

ESS

Electronic Services System – Coordinating Committee Meeting

Agenda

Hybrid Meeting and Web Conference

8711 Windsor Parkway, Suite 2

Johnston, Iowa

February 15, 2024

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

- Welcome and Introductions
- December 12, 2023 – ESS Coordinating Committee Meeting Summary – Approval
- ESS Election of Officers – Approval
- Treasury Management Update
 - 2024 BT Banking Resolution
- Financial Reports – Approval
 - BT 2023 4th Quarter and YTD Reports
 - Operating Cost Updates
- CY 2024 Budget Amendment – Approval
- Assignment of Credits for E-Submission – Approval
 - 2023 Metrics Review
- Contracts and Agreements
 - Audit Engagement – Denman– Approval
 - POS System Agreement - Approval
 - ILR Staff Appointment - Approval
 - ILR Staff Compensation – Approval
 - Employee Handbook Update – PTO for Part-Time Staff – Approval
- Policies and Procedures
 - Review Summary – 331.606B
 - Data Normalization – Chapter 2
 - Associated Reference Update – Chapter 3– Approval
 - Parcel Identification Number Update – Chapter 3– Approval
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- Legislative Update
- Fee Policy and Modernization Update
 - Initiative Review
- Project Updates
 - Admin2 Application Update
 - Search Application Transition Update
 - E-Submission API
 - County Upload API
 - ILR Cloud Migration – Firewall
 - External Submitter API
- PRIA Update
- Adjourn - Next Regular Meeting May 15, 2024