

**ESS Coordinating Committee Web Conference Meeting Summary
December 12, 2023**

Participants

Nancy Booten, Lee County Recorder
Lindsay Laufersweiler, Webster County Recorder
Natalie Steffener, Des Moines County Recorder
Dillon Malone, Iowa Title Guaranty

Jolynn Goodchild, Plymouth County Recorder
Melissa Bahnsen, Cedar County Recorder
Julie Haggerty, Polk County Recorder
Eric Sloan, IT Boone County

Other Participants

Sheri Jones, Jones County Recorder
Sue Meyer, Clayton County Recorder
Caroline Siebrecht, Linn County Recorder
Jayne Schultz, Winneshiek County Recorder
Phil Dunshee, Iowa Land Records
Kay Kelleher, Iowa Land Records
Jeff Short, LightEdge

Stacie Herridge, Story County Recorder
Amy Assink, Floyd County Recorder
Lisa Kent, Wapello County Recorder
Lisa Long, Iowa Land Records
Census Lo-liyong, Iowa Land Records
Kelly Wallace, Iowa Land Records

Welcome

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

November 9, Meeting Summary

The meeting summary from November 9 was reviewed by the committee. Melissa Bahnsen made a motion to approve the meeting summary as presented. Lindsay Laufersweiler seconded, and the motion was approved.

Contracts and Agreements

Agreement for Enterprise Cloud Services

A recommendation was presented to the Coordinating Committee for a transition from physical computing equipment owned and managed by ESS to a hosted cloud service managed by LightEdge. The proposed monthly fee of \$7,981.25 includes equipment, virtual machines, firewall and switching, storage, backup storage, and internet bandwidth.

LightEdge would take on the primary operational role, with Kelly Wallace (ESS Technical Lead) serving as the main administrator, overseeing activity monitoring, license maintenance, patching, and ensuring redundancy in case of equipment failure. This proposal represents a departure from owning and managing equipment, marking a significant stride in reshaping the organization's technology infrastructure approach.

A request was made to the Coordinating Committee to approve the 36-month agreement with LightEdge. Lindsay Laufersweiler made a motion to approve the LightEdge agreement. Julie Haggerty seconded the motion, and it was approved.

Agreement for Office IT Services

The Project Manager presented a recommendation to select Iowa Solutions to provide office IT Services to the ESS team. ESS completed a review of proposals for office IT support services (supporting the desktop devices, office 365 software, file storage, backup, and security). A Request for Qualifications (RFQ) process resulted in the identification of two vendors, Iowa Solutions and Dymin as the best fit for ESS IT support needs. Iowa Solutions was selected as the vendor at an initial onboard cost of \$1,555.00 with a recurring monthly amount of up to \$415.00.

A request was made to approve a 12-month agreement with Iowa Solutions. Julie Haggarty made a motion to approve the agreement. Jolyn Goodchild seconded the motion, and it was approved.

ESS/Enterprise Iowa MOU Update

An amendment to a memorandum of understanding between ESS and Enterprise Iowa was presented for consideration. The amendment relates to the operation of the office environment and a clarification of responsibilities assigned to Enterprise Iowa and not to ESS. Specifically, Enterprise Iowa will be financially responsible for providing the firewall, switch and wireless access infrastructure and any support services required for that infrastructure.

Lindsay Laufersweiler made a motion to approve the ESS/Enterprise Iowa MOU amendment concerning the office technology infrastructure. Julie Haggarty seconded the motion, and it was approved.

ESS Alternative Office Space Update

ESS staff had been assigned the task of researching alternative office space. The ESS Coordinating Committee received an interim update and report on the review of 6 office locations thus far. The staff was encouraged to continue their research and report back at the February 2024 ESS Coordinating Committee meeting. No action was taken.

Point of Sales System Review

The ESS Coordinating Committee was informed that staff is currently reviewing payment costs for gateway and point-of-sale credit/debit card payments. The review will include options for securing alternative, updated payment terminal equipment. It was noted that discussions were occurring with Professional Solutions, the credit card payment provider for E-Submission services. The research will continue with a potential recommendation at the February 2024 meeting.

The meeting was adjourned. The next regular meeting will be **February 15, 2024**.