

**Electronic Services System
Coordinating Committee
Meeting Summary
February 9, 2021**

Participants

Melissa Bahnsen, Cedar County Recorder	Denise Baker, Wright County Recorder
Jolynn Goodchild, Plymouth County Recorder	Julie Haggerty, Polk County Recorder
Lindsay Laufersweiler, Webster County Recorder	Jamie Stargell, Adams County Recorder
Deb Kupka, Tama County Recorder	Nancy Booten, Lee County Recorder
Jonathan Lewis, Title Services Des Moines Corp.	Eric Sloan, ICIT

Other Participants

Phil Dunshee, Iowa Land Records	Lisa Long, Iowa Land Records
Kati Ross, Iowa Land Records	Leah Champion, Iowa Land Records
Jan Gemar, Iowa Land Title Association	Travis Case, Grundy County Recorder

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 November 5, 2020 Meeting Summary was reviewed. Lindsay Laufersweiler made a motion to approve the Meeting Summary. Jolynn Goodchild seconded, and the motion was approved.

ESS Election of Officers

Participants welcomed Denise Baker to the committee in place of Deb Roberts, who retired. The Committee also welcomed Deb Kupka as the ICRA Executive Board representative. There was some discussion about current officer positions and potential nominations.

Julie Haggerty nominated Deb Kupka for Chair of the ESS Coordinating Committee. Lindsay Laufersweiler seconded the motion, and it was approved.

Jolynn Goodchild nominated Julie Haggerty as Vice-Chair, and Lindsay Laufersweiler seconded. The motion was approved.

Julie Haggerty nominated Melissa Bahnsen for the Secretary/Treasurer position, and Jolynn Goodchild seconded the motion. The motion was approved.

ESS Subcommittee Appointments

A slate of ESS Subcommittee nominees for the Finance Subcommittee, Standards Subcommittee and Marketing and Communications Subcommittee were presented to participants. Jolynn Goodchild made a motion to approve the subcommittee appointments as presented. Melissa Bahnsen seconded the motion. The motion was approved.

Financial Reports

The Iowa Land Records team provided the Committee with the quarterly financial reports. Lindsay Laufersweiler made a motion to approve the quarterly financial reports. Julie Haggerty 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.

Julie Haggerty made a motion to approve the reserve fund allocation memo as presented. Jolynn Goodchild seconded, and the motion was approved.

2021 Cost Allocation Report

The Project Manager reminded the Committee 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 service and related systems. 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. It was explained that if the current budget 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.

Julie Haggerty made a motion to approve the 2021 cost allocation plan as presented. Jonathan Lewis 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 Committee 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.

Julie Haggerty made a motion to approve the credit amounts for 2021 based on the formula, the adjusted amounts to ensure no county receives less than last year, and the addition of \$100 for each county. Nancy Booten seconded, and the motion was approved.

ESS/ILR Staffing/External Consulting

The Committee was advised that a temporary reduction in staffing on the ILR development team has changed the scope of work for 2021 and in order to accomplish development goals by the end of the year, supplemental development resources will need to be hired and supervised. Authorization will be requested to at a future meeting.

Communications Update – Discussion

Kati Ross presented the Committee with an update of all recent and ongoing marketing and communication efforts. Most efforts are still focused on pandemic communications and retaining new customers, including publishing various training materials and creating a new webinar page. The ICRA Members Hub has also come along way and is being utilized more and more by counties. Participants were informed that social media efforts for 2021 are underway and small updates to monthly newsletters should be expected. Final edits to the recorders manual are in process and will be posted on the ICRA Members Hub when available.

Teleconference Services Change – Approval

The Project Manager presented a memo with recommendations to change the teleconference service, as the current provider is not well integrated with the updated Adobe Connect product that we have been using successfully for years. Testing of the company Intrado verified that it is a better integrated system and is less expensive.

Denise Baker made a motion to approve transitioning to the new Intrado teleconference service. Nancy Booten seconded the motion.

Governance – Discussion

28E Legislation

The Project Manager informed the Committee that the legislation to authorize amending the 28E Agreement appears to be moving forward without much controversy.

E-Submission Fee Use Authorization

The Project Manager reminded the Committee that the E-Submission Fee Use Authorization legislation would allow use of e-submission fee income to be used for making improvement to other parts of the system including the search engine. ILR representatives have been working with the Iowa Bankers Association and other stakeholders regarding a request to add the service fee to the Iowa Code so future fee increases would need to be approved through legislation. A series of options were reviewed by the ICRA Executive Board and they determined that in order to keep this bill moving forward that Iowa Land Records would need to compromise and allow for the service fee to be established in the Iowa Code. The legislation continues to be opposed by the Iowa Land Title Association, but we continue to communicate with them openly.

Other Pending Legislation

The Committee was informed that our representatives are monitoring additional legislation relating to open records laws and other topics.

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. Committee members were encouraged to participate in part 3 of the study and to encourage members of their respective districts to also participate.

E-Submission Development Update

E-Submission REST API

The Project Manager reported that the Iowa Land Records Development Team completed work on the E-Submission Rest API service for local service providers. A future training webinar on how to take advantage of the new API is being scheduled for local service providers that haven't moved to web services yet.

Recorders' E-Submission Interface Update

The Committee was informed that progress is moving forward despite a reduction in staffing. The re-stamping work is nearly complete and moving into the testing phase. The reports section and a methodology for the lock functions are both being worked on but will not be released immediately.

PRIA Policy Discussion Updates

PRIA's recent efforts to adopt a transparency policy were reviewed and noted. The Iowa Land Records Project Manager continues to serve on working group which is reviewing the PRIA Operating Rules. Appreciation was expressed for their efforts to be more transparent. The Project Manager pointed out that the PRIA leadership group is moving toward becoming more of a policy/advocacy organization, and if this is the case, they need to do more to involve membership in the policy adoption process.

The meeting was adjourned at 11:26 AM.