

## **ESS Finance Subcommittee**

**December 13, 2021**

**Members Present:** Amy Assink, Lisa Kent, Stacie Herridge, Sheri Jones and Jo Greiner

**Other Participants:** Phil Dunshee, Lisa Long and Leah Champion

### **Meeting Summary**

The Subcommittee reviewed the November 8, 2021 meeting summary. Sheri Jones made a motion to approve the meeting summary. Amy Assink seconded, and the motion was approved.

### **Accounts Receivable Report**

A reimbursement payment pending from fund 255 was discussed, as well as a few minor outstanding payments from counties and customer refunds. The ILR team aims to resolve these payments before the end of the year.

### **Monthly Payments Reports**

The Project Manager presented the Subcommittee with the monthly payment reports for December. Stacey Herridge made a motion to accept and approve the December 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 December. Bills included CSI, \$9,348.73; Oasis, \$18,603.16 and \$18,603.16; Lean Techniques, \$21,250.00, \$22,000.00 and \$19,640.00; and We Write Code, \$21,565.00. Amy Assink made a motion to approve the December Fund 255 reimbursement invoice. Jo Greiner seconded, and the motion was approved.

### **Monthly Financial Reports**

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

### **BOA Account Modification Status**

The Subcommittee was made aware of continued efforts being taken to create a new Bank of America account in the name of Electronic Services Systems (ESS). The Project Manager informed the Subcommittee of some documentation requests holding up the process but that things were continuing to move forward.

### **Development Services Update**

The Subcommittee was informed that the E-Submission 2.0 Customer interface has been released to a small group of early adopters to ensure any bugs or problems are brought to the attention of the development team before the launch in the new year. The new interface will be rolled out to small groups of customers starting in January, and a series of E-Submission 2.0 Training webinars has been scheduled to accompany the application launch.

### **CY 2022 Meeting Schedule**

The Project Manager presented the Subcommittee with a draft meeting schedule for 2022. A few

alternative dates were discussed. Amy Assink made a motion to approve the tentative CY 2022 schedule, and Stacey Herridge seconded. The motion passed.

**November Metrics Review**

Activity is still steady with a slight year over year drop as expected in October and November.

The Meeting was adjourned at 9:17 AM