

Electronic Services System

Coordinating Committee

Meeting Summary

June 22, 2021

Participants

Deb Kupka, Tama County Recorder

Denise Baker, Wright County Recorder

Julie Haggerty, Polk County Recorder

Lindsay Laufersweiler, Webster County Recorder

Eric Sloan, ICIT

Melissa Bahnsen, Cedar County Recorder

Nancy Booten, Lee County Recorder

Johnathan Lewis, Title Services Des Moines

Jolynn Goodchild, Plymouth County Recorder

Other Participants

Bob Rafferty, The Rafferty Group

Kati Ross, Iowa Land Records

Leah Champion, Iowa Land Records

Phil Dunshee, Iowa Land Records

Lisa Long, Iowa Land Records

Welcome

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

Meeting Summary

The May 24, 2021, meeting summary was reviewed. Denise Baker made a motion to approve the Meeting Summary. Melissa Bahnsen seconded, and the motion was approved.

Contracts and Agreements

RFQ Number: ESS -2021

Lean Techniques & We Write Code

The Committee reviewed information about the procurement process. 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 the desired work. An evaluation committee made up of the Project Manager, ESS technical staff, and two ESS committee members was formed to evaluate the responses. 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. It was explained that there was no obligation for a minimum contract with either company, and that a scope of work would need to be further defined. Lindsay Laufersweiler made a motion to approve the notice of intent to award for both companies. Nancy Booten seconded, and the motion was approved.

Phase 1 Work Authorizations

The Project Manager reported that work on software development could begin in July, prior to the next meeting of the Coordinating Committee. For this reason, the Committee was asked to authorize the Project Manager to execute work authorizations so that work would not be delayed. Julie Haggerty made a motion to approve the authorization to expend funds in an amount not to exceed \$300,000.00 for software development with Lean Techniques and We Write Code. Denise Baker seconded, and the motion was approved.

CSI Redaction Services Contract Extension

The Project Manager presented an amendment to the CSI contract for redaction services which would extend the term of the agreement for the period of August 1, 2021, through July 31, 2023. The agreement could be further extended for the period of August 1, 2023, through July 31, 2024. Nancy Booten made a motion to approve the contract extension with CSI. Melissa Bahnsen seconded, and the motion was approved.

28E Legislation and Amendment

The Project Manager explained that there had been a conference call with representatives of ISAC regarding the 28E legislation. The draft 28E amendment has been developed with the assistance of ESS legal counsel at Brick Gentry. When approved by the ESS Coordinating Committee, the 28E will be taken to all 99 Boards of Supervisors this fall for consideration. A final draft of the 28E amendments will be reviewed by the Standards Subcommittee in July and the ESS Coordinating Committee in August.

PRIA Policy Update

The Project Manger made the Committee aware that the most recent PRIA paper was up for 30-day review. He encouraged members of the Committee to review the document and provide any feedback to PRIA.

The meeting was adjourned at 2:52 PM.