

Electronic Services System

Coordinating Committee

Meeting Summary

December 3, 2021

Participants

Deb Kupka, Tama County Recorder
Denise Baker, Wright County Recorder
Jolynn Goodchild, Plymouth County Recorder
Lindsay Laufersweiler, Webster County Recorder
Eric Sloan, ICIT

Melissa Bahnsen, Cedar County Recorder
Nancy Booten, Lee County Recorder
Jonathan Lewis, Title Services Des Moines

Other Participants

Sheri Jones, Jones County Recorder
Bob Rafferty, The Rafferty Group
Kati Ross, Iowa Land Records
Leah Champion, Iowa Land Records

Katie New, Bergan KDV
Phil Dunshee, Iowa Land Records
Lisa Long, Iowa Land Records

Welcome

A special meeting of the ESS Coordinating Committee was held via web conference. The meeting was called to order by the ICRA President Sheri Jones. Introductions were made.

Meeting Summary

The November 9, 2021 meeting summary was reviewed. Lindsay Laufersweiler made a motion to approve the meeting summaries. Jonathan Lewis seconded, and the motion was approved.

ESS Transition Action Updates

ESS BOA Account

The Project Manager provided an update on the status of the recently approved transition actions associated with the approved 28E Amendment. The action to establish a new bank account in the name of ESS is taking longer than expected. Bank of America personnel have requested additional documentation concerning the organization and status as a government agency.

ESS PEO/Employment Services Update & Agreement

Upon approval of the 28E Agreement amendment, the Project Manager informed the Committee of next steps to move to a new agreement with employment vendor Oasis to reflect the new employer – from ICRA to ESS. This includes ensuring all employee information and benefits are transferred smoothly and ensuring the cost and relationship structures do not change. A new service agreement with Oasis was presented for consideration. Nancy Booten made a motion to approve the Oasis human resources agreement with ESS. Denise Baker seconded the motion, and the motion passed.

Policy Coordinator Position

The Project Manager informed the committee that a position description for the Policy Coordinator role had been developed and would soon be posted. A draft memorandum of understanding between ESS and the Iowa County Records Association had also been prepared for review. Further details are to be developed as the recruitment process proceeds.

Contracts and Agreements

Bergan KDV CY 2022 Engagement

The Committee reviewed the engagement renewal with Bergan KDV for CPA and bookkeeping services for the 2022 calendar year. Lindsay Laufersweiler made a motion to approve the agreement and Melissa Bahnsen seconded the motion. The motion was approved.

Reserve Fund Authorization

The Project Manager requested authorization to expend up to an additional \$150,000.00 from the Software Development reserve fund to continue development work on the new E-Submission 2.0 submitter interface and the administrative applications for payment and E-Submission. Jolynn Goodchild made a motion to approve the reserve fund allocation. Nancy Booten seconded the motion, and it passed.

Lean Techniques Work Authorization

The Project Manager provided an overview of ongoing development work with the software development vendors Lean Techniques and We Write Code. Committee affirmation of the work authorizations was requested to ensure that the work reflected the expectations of the Committee. Lindsay Laufersweiler made a motion to approve the work authorizations for Lean Techniques and We Write Code. Denise Baker seconded, and the motion was approved.

Governance – Discussion

28E Legislation and 28E Amendment

The Project Manager informed the Committee that the deadline to submit votes for the 28E Amendment has passed, and all but one voting member has yet to submit a vote. Tabulation of all collected responses shows that the votes were unanimously favorable. Denise Baker made a motion to accept and certify the voting results approving of the amendment to the 28E agreement, and to authorize the Project Manager to file documents for recording with the Office of the Secretary of State. Jonathan Lewis seconded the motion, and the motion passed.

New Member Status

The Committee was informed that the ILR team had been in communication Hamilton County, and that an invitation to officially join ESS would be extended in the near future.

Proposed Legislation – Groundwater Hazard Statements and Smart Contracts

The Project Manager informed the Committee of discussions with stakeholders about legislation in 2022 was continuing. The Committee discussed recent legislation regarding Smart Documents and legalizing the use of distributed ledger technology to transfer assets. The Committee discussed how the public land registry could be affected.

Key Project Updates

Participants were provided with an update on various software developments.

The meeting was adjourned at 2:36 PM. The next Regular Meeting will be February 10, 2022.