

ESS Finance Subcommittee

November 8, 2021

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

Other Participants: Deb Kupka, Phil Dunshee, Lisa Long, Kati Ross and Leah Champion

Meeting Summary

The Subcommittee reviewed the October 11, 2021, meeting summary. Laura McKeever made a motion to approve the meeting summary. Geralyn Greer seconded, and the motion was approved.

Accounts Receivable Report

The Subcommittee reviewed the November receivables report, which included a pending expense reimbursement from Fund 255, an erroneous distribution to a county and a voided credit card charge.

Monthly Payments Reports

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

Fund 255 Reimbursement Invoice

The Subcommittee reviewed the monthly Fund 255 reimbursement invoice for November. Bills included CSI, \$7,634.08; Oasis, \$20,748.60 and \$18,603.16; Lean Techniques, \$21,950.00 and \$23,200.00; and We Write Code, \$26,176.25.

Amy Assink made a motion to approve the November Fund 255 reimbursement invoice. Geralyn Greer seconded, and the motion was approved.

Monthly, Quarterly & YTD 2021 Financial Reports

The Subcommittee reviewed the September, quarterly and year to date financial reports. Amy Assink made a motion to approve the financial reports. Laura McKeever seconded, and the motion was approved.

BOA CY 2021 Final Budget Amendment

Subcommittee members received a report from the Project Manager regarding the primary drivers for the budget amendments including the use of actual data year-to-date and revised expenditure estimates in the remaining months. The CY 2021 Budget Amendment details were reviewed by the Subcommittee. Stacie Herridge made a motion to approve the 2021 budget amendment. Sheri Jones seconded, and the motion was approved.

BOA CY 2022 Budget

A presentation outlining the key budget themes for the BOA CY 2022 budget was provided to the Subcommittee. Details associated with the proposed CY 2022 income and expense projections were reviewed. The increased e-submission income in calendar year 2021 was discussed, and it was noted that estimates for income and expenditures in 2022 were based on assumptions that were thought to

be conservative. Amy Assink made a motion to approve the BOA CY 2022 Budget as presented. Laura McKeever seconded, and the motion was approved.

BOA Reserve Fund Allocation

The Project Manager presented a memo with a report of the unrestricted reserve accounts and recommended the allocation of \$40,000 to the redaction reserve fund and \$73,140.94 to the Software Development and Equipment Maintenance Fund from the Bank of America operating account. Geralyn Greer made a motion to approve the proposed reserve fund allocations. Jo Griner seconded, and the motion was approved.

CY 2022 Meeting Schedule

The Project Manager asked the subcommittee to review a draft 2022 meeting schedule for the Finance Subcommittee. The Subcommittee will be asked to finalize and adopt the meeting schedule at the December meeting.

October Metrics

E-Submissions have remained well above 2019. It is anticipated that overall income will be stable with possible incremental increases in 2022. The Iowa Land Records team is also hopeful that enhancements to the submission interface will help increase adoption of e-submission services.

The Meeting was adjourned at 9:58 AM.