

**Electronic Services System
Coordinating Committee
Meeting Summary
May 11, 2021**

Participants

Deb Kupka, Tama County Recorder
Nancy Booten, Lee County Recorder
Lindsay Laufersweiler, Webster County Recorder
Jonathan Lewis, Title Services Des Moines Corp.

Jolynn Goodchild, Plymouth County Recorder
Eric Sloan, ICIT
Melissa Bahnsen, Cedar County Recorder
Denise Baker, Wright County Recorder

Other Participants

Phil Dunshee, Iowa Land Records
Leah Champion, Iowa Land Records

Lisa Long, Iowa Land Records
Jan Gemar, Iowa Land Title Association

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 April 6, 2021 Meeting Summary was reviewed. Lindsay Laufersweiler made a motion to approve the Meeting Summary. Jolynn Goodchild seconded, and the motion was approved.

Financial Reports

The quarterly financial reports were presented. Nancy Booten made a motion to approve the quarterly financial reports. E-Submission activity has continued to increase year over year. Jolynn Goodchild seconded, and the motion was approved.

CY 2020 Audit, 990 Return Status

A status report regarding the CY 2020 audit process and the preparation of the 990 return for the organization was presented. No substantive issues were apparent during the on-site audit, and the report should be completed in the next few months.

BOA CY 2021 Budget Amendment

The Project Manager presented the Committee with a proposed amendment to the calendar year 2021 budget. Income is higher and expenditures are slightly below original projections. One notable budget addition related to the addition of flash drives to the ILR system. This is expected to increase the speed of ILR applications. Lindsay Laufersweiler made a motion to approve the recommended budget amendment for CY 2021. Nancy Booten seconded the motion, and it was approved.

BOA Reserve Fund Allocations

The Committee reviewed a recommendation to allocate \$200,319.68 from the operating account to the software development and equipment maintenance reserve account. It is expected that these resources will be used for a series of one-time software development projections to update and improve ILR E-Submission and payment applications. Melissa Bahnsen made a motion to approve the allocation of funds as presented, and Denise Baker seconded the motion. The motion was approved.

Local Service Provider Maintenance Amendment

The Project Manager presented a proposed update to the master agreement between the Electronic Services System and local service providers. The update would add a reference to the recently completed REST API for E-Submission and clarify expectations for when the new API will be implemented in the local systems. For example, the amendment states that it is the goal of ESS to fully migrate E-Submission integrations from the LCM to the E-Submission REST ESS API by July 1, 2022. Additionally, it was reported that in FY 2022, there will be a 1.3% cost of living increase for all local service providers. This adjustment is tied to the COLA established by the Social Security Administration each year. Melissa Bahnsen approved the local service provider maintenance agreement amendment as presented, and Lindsay Laufersweiler seconded. The motion was approved.

ILR Staff Compensation and Adjustments

The Committee was informed of upcoming performance reviews and noted that compensation adjustments were factored into the budget that was previously approved. One notable staffing change is the vacant senior developer position. Steps will be taken to fill the position in the near future.

Development Services RFQ

The subcommittee was informed that the RFQ had been published, and the Committee received and FAQ document that was posted for all prospective respondents. Proposals were due on May 7, 2021. It was expected that an evaluation committee would be convened to evaluate responses.

28 E Legislation and 28E Amendment

The Committee was reminded that the bill has been approved by the General Assembly and is pending approval by the Governor. At this juncture, there have been no questions from the Governor's office. A recent draft of an amendment to the 28E agreement was provided to the Committee, and it was noted that some adjustments to the ESS Committee structure were being reviewed. A final proposed amendment is expected to be presented for consideration at the August, 2021 ESS meeting.

ESS Budget Flexibility Legislation

The Committee was informed that House File 837 is before the Senate Ways and Means committee. The Committee reviewed the history of amendments made during the legislative process. Hope was expressed for passage prior to the end of the 2021 session.

Other Pending Legislation

The Committee was informed that Senate File 541 has been approved to use blockchain and other smart technology for electronic transactions. Its impact on the real estate industry will be monitored. Legislation that had been advanced by the Iowa County Recorders Association was also discussed.

Recording Services Cost Study

Lisa Long informed the Committee that responses for Part 2 and Part 3 of the study continue to be accepted. An email reminder has been sent to the remaining counties. Responses to Part 3 of the study have been lower than expected.

E-Submission Development Update

The Committee received an update on software development activity with respect to the Iowa Land Records applications.

- A new API for E-Submission for use by local service provider systems has been completed and published. Test systems are available to the local providers.
- An updated re-stamping function is nearly complete.
- The workflow for handling Exemption errors was discussed, and generally the Committee expressed support for using the document rejection function as the best practice. The Committee did not favor a process which would enable recorders to delete unnecessary Declaration of Value or Groundwater Hazard documents.
- The effect of deleting all party names when declining a document in E-Submission 2.0 was reviewed. This combination of actions prevents submitters from attaching a corrected document to a group that has been declined. This was noted as an information issue to be shared with all county recorders.
- The submission requirement to specify whether a party is a grantor or grantee was discussed. It was determined that this designation did not need to be a required element, and that it could be removed from the planned, new submitter interface.
- Queries from external submitter organizations about issues such as electronic notarization and digital signatures were discussed. The Committee concurred that it may be time to establish some formal written policy on these topics in order to clarify accepted practices among all counties, and to provide consistent information to all submitters. This topic was referred to the Standards Subcommittee.
- The Committee received information about suggestions from users and stakeholders who participated in a series of focus group discussions. The Committee also received an update on the status of development for a new submitter interface. Wireframe illustrations for the submitter web page were presented.
- A wireframe illustration of how transaction and other reports for both submitters and recorders was presented.
- A draft development road map for the remainder of 2021 and calendar year 2022 was presented.

Communications Update

The Committee was provided with an overview of communications activities including a new page promoting the benefits of E-Submission, a review of the ILR Basic Training series (extended to encourage more participation), and plans for a fall seminar series.

PRIA Policy Discussion Update

Participants were informed of outreach efforts to the government sector of the PRIA membership in order to inform them about how to monitor PRIA governance activities. The President of PRIA was also informed of the activity. Committee members expressed appreciation to the Project Manager for the efforts to advocate for county recorders.

Other Project Updates – Discussion

The Committee briefly reviewed information from PRIA and ALTA concerning legislative and policy trends including the subjects of information shielding and the redaction of restrictive covenants. The Committee referred the topics to the Standards Subcommittee for further review and possibly the development of new policies.

The meeting was adjourned at 12:13 AM.