic were taken into consideration. Melissa Bahnsen made a motion to approve the proposed BOA CY 2021 Budget. Jonathan Lewis seconded the motion, and the motion passed.

BOA Reserve Fund Policy Update

The Committee was presented with proposed modifications to the reserve accounts policy. The proposed policy change is intended to clarify the function of the Restricted Operating Reserve and the Settlement Account. Jolyn Goodchild made a motion to approve the reserve fund policy modifications. Lindsay Laufersweiler seconded the motion, and the motion passed.

BOA Reserve Fund Allocation

The Committee also reviewed a recommendation to allocate \$141,273.35 to the Software Development and Equipment Maintenance Reserve account. Lindsay Laufersweiler made a motion to authorize the allocation of funds from the BOA account to the specified reserve fund. Jolyn Goodchild seconded, and the motion was approved.

Contracts and Agreements

Local Service Provider Maintenance Renewals and Invoices

The Project Manager reported on the social security administration cost of living adjustment which will apply to the fiscal year 2022 local service provider agreements.

Bergan KDV CY 2021 Engagement

The Committee was presented with a engagement letter to continue with Bergan KDV in 2021 for CPA, bookkeeping and tax return preparation services. Melissa Bahnsen made a motion to approve, and Lindsay Laufersweiler seconded the motion. The motion was approved.

Rafferty Group CY 2021 Engagement

A proposed engagement with the Rafferty Group team for 2021 was presented for consideration. An increased scope of work is the basis for the increase in fees. Melissa Bahnsen made a motion to approve, and Nancy Booten seconded the motion. The motion was approved.

Brick Gentry, P.C. CY 2021 Engagement

The Committee reviewed the proposed 2021 engagement letter. Melissa Bahnsen made a motion to approve, and Jamie Stargell seconded the motion. The motion was approved.

Enterprise Iowa CY 2021 Extension

Phil Dunshee presented an extension of the Enterprise Iowa contract for calendar year 2021. There would be no change in fees. Lindsay Laufersweiler made a motion to approve, and Jolyn Goodchild seconded the motion. The motion was approved.

Policies and Procedures

Re-Stamping Policy

The Committee reviewed a re-stamping policy recommended by the Standards Subcommittee. Jolynn Goodchild made a motion to approve the re-stamping policy as presented. Nancy Booten seconded the motion, and it was approved.

Deletion of Recorded Documents Policy

The Committee reviewed a document deletion policy recommended by the Standards Subcommittee. Jolynn Goodchild made a motion to approve the document expungement policy, and Melissa Bahnsen seconded the motion. The motion was approved.

Governance

28E Legislation & 28E Amendment

The Project Manager provided participants with an update. Participants received copies of the handout that will be distributed to legislators and stakeholders. Notable changes include a revision to provide for the equal distribution assets to the participating counties if ESS is ever dissolved.

E-Submission Fee Use Authorization

Participants were informed of ongoing communications with the Iowa Bar Association and other stakeholders, and the Committee received a copy of a handout that will be distributed to legislators and stakeholders.

ESS Nominations

The Project Manager reminded the Committee of expiring terms and the need to receive nominations from the respective districts.

Key Project Updates

Development Updates

The development team has taken input provided by the recorders and have identified four top priorities for the recorders interface: re-stamping, transaction reports, the lock function and retiring the legacy interface in 2021. Additional improvements will also be addressed by the end of the year, including the REST API for local service providers, and steps toward improving image quality. The new submitter interface is at the top of the list of priorities for 2021.

Communications Subcommittee Update

Kati Ross informed the Committee of plans for the education and outreach budget. Many conferences and tradeshows are still to be determined due to COVID-19, and therefore activities are expected to fluctuate. Participants were also provided with an update on the latest direct-mail campaign and the planned ILR Basic Training webinars.

ILR Operations Update

The Iowa Land Records team continues to work predominately from home and will continue to do so through the end of 2020 and into 2021.

PRIA Communications

Phil Dunshee reported that he is still actively participating with PRIA, including engaging with the organization's leadership groups on governance issues and recording best practices for recorders and submitters.

The meeting was adjourned at 12:07 PM.