

ESS Finance Subcommittee
June 3, 2021

Members Present: Lisa Kent, Amy Assink, Geralyn Greer, Sheri Jones and Stacie Herridge

Other Participants: Phil Dunshee, Lisa Long, Kati Ross and Gary Wilgenbusch

Meeting Summary

The Subcommittee reviewed the May 6, 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 Subcommittee received an update regarding outstanding accounts receivable items. All receivables are associated with counties which had not yet remitted payment for FY 2022 local service provider maintenance expenses.

Monthly Payment Reports

The Project Manager presented the Subcommittee with the monthly payment reports for May. Sheri Jones made a motion to accept and approve the May monthly payments reports. Lisa Kent seconded, and the motion was approved.

Fund 255 Reimbursement Invoice

The Subcommittee reviewed the monthly Fund 255 reimbursement invoice for June. Bills included CSI, \$10,097.91; and Oasis, \$12,654.27 and \$12,654.27. Geralyn Greer made a motion to approve the June Fund 255 reimbursement invoice. Amy Assink seconded, and the motion was approved.

Monthly Financial Reports

The Subcommittee reviewed the April, 2021 Financial Reports. Lisa Kent made a motion to approve the April 2021 Financial Reports. Sheri Jones seconded, and the motion was approved.

CY 2020 Audit, 990 Return Status

The Project Manager provided a recap of the recent 2020 audit by Denman & Company. He reported that a new staff member with Denman & Company was present for the audit. The ILR and Bergan KDV team were able to help the new auditor get acquainted with ESS services and financial processes. Gary Wilgenbusch reported that an extension for the 990 return was requested, because the audit was still underway. The extension was approved, and the Bergan KDV team is currently working on the return.

Recording Services Cost Study Update

The Project Manager reported that the ILR team was still looking for responses to part 3 of the Recording Services Cost Study. It was reported that there were currently 60 responses and at least 80 responses were desired to have a sufficient data for the study. Once data is gathered it will be summarized and presented to the ESS leadership. Members of the Finance Subcommittee were encouraged to reach out to members of their respective districts, and to encourage them to respond to the cost study.

Development Services RFQ Update

The Project Manager explained that Iowa Land Records and ESS follow a process similar to the state when conducting RFQ and RFP procurement activities. Vendors were asked to respond to an RFQ for software development and other technical services. Respondents were asked to provide evidence that they would be capable of work necessary for the project. An evaluation committee, made up of the Project Manager, ESS technical staff, a county recorder and an ESS Committee member, was formed to evaluate the responses. Cost proposals were reviewed and considered in the evaluation process.

The Project Manager reported that the evaluation committee recommended that a notice of intent to award be issued for two of the companies which responded to the RFQ: Lean Techniques and We Write Code. The ESS Coordinating Committee has since approved of this action. Next steps include preparation of an agreement with each company, subject to the approval of the ESS Committee.#

May Metrics Review

The Project Manager reported that Iowa Land Records continues to see increased year over year e-submission activity. However, the rate of increase is declined as pandemic restrictions have eased. It is hoped that those who converted to e-submission throughout the pandemic will continue to see the value in e-submission. Budgets previously set took into consideration that e-submission income might level out or slow down slightly.

The meeting was adjourned at 9: 17 AM