

## ESS Coordinating Committee

### Meeting Summary

December 21, 2022

#### Participants

Julie Haggerty, Polk County Recorder  
Natalie Steffener, Des Moines County Recorder  
Denise Baker, Wright County Recorder  
Melissa Bahnsen, Cedar County Recorder  
Lindsay Laufersweiler, Webster County Recorder

David Erickson, Dentons Davis Brown  
Eric Sloan, ICIT  
Jolynn Goodchild, Plymouth County Recorder  
Jamie Stargell, Adams County Recorder

#### Other Participants

Sheri Jones, Jones County Recorder  
Phil Dunshee, Iowa Land Records

Lisa Long, Iowa Land Records  
Census Lo-Liyong, Iowa Land Records

#### Welcome

A meeting of the ESS Coordinating Committee was held via web conference. The meeting was called to order by Julie Haggerty, Polk County Recorder.

#### Meeting Summary

The November 10, 2022, meeting summary was reviewed. Lindsay Laufersweiler made a motion to approve the meeting summary as presented. Natalie Steffener seconded, and the motion was approved.

#### ESS Employment Authorization

The Committee received an update on the search for a Communications and Marketing Coordinator. The Project Manager identified Kristen Delany-Cole as a candidate for the position. Committee members reviewed the candidate's resume and discussed qualifications and work history. Authorization to proceed with the hiring and onboarding process was requested. Jolynn Goodchild motioned to approve the employment of Kristen Delany-Cole as the ESS/ILR Communications and Marketing Coordinator. Lindsay Laufersweiler seconded, and the motion was approved.

#### Bergan KDV CY 2023 Engagement

Action on the renewal of an engagement agreement with Bergan KDV for bookkeeping, tax preparation and CPA services was deferred at the November 10, 2022, meeting of the ESS Coordinating Committee. After several discussions with Bergan KDV management, it was determined that terms for an annual renewal of the engagement would not be achieved. In lieu of a full engagement, a plan for a short-term extension to facilitate a transition to alternative arrangements was developed. The Project Manager presented a three-month agreement for the period of January through March 2023. Thereafter it could be extended on a month-to-month basis until alternative arrangements can be implemented. Denise Baker moved to approve the proposed short-term extension as presented. Lindsay Laufersweiler seconded, and the motion was approved.

### **Subcommittee Nominations**

ESS Coordinating Committee members were presented with a slate of nominees for service on the Finance, Standards and Communications Subcommittees. The nominees were advanced by the respective districts of the Iowa County Recorders Association. While nominations from District 5 for representation on the Finance and Standards subcommittees are still pending, it was recommended that the Committee proceed with the nominations that were complete. Jolynn Goodchild made a motion to approve the appointment of the nominees as presented. Denise Baker seconded, and the motion was approved. Appointments for District 5 will be handled at a future meeting of the ESS Coordinating Committee.

### **ESS Updates**

#### **Stakeholder and Legislative Update**

The committee was informed about progress made on three policy initiatives. ESS is pursuing two legislative priorities concerning the website Terms of Use and authorization for the use of batch transfers and an application programming interface (API) for specific purposes. Both concepts appear to have support from stakeholders and work is underway to file study bills in the House and Senate.

ICRA has proposed a technical change to policies concerning who should file Trade Name documents with Iowa counties. The proposed change is currently being researched and reviewed with stakeholders.

#### **Document Formatting Policy Review Process**

A special working group will be formed in 2023 to review document formatting standards. The group process will start in January. Several virtual meetings are anticipated with a tentative completion date of April 2023.

#### **Software Development Updates**

The transition to Two Factor Authentication was implemented on the 16<sup>th</sup> of December for all Recorders. Implementation will be expanded to include all submitters sometime in January. The software development teams will soon be working to modify the company and user management structure for the search application, and a new REST API is being developed for the county upload processing (replacing the current LCM and SOAP API). The redesign of the search application will be next in line for development when these steps are completed.

#### **PRIA**

Lindsay Laufersweiler reported that the PRIA Board of Directors had approved the creation of a working group on Blockchain and distributed ledger technology. The ILR team will be engaging with the process.

The meeting was adjourned at 2:40 PM. The next regular meeting will be **February 16<sup>th</sup>, 2023**.