

Finance Subcommittee

February 4, 2021

Members Present:

Amy Assink, Geralyn Greer, Sheri Jones, Stacie Herridge, Jo Greiner and Lisa Kent

Other Participants:

Phil Dunshee, Lisa Long, Kati Ross, Leah Champion, Gary Wilgenbusch

Meeting Summary

The Subcommittee reviewed the January 5, 2021 meeting summary. Stacie Herridge made a motion to approve the meeting summary. Geralyn Greer seconded and the motion was approved.

Accounts Receivable Report

The Iowa Land Records team provided the subcommittee with an update regarding outstanding accounts receivable items.

Monthly Payments Report

The Project Manager presented the Subcommittee with the monthly payment reports for February. Geralyn Greer made a motion to approve the February monthly payments reports. Amy Assink seconded, and the motion was approved.

Fund 255 Reimbursement Invoice

The Subcommittee reviewed the monthly Fund 255 reimbursement invoice for February. Bills included CSI, \$9,839.51; Oasis \$12,766.97 and \$14,626.32; Aureon \$2,762.50, \$38,530.72, \$134.90 and 133.95.

Stacie Herridge made a motion to approve the February Fund 255 reimbursement invoice. Geralyn Greer seconded, and the motion was approved.

Monthly, Quarterly & Year to Date Financial Reports

The Subcommittee reviewed the December 2020 Financial Reports, the Fund 255 2020 4th Quarter Reports and the Calendar Year 2020 4th Quarter and Year to date reports. Geralyn Greer made a motion to approve the Financial Reports. Amy Assink seconded, and the motion was approved.

BOA Reserve Fund Allocations

The Project Manager reviewed a February 2, 2021 memo which outlined the reserve fund allocation policy adopted on February 6, 2020. It was reported that project budgeted income continued to be positive. Budgeted income from the e-submission service fee and Fund 255 Reimbursement has exceeded projections in the most recent quarter by \$143,055.72. The Project Manager recommended that \$107,433.37 be allocated to the software development and equipment maintenance reserve and \$35,622.35 to the unrestricted reserve. As a result, the software development and equipment maintenance reserve account would achieve a balance of \$350,000.00 which meets the historically targeted amount needed to replace all equipment in the event of a significant event or natural disaster. It was also noted that plans are being made for several special projects which would be funded from the reserve accounts. Recommendations for these activities will be presented at a future meeting.

Stacie Herridge made a motion to approve the reserve fund allocation as presented. Geralyn Greer seconded, and the motion was approved.

2021 Cost Allocation Report

The Project Manager reminded the Subcommittee that the establishment of a consolidated project budget through the Bank of America Treasury Management account provides the Electronic Services System with the opportunity to clarify the association of budgeted expenses with the sources of budgeted income. The ability to track the sources and uses of income is beneficial, because it will help ensure that income from the ESS E-Submission service is associated with expenses required for the operation of the E-Submission system. The 2020 cost allocation report with final year end numbers was reviewed. The report showed that more income was earned than expected and that extra income was moved to reserve accounts. The CY 2021 cost allocation plan was reviewed with the Subcommittee. It was explained that if the current fee flexibility legislation is signed that there would not be a future legal requirement for this report, although it may continue to be used as a management tool. Geralyn Greer made a motion to approve the 2021 cost allocation plan as presented. Amy Assink seconded, and the motion was approved.

Assignment of Credits for E-Submission

The Project Manger reviewed a February 4, 2021 memo regarding the calendar year 2021 maintenance credits. The Subcommittee was reminded that both the Finance Subcommittee and ESS Coordinating Committee had previously approved an increase in the budget amount for cost share credits from \$120,000 to \$150,000. Based on calculations using the standard formulas, eighty-nine counties would receive an increased credit for 2021 due to the increase in the budget. However, ten counties would receive less that they did in 2020 if the formula was strictly followed. To mitigate this condition, it is again recommended that an adjustment in the formula be made to ensure that each county would receive a credit which is no less than credit granted in 2019 or 2020. Counties with higher E-Submission ratios would still receive a higher credit amount. The effect of this change would be modest, increasing the overall credits granted by \$1,235.40. Additionally, it would be feasible to increase the credit granted to all counties by \$100.00. This would increase the actual expenditure to \$145,248.00. The total amount of credits granted would remain within the \$150,000.00 budgeted amount.

Amy Assink made a motion to recommend approval of the credit amounts for 2021 for the formula and adjusted amounts to ensure no county receives less than last year, and with the additional \$100 for each county. Stacie Herridge seconded and the motion was approved.

Teleconference Service Migration

The Project Manager presented a February 2, 2021 memo regarding a recommendation for a change in the teleconference service provider. With recent updates to the Adobe Connect system it was discovered that there was a different teleconferencing provider (Intrado) which would integrate better with Adobe Connect and provide a cost savings for teleconferencing services. No contract for this service is required and no monthly minimum is required.

Geralyn Greer moved to recommend approval to the ESS Coordinating Committee to switch teleconferencing services from Call Tower to Intrado. Sheri Jones seconded, and the motion was approved.

Recording Services Cost Study

The Project Manager provided an update on the release of information to all counties for part 3 of the Recording Services cost study. It was reported that a webinar would take place on February 4th to provide instructions to all counties for this part of the study. A recording of the webinar will be available after the webinar for those who are unable to attend. Subcommittee members were encouraged to participate in part 3 of the study and to encourage members of their respective districts to also participate.

January Metrics Review

The updated e-submission trends chart was shared with the Subcommittee. It was reported that 2020 was a record-breaking year and already 2021 is off to a great start with numbers higher than 2020. ILR is hopeful that higher E-Submission usage will continue in 2021 .

The meeting was adjourned at 9:57 AM

The next meeting of the Finance Subcommittee is a teleconference scheduled for March 4, 2021.