

## ESS Finance Subcommittee

April 7, 2022

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

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

**Meeting Summary:** The Subcommittee reviewed the March 8, 2022 meeting summary. GERALYN Greer made a motion to approve the meeting summary. Sheri Jones seconded, and the motion was approved.

**Accounts Receivable Report:** Lisa Long reported that the Casey's issue had been resolved and payment should arrive soon, Johnson County had also been resolved. A follow up with Bergan KDV regarding Rasmussen and St. Ansgar will occur. The issue with Fund 255 is being resolved with the State Treasurer's office, the issue was related to incorrect amounts listed on the invoice.

### Monthly Payments Reports

The Project Manager presented the Subcommittee with the monthly payment reports for April. Stacie Herridge made a motion to approve the monthly payments reports. Laura McKeever seconded, and the motion was approved.

### Fund 255 Reimbursement Invoice

The Subcommittee reviewed and approved the monthly Fund 255 reimbursement invoice for March. Bills included: Oasis, \$26,523.84 and \$26,612.20; We Write Code, \$14,915.00 and Lean Techniques, \$12,600.00, \$12,600.00 and \$21,300.00. Sheri Jones made a motion to approve the March 2022 reimbursement invoice. Lisa Kent seconded, and the motion was approved.

### Monthly Financial Reports

The Subcommittee reviewed the February 2022 Financial Reports. GERALYN Greer made a motion to approve the February Financial Reports. Lisa Kent seconded, and the motion was approved.

### 2021 Audit Update

Lisa Long reported that the ILR team is currently work with the Bergan KDV team to prep for the upcoming 2021 audit. Part of the audit will include an updated report of software assets developed in 2021. The Project Manager provided the subcommittee with this report for review. The audit report will be completed by the end of July and will be presented to the Finance Subcommittee and ESS Coordinating Committee in August for review and approval. Stacie Herridge made a motion to approve the software assets report as presented. Jo Greiner seconded, and the motion was approved.

### Treasury Management RFI

The Project Manager reviewed the status of the treasury management RFI. He reported that he had received one response to the RFI. Another bank that was directly contacted declined to respond. It appears that the one bank who responded would have slightly lower service charges than our current provider and that they would be able to process NACHA files. However, the process may not be automated. The Project Manager asked the subcommittee for approval to take steps to set up an account with Bankers Trust, subject to final approval by the ESS Coordinating Committee in May. Sheri

Jones made a motion to authorize the ILR team proceed with the initial set-up for an account with Bankers Trust, subject to final approval by the ESS Coordinating Committee at their meeting in May. Jo Greiner seconded, and the motion was approved.

#### **Development Services Update**

The Project Manager provided an update regarding development. It was reported that development work with We Write Code has ended. The ILR team continues to work with Lean Techniques on payment and E-Submission Admin applications, but Phase 1 will be ending soon. The development team continues work on the image enhancement project which appears to be an improvement compared with the current process.

#### **March Metrics Review**

The volume of e-submissions in March were below 2021 levels but were still well above 2020 levels. The slight drop in the level of e-submissions can be related to current economic factors and the budget was set to account for an expected decrease in activity. In May the budget vs. actual values will be evaluated with the budget amendment that will be presented to the Finance Subcommittee and ESS Coordinating Committee.

The meeting was adjourned at 9:22 AM. The next meeting of the Finance Subcommittee will take place on May 5, 2022.