

## **ESS Finance Subcommittee**

**January 6, 2022**

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

**Other Participants:** Katie New, Kati Ross, Lisa Long, Leah Champion, and Phil Dunshee

### **Meeting Summary**

The Subcommittee reviewed the December 13, 2021 meeting summary. Geralyn Greer made a motion to approve the meeting summary. Laura McKeever 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 customers. Lisa Long reported that she would be following up with the State Treasurer's office regarding the Fund 255 payment.

### **Monthly Payments Reports**

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

### **Fund 255 Reimbursement Invoice**

The Subcommittee reviewed and approved the monthly Fund 255 reimbursement invoice for January. Bills included CSI, \$7,453.55; Oasis, \$18,603.16, \$18,612.00 and \$15,032.45; We Write Code, \$16,355.00 and Lean Techniques, \$13,890.00 and \$13,500.00. Lisa Kent made a motion to approve the January Fund 255 Reimbursement invoice. Sheri Jones seconded, and the motion was approved.

### **Monthly Financial Reports**

The Subcommittee reviewed the November, 2021 Financial Reports. Amy Assink made a motion to approve the November, 2021 Financial Reports. Geralyn Greer seconded, and the motion was approved.

### **Oasis HR Transition**

The Project Manager provided an update on recent steps with Oasis HR company to transition all employees from Iowa County Records Association Employees to Electronic Services System employees.

### **BOA Account Modification Status**

The Project Manager provided an update on a possible transition from Bank of America to a different bank with treasury management experience. Bureaucratic requirements have delayed set up of a new account with BOA, and it is necessary to identify alternatives. An RFP will be developed to identify qualified applicants. Two Iowa Banks have been identified as possible respondents.

### **Development Services Update**

The Project Manager provided an update of recent development activities for the recorder interface including an updated restamping function, a process to change the stamp location and a few minor

workflow changes. An update on the progress on the Submitter interface was also provided. It was reported that the submitter interface was launched to a select group of beta testers before the holidays. Two e-submission 2.0 training webinars per week will take place through February. Webinar participants will be provided with a link to the new system to start submitting. This will provide for a gradual customer onboarding process. The Iowa Land Records team continues to work on training materials and resources for e-submission customers as they transition to the new interface.

#### **Other Project Updates**

The Project Manager reminded the subcommittee that as a result of the fee flexibly legislation passed last year that Iowa Land Records (ESS) was required to submit a report to the general assembly. The Iowa Land Records team is currently working on the report, and it will be delivered to key legislators on January 10<sup>th</sup>.

#### **December Metrics Review**

The Project Manager provided an update on December metrics. He reported that e-submission had decreased slightly but was still holding stable. It was noted that it is possible for interest rates to rise in March which could slow down the volume of recordings associated with refinance activities. The subcommittee was reminded that they had budgeted carefully to account for a possible slow down in activity, and that a budget amendment in May would allow for any necessary adjustments to the budget. Adoption of e-submission is up and should continue to grow as the new interface is launched.

The meeting was adjourned at 9:03 AM