

**ESS Coordinating Committee  
Meeting Summary  
July 21, 2023**

**Participants**

Nancy Booten, Lee County Recorder	Denise Baker, Wright County Recorder
Jolynn Goodchild, Plymouth County Recorder	Melissa Bahnsen, Cedar County Recorder
Natalie Steffener, Des Moines County Recorder	Dillon Malone, ITG
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	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 Nancy Booten. The Committee received a brief project status report. More than half of all E-Submission organizations have been enabled to access and use the new search application, and the ILR team is working to assist the remaining organizations with the transition.

**Reserve Fund Expenditure Authorization**

The special meeting was held to consider a recommendation to authorize a limited Phase 3 project to address software bugs and other workflow issues that have been discovered since the new systems have been moved into production. These should be fixed as soon as possible.

The ILR internal development team is currently focused on system maintenance, infrastructure and operational issues including the transition to a new API for local service providers. External software support is necessary and available.

Three actions were requested.

- A new reserve fund expenditure authorization for the period of July 21, 2023, to December 31, 2023, in the amount of \$54,000.00
- General approval to establish work authorizations with vendor personnel as schedules and resources allow during this same period
- Approval of a specific work authorization with Lean Techniques for the period of July 21 through July 31 in the amount of \$10,500.00

As needed, additional work authorizations for other necessary software developments may be implemented during the remainder of the calendar year.

Lindsay Laufersweiler made a motion to approve the three actions included in the Phase 3 authorization request. Denise Baker seconded the motion, and the motion was approved.

The meeting was adjourned. The next regular meeting will be **August 8, 2023**.