

ESS

Electronic Services System – Coordinating Committee Meeting

Agenda

Hybrid Meeting and Web Conference

8711 Windsor Parkway, Suite 2

Johnston, Iowa

August 9, 2022

10:00 A.M. to 2:00 P.M.

- **Welcome and Introductions**
- **May 10, 2022 – ESS Coordinating Committee Meeting Summary – Approval**
- **Financial Reports**
 - 2nd Quarter 2022 Financial Reports – Approval
 - CY 2021 Audit – Approval
 - Treasury Management Account and 990 Return Status
- **ILR Budget Review and Action**
 - Revenue/Expense Trends
 - BOA CY 2022 Budget Amendment – Approval
 - BOA Reserve Fund Expenditure Authorization
- **Contracts and Agreements**
 - Iowa Department of Revenue E-Submission Contract – Approval
 - ESS – ICRA Memorandum of Understanding – Approval
 - ESS – Multi-function Printer Lease Authorization – Approval
 - ESS – Phone Service Authorization – Approval
- **Governance Update**
 - Annual Report to Supervisors
 - Stakeholder Meetings Update
- **Policies and Procedures**
 - ESS Employee Handbook – Approval
 - Policies and Procedures Update - Chapter 8 – Approval
- **Communications Update**
 - Deputies Conference
 - System Operation Notifications
 - Records Manual Updates
- **Software Development Update**
 - Groundwater Hazard Update
 - Recorder Decline Action Workflow Changes
 - Support Backlog
 - E-Submission API Development and Assistance/Portal Infrastructure
 - Review of Focus Group Discussions and Preliminary Survey Results
- **PRIA Policy Discussion Update**
 - Policy Request and Operating Rules
- **Adjourn**

Next Regular Meeting November 10, 2022

Deputies Conference – September 22