

ESS Finance Subcommittee
August 5, 2021

Members Present: Laura McKeever, Amy Assink, Jo Greiner, Geralyn Greer, Sheri Jones

Other Participants: Phil Dunshee, Lisa Long, Kati Ross, Leah Champion, Robert Endriss, and Andrew Howe

Meeting Summary

The Subcommittee reviewed the July 8, 2021, meeting summary. Geralyn Greer made a motion to approve the meeting summary. Sheri Jones 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 that have 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 August. Laura McKeever made a motion to accept and approve the August monthly payments reports. Geralyn Greer seconded, and the motion was approved.

Fund 255 Reimbursement Invoice

The Subcommittee reviewed the monthly Fund 255 reimbursement invoice for August. Bills included CSI, \$8761.78 and Oasis, \$12,654.27, \$12,654.27, and \$13,757.14. Jo Greiner made a motion to approve the August Fund 255 reimbursement invoice. Amy Assink seconded, and the motion was approved.

Monthly Financial Reports

The Subcommittee reviewed the June and second quarter 2021 Financial Reports. Geralyn Greer made a motion to approve the June 2021 Financial Reports. Laura McKeever seconded, and the motion was approved.

CY 2020 Audit, 990 Return Status

Robert Endriss with Denman & Company presented the completed audit report, providing the context and an overview for participants. The audit report was “clean” and reflected the change in budgeting procedures for CY 2020 when compared with CY 2019. A motion was made by Sheri Jones to approve the 2020 Audit Report. Geralyn Greer seconded, and the motion approved.

BOA Reserve Fund Allocations

The Project Manager recommended the allocation of \$84,798.92 from the Bank of America operating account into the Software Development and Equipment reserve. These funds would be used to support the one-time software development projects currently underway. A motion was made by Laura McKeever to approve the allocation of \$84,798.92 to the Software Development and Equipment reserve. Amy Assink seconded the motion, and the motion approved.

Policies and Procedures

Proposed Chapter 1 Amendments

The Project Manager informed the Subcommittee that the Standards Subcommittee met and noted several issues that needed to be updated, including an update to provisions relating to reserve funds. Effectively, all reserve funds will be managed through the Bank of America account, and the reserve funds for Fund 255 will be discontinued. Going forward Fund 255 will be an operating account to provide resources for activities budgeted through the Bank of America account.

Legislative Updates

Fee Use Reporting

The Project Manager informed the Subcommittee that a section was added to the fee flexibility legislation requiring ESS and Iowa Land Records to report information to the legislature regarding the budget, reserve funds and recording fees. The report is due in January, 2022.

Other Project Updates

28E Amendments

The Finance Subcommittee was informed that the final edits to the 28E agreement amendment were in process, and once approved by the ESS Coordinating Committee, communications will be initiated with county Boards of Supervisors.

Information Shielding

The Subcommittee was informed of a new process relating to the Peace Officer and Law Enforcement redaction request legislation recently passed. The ICRA Executive Board had recently finalized a form to be used for Peace Officer and Law Enforcement redaction requests along with an accompanying instruction sheet for "requestors" and recorders.

Recording Service Cost Study

Subcommittee members were informed that the recording service cost study is still underway, and counties will be contacted individually to submit final data for part three of the study.

Software Development

The Project Manager informed the Subcommittee that contracts have been executed with two service providers to provide software development services. The company "We Write Code" will be assisting with work on the E-Submission 2.0 Customer Interface, and the company "Lean Techniques" will assist with the development of an updated payment application.

Electronic Signatures and Notarial Acts

The Subcommittee was informed of proposed updates to Chapter 5 of the Policies and Procedures to establish a policy which codifies the handling of electronic signatures and electronic and remote notarization. The policy would also address the handling of "Smart Contracts" involving real estate transactions.

July Metrics Review

The Project Manager reported that Iowa Land Records continues to see increased year over year e-submission activity. Budgets previously set took into consideration that e-submission income might level out or slow down slightly. The ESS team will continue to monitor recording activity as pandemic policies and behaviors shift.

The meeting was adjourned at 9: 45 AM