

**Standards Subcommittee
Meeting Summary
February 2, 2023**

Participants

Ashten Wittrock, Carroll County Recorder
Naomi Ellis, Marion County Recorder
Joan McClamant, Linn County Recorder

Jayne Schultz, Winneshiek County Recorder
Jolynn Goodchild, Plymouth County Recorder
Katie Carlton, Union County Recorder

Other Participants

Sheri Jones, Jones County Recorder
Katie Carlton, Union County Recorder
Deb McDonald, Greene County Recorder
June Brady, Hancock County Recorder
Travis Case, Grundy County Recorder
Sheri Jones, Jones County Recorder
Tracy Marshall, Hancock County Recorder
Miranda Bills, Audubon County Recorder
Phil Dunshee, Iowa Land Records
Corrie Strasser, Iowa Land Records

Nancy Booten, Lee County Recorder
Stacie Herridge, Story County Recorder
Jamie Stargell, Adams County Recorder
Lisa Kent, Wapello County Recorder
Toni Wilkinson, Franklin County Recorder
Sue Meyer, Clayton County Recorder
Dianna Longhenry, Poweshiek County Recorder
Kristen Delany-Cole, Iowa Land Records
Census Lo-Liyong, Iowa Land Records
Lisa Long, Iowa Land Records

Welcome

A meeting of the ESS Standards Subcommittee was held through teleconference. This meeting included the regular ESS Standards and the first meeting of the formatting standards team.

July Meeting Summary

The Subcommittee reviewed the October 18, 2022, meeting summary. Katie Carlton made a motion to approve the meeting summary. Joan McClamant seconded, and the motion was approved.

Committee Nominations and Appointments

The final list of the members of the Standards subcommittee was appointed at the ESS Coordinating meeting held on the 1st of February 2023. Jolynn Goodchild was re-elected; Naomi Ellis and Katie Carlton were appointed as new members of the subcommittee.

ESS Treasury Management Update

The Project Manager updated that the transition of accounts from Bank of America to Bankers Trust is successful. A new Bankers Trust account was set up for the Electronic Services System and \$450,000 has been transferred so far. ILR staff completed a NACHA file prototype and submitted it to Bankers Trust for testing. The next phase involves modifying daily NACHA and accounting files. The Bank of America account will be closed by year-end.

ESS Contracts and Agreements and Employee Search

Accounting Services Firm or Accounting Coordinator Position

At the previous ESS meeting, Bergan KDV's engagement was extended for 3 months as a transitional plan.

ESS needs to secure alternative professional accounting services, either through a new arrangement with an accounting firm or by hiring a full-time accountant. The Committee was informed about two recommended actions: hiring an accounting service firm or an accounting coordinator. The request for authorization will be presented at the ESS Coordinating meeting on February 16, 2023.

Legislative Update

SF 141 - ESS Terms of Use and ESS API and Batch Transfer Authorizations

The committee was updated on progress made on two ESS legislative priorities concerning website Terms of Use and authorization for batch transfers and an API for specific purposes. A Senate Study Bill was introduced on January 12, 2023 by the Rafferty Group and it was approved by the Senate Local Government Committee with a minor amendment. It has been renumbered as [SF 141](#) and assigned to the Ways and Means Committee. A companion bill is hoped to be filed in the House.

Trade Names

In 2022, ICRA proposed a technical change to policies on who should file Trade Name documents with Iowa counties. The changes are being researched and reviewed with stakeholders, including the Secretary of State's office and the Treasurer's affiliate. Going forward, ISBA real estate and business sections will be involved in the planning process.

Megan Clyman replaced John Murphy as one of the legislative liaisons for the Association and has established a working schedule with Stacie Herridge and Census Lo-Liyong to discuss bills and ICRA declarations.

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 concurrent actions. Jolynn Goodchild seconded, and the motion was approved.

Policies & Procedures (Formatting Standards)

Formatting Standards Discussion

The formatting standards working group held its first discussion on reviewing and proposing changes to the fundamentals of each standard. Most standards were developed for traditional recording practices, but the process is moving to electronic filing for more consistency across counties. The Subcommittee was

presented with several topics for future consideration, including document formatting standards and the policy to accept minor variations from formatting requirements. Other topics concerned variations in practices and policies that could be improved to serve customers better. No action was taken, and the topics were considered for discussion only.

Current Formatting Standards

The subcommittee and working group were presented with a list of the current standards and the companion ILR policy and procedures. The group evaluated a number of the standards and proposed changes.

Next Meeting Dates

A schedule of the formatting group was also presented, the group will meet twice before presenting their proposal at the Standards meeting April 20, 2023. The proposed dates are March 2, 7, 8, 23, 28, 30 and April 4, 11. Recorders are encouraged to review the formatting standards prior to the meeting and propose changes.

Software Development Updates – User Administration Functions

The transition to Two Factor Authentication was 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 to modify the company and user management structure for the search application and redesign it. A second round of stakeholder focus group discussions will be organized to discuss plans for the new search application. ILR experienced issues with a transition to a new merchant ID for ESS, causing a delay in charges to some. This issue has been resolved.

Search Engine Development Planning

The Subcommittee was informed that ILR will hold additional meetings with stakeholders and customers to discuss future updates to the Search application. A presentation outline was shared with the Subcommittee. The team was advised to consider the potential effects on county revenues if policies on “batch transfers” were changed. These issues will be accounted for in the planning process.

The meeting was adjourned at 12 PM.

Next Meeting: April 20, 2023 (Regular Meeting)