

**ESS Finance Subcommittee
May 6, 2021**

Members Present: Lisa Kent, Sheri Jones, Stacie Herridge, GERALYN GREER, Amy Assink, and Laura McKeever

Other Participants: Phil Dunshee, Lisa Long, Leah Champion, and Gary Wilgenbusch

Meeting Summary

The Subcommittee reviewed the April 6, 2021 meeting summary. GERALYN GREER made a motion to approve the meeting summary. Lisa Kent seconded, and the motion was approved.

Accounts Receivable Report

The Subcommittee received an update regarding outstanding accounts receivable items.

Monthly Payment Reports

The Project Manager presented the Subcommittee with the monthly payment reports for April. Sheri Jones made a motion to approve the March monthly payments reports. Laura McKeever seconded, and the motion was approved.

Fund 255 Reimbursement Invoice

The Subcommittee reviewed the monthly Fund 255 reimbursement invoice for May. Bills included CSI, \$11,071.23; Oasis, and \$12,654.27 & \$18,359.51. Stacie Herridge made a motion to approve the May Fund 255 reimbursement invoice. Amy Assink seconded, and the motion was approved.

Monthly Financial Reports

The Subcommittee reviewed the March and 1st Quarter 2021 Financial Reports. GERALYN GREER made a motion to approve the Financial Reports. Sheri Jones seconded, and the motion was approved.

CY 2020 Audit, 990 Return Status

The Project Manager provided an overview of the CY 2020 audit process, and a status report on the preparation of the 990 IRS return.

BOA CY 2021 Budget Amendment

The Project Manager presented the subcommittee with a proposed amendment to the CY 2021 budget. Changes included conversion of budget to actual amounts where appropriate, an adjustment in the way gateway transaction fees are presented, and an additional expenditure for flash drives to improve processing speeds for the ILR system. Overall, the amendment provided for a small expenditure reduction and the recognition of increased E-Submission income during the first quarter.

Amy Assink made a motion to approve the recommended budget amendment for CY 2021. Stacie Herridge seconded the motion, and it was approved.

BOA Reserve Fund Allocations

The subcommittee reviewed a recommendation to allocate \$200,319.68 to the software development and equipment maintenance reserve account. It is expected that the funds will be used for one-time expenditures for system improvements with the supplemental development assistance provided by the vendors selected through the RFQ process. Geralyn Greer made a motion to approve the allocation of reserve funds as presented, and Sheri Jones seconded the motion. The motion was approved.

Recording Services Cost Study

Lisa Long informed the subcommittee that they have been gathering responses to Part 3 of the study. The response rate has been lower than expected, and an email reminder has been sent to the remaining counties. Subcommittee members were asked to encourage their colleagues to respond.

Development Services RFQ

The subcommittee was informed that the RFQ process is underway. Based on the expected response, an evaluation committee will be convened to evaluate the proposals received.

Other Project Updates – Discussion

The Project Manager informed the Subcommittee that there will be an update to the master agreement between Iowa Land Records and the Local Service Providers in order to specify guidelines for moving to a new E-Submission API.

The Subcommittee was informed that the budget flexibility legislation is pending before the Senate Means and Ways Committee.

April Metrics Review

It was reported that e-submission continues to be up from the previous year, but it has begun to plateau as the pandemic crisis begins to ease.

The meeting was adjourned at 9:37 AM