

**Electronic Services System
Coordinating Committee
Meeting Summary
April 6, 2021**

Participants

Melissa Bahnsen, Cedar County Recorder
Jolynn Goodchild, Plymouth County Recorder
Lindsay Laufersweiler, Webster County Recorder
Deb Kupka, Tama County Recorder
Eric Sloan, ICIT

Denise Baker, Wright County Recorder
Julie Haggerty, Polk County Recorder
Jamie Stargell, Adams County Recorder
Jonathan Lewis, Title Services Des Moines Corp.

Other Participants

Phil Dunshee, Iowa Land Records
Leah Champin, Iowa Land Records

Lisa Long, Iowa Land Records
Merna Addison, Iowa Land Records

Welcome

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

Meeting Summary

The February 9, 2021 Meeting Summary was reviewed. Julie Haggerty made a motion to approve the Meeting Summary. Lindsay Laufersweiler seconded, and the motion was approved.

Authorization to Issue RFQ for Technical Services

The Committee was presented with an RFQ document and detailed information regarding the proposed procurement process for technical service vendors. Participants reviewed the document and discussed the need for hiring a supplemental development team, as well as the cost, time frame, and scope of work associated with the project. The Project Manager also informed the Committee that a special subcommittee will be convened for the procurement process. Lindsay Laufersweiler made a motion to authorize the issuance of the RFQ for technical services. Julie Haggerty seconded the motion, and the motion was approved.

Other Project Updates – Discussion

The Project Manager informed the Committee that he would be presenting at Drake Law, highlighting the features coming in E-submission 2.0, plans for future development, and legislative updates.

The Project Manager informed the Subcommittee that the budget flexibility legislation has passed through the House and has moved to the Senate Means and Ways Committee. Additionally, he shared a memo that was prepared for the auditor with regard to asset valuation in 2020.

The meeting was adjourned at 11:13 AM.