

# 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.

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- **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
  - ESS – Office 365 Tenant Migration – Approval
- **Governance Update**
  - Annual Report to Supervisors
  - Stakeholder Meetings Update
- **Policies and Procedures**
  - ESS Employee Handbook – Approval
  - Policies and Procedures Update - Chapter 8 – Approval
  - Processes for Documents Filed in Multiple Counties
- **Communications Update**
  - Deputies Conference
  - System Operation Notifications
  - Recorders 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**