

ESS Coordinating Committee

Meeting Summary

February 1, 2023

Participants

Nancy Booten, Lee County	Julie Haggerty, Polk County Recorder
David Erickson, Dentons Davis Brown	Denise Baker, Wright County Recorder
Natalie Steffener, Des Moines County Recorder	Melissa Bahnsen, Cedar County Recorder
Jolynn Goodchild, Plymouth County Recorder	Eric Sloan, ICIT
Lindsay Laufersweiler, Webster County Recorder	

Other Participants

Sheri Jones, Jones County Recorder	Lisa Long, Iowa Land Records
Phil Dunshee, Iowa Land Records	Census Lo-Liyong, Iowa Land Records
Corrie Strasser, Iowa Land Records	Kristen Delany-Cole, Iowa Land Records

Welcome

A meeting of the ESS Coordinating Committee was held via web conference. The meeting was called to order by Chair Nancy Booten and introductions were made.

Meeting Summary

The December 21, 2022, meeting summary was reviewed. Denise Baker made a motion to approve the meeting summary as presented. Jolyn Goodchild seconded, and the motion was approved.

ESS Contracts and Agreements and Employee Search

Accounting Services Firm or Accounting Coordinator Position

At the previous ESS meeting the engagement with Bergan KDV was extended for 3 months. The extension was intended to be a transitional plan as ESS and Bergan KDV had reached an impasse regarding terms for any longer-term extension. Based on this action, it is necessary for ESS to secure alternative professional accounting services. This may come in the form of a new arrangement with an accounting firm, or the employment of a full-time accountant on the ESS team. The Committee was presented with two recommended actions.

1. Issue an RFQ to seek the services of a accounting firm to provide bookkeeping and other accounting services, or
2. Post a position description and solicit applications for employment.

It was proposed that both actions be conducted concurrently, and that proposals and applications would be considered. The option that provided the best path forward for ESS would be selected.

Authorization to proceed with both the job posting and the issuance of an RFQ was requested. Lindsay Laufersweiler made a motion to authorize the concurrent actions. Jolynn Goodchild seconded, and the motion was approved.

Subcommittee Nominations

ESS Coordinating Committee members were presented with the nominees from District 5 of the Iowa County Recorders Association for service on the Finance and Standards Subcommittees. Julie Haggerty made a motion to approve the appointment of the nominees as presented. Denise Baker seconded, and the motion was approved. Appointments for all ESS Subcommittees are now complete for 2023.

ESS Updates

Legislative Update

The committee was informed about progress made on the two ESS legislative priorities. ESS is pursuing legislation concerning the website Terms of Use, and also authorization for the use of batch transfers and an application programming interface (API) for specific purposes. The proposals were developed with extensive discussions among ESS stakeholders. A Senate Study Bill was introduced on January 12, 2023 thanks to our government relations team from the Rafferty Group (Nick Lanning and Bob Rafferty). The bill was approved by the Senate Local Government Committee phase with a minor amendment and it has been renumbered as [SF 141](#). Senate File 141 has now been assigned to the Ways and Means Committee. It is hoped that a companion bill will be filed in the House.

ICRA had 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, and discussions were previously held with the office of the Secretary of State. A conference call was also recently held with representatives from the Treasurer's affiliate. We will be working with ISBA real estate and business sections to continue the planning process.

It was reported that Megan Clyman had stepped forward to replace John Murphy and serve as one of the legislative liaisons for the Association. Stacie Herridge, Megan Clyman and Census Lo-Liyong have established a working schedule with regular meetings every Friday to discuss bills and ICRA declarations.

Document Formatting Policy Review Process

A special working group has been formed to review document formatting standards. The group discussions will start during the Standards Subcommittee meeting scheduled for February 2, 2023. Several virtual meetings are anticipated with a tentative completion date of April, 2023.

Software Development Updates

The transition to Two Factor Authentication has implemented for all Recorders and submitter administrators. Recorders had requested a "lock" function to notify users when others have accessed a document or group in E-Submission. The "lock" function is now operational. The software development teams are working on to modify the company and user management structure for the search application, and to redesign the search application. A second round of stakeholder focus group discussions will be organized soon to discuss plans for the new search application. It was also reported that ILR had experienced issues with a transition to a new merchant ID for ESS. These issues had caused a delay in charges to some. This issue was been resolved.

The meeting was adjourned at 10:30 AM. The next regular meeting will be **February 16th, 2023**.