

**Standards Subcommittee Teleconference Meeting Summary
April 17, 2025**

Participants

Jayne Schultz, Winneshiek County Recorder
Carolyn Siebrecht, Linn County Recorder
Cathy Voith, Calhoun County Recorder

Samantha Boothby, Cherokee County Recorder
Katie Carlton, Union County Recorder

Other Participants

Nancy Booten, Lee County Recorder
Erin Canfield, Boone County Recorder
Diane Amundson, Humboldt County Recorder
Andrew Moats, Pottawattamie County Recorder
Melissa Thurm, Bremer County Recorder
Karen Mathis, Allamakee County Recorder
Denise Baker, Wright County Recorder
Carol Ann Langreck, Fayette County Deputy Recorder
Keri Stepan, Fayette County Deputy Recorder
Shirley Troyna, Chickasaw County Recorder
Josie Fettkether, Clayton County Recorder
Tracy Marshall, Hancock County Recorder
Teresa Olson, Worth County Recorder

Amy Assink, Floyd County Recorder
Sheri Jones, Jones County Recorder
Janice Jacobs, Butler County Recorder
ReNae Arnold, Dallas County Recorder
Roxann Vokaty, Howard County Recorder
Kristie Reiersen, Fayette County Recorder
Stacie Herridge, Story County Recorder
Sara Skelton, Scott County Recorder
Ann Ditsworth, Dickinson County Recorder
Shanna Eastvold, Winnebago County Recorder
Hannah Elliot, Mitchell County Recorder
Jolene Hickle, Worth County Deputy Recorder

Patty Hinnners, Scott County Recorder Staff
Lucas Beenken, ISAC

Emily (no last name), Guest
Angela Davidson, Guest

Lisa Long, Iowa Land Records
Census Lo-liyong, Iowa Land Records
Kristen Delany-Cole, Iowa Land Records

Phil Dunshee, Iowa Land Records
Samantha McMahon, Iowa Land Records
Corrie Strasser, Iowa Land Records

Welcome

The ESS Standards Subcommittee convened via web conference.

January Meeting Summary

The Subcommittee reviewed the January 23, 2025, meeting summary. Carolyn Siebrecht made a motion to approve the meeting summary. Cathy Voith seconded, and the motion was approved.

Policies and Procedures

Terms of Service – Active and Inactive Accounts

The Standards Subcommittee was presented with a proposed amendment to Chapter 7 of the ESS Policies and Procedures concerning the Terms of Service. The policy changes would more clearly communicate what happens when a user account becomes inactive.

- Organization administrators can reactivate accounts when necessary.
- Individual users can request a new account with the assistance of an ESS/ILR customer support representative.

When a user account is reactivated (or created anew), the same username can be assigned, but only if it has not been taken by another user in the meantime. During the period when a user is considered inactive (or deactivated) it is possible for another new user to claim a username. ESS and Iowa Land Records do not reserve a username for any specific user. If a user wishes to keep their username, it is necessary for them to keep their account active (by using the system). Keeping usernames is not assured

when an account is reactivated (created anew). This is current practice, but the Terms of Service do not spell this out explicitly. The ILR team suggests that Chapter 7 of the Policies and Procedures should more clearly communicate how deactivation and inactivity can affect username assignments.

The essence of the proposed change to the Terms of Service is to clearly state the policy for assigning usernames. A new subsection would be added to Section 7.10. It reads as follows.

7.10 (2) An authorized user of the ESS Central Authentication Service and any associated applications is required to select an available username (ID) for the purposes of identification and login functions. ESS usernames are solely owned by ESS, and any username, when selected by an authorized user, is granted with the permission of ESS. An authorized user has no right to a particular username. All users are required to remain active and log in at least once within 120 calendar days since the previous login. A user will automatically be removed if this periodic login requirement is not fulfilled.

If a user access privilege is revoked as provided in section 7.8 of the ESS Policies and Procedures, or if a user is removed due to inactivity or for any other reason, then the privilege to be identified with a particular username is terminated. If user access to the ESS Central Authentication Service and the associated applications is reinstated, then a user may request the use of the previously assigned username, if it has not been assigned to another user.

The revisions to Chapter 7 also include clarifications for the following actions: “organization deactivation” “user deactivation” and “user removal”.

The Subcommittee was asked to approve the proposed amendment and advance it to the ESS Coordinating Committee for action. Cathy Voith made a motion to approve it, and Carolyn Siebrecht seconded the motion. The motion was approved.

Contracts and Agreements

The ESS Standards Subcommittee received an update on the local service provider agreement process, noting that most agreements for this cycle are nearly complete. Master agreements were signed with the primary local land record management service providers including Solutions/Harris, Tyler, Cott, and DevNet. Discussions were underway with Avenu and Daida.

One exception is Fidlar, which notified the ESS team in February of its intent to withdraw from the support agreement with ESS. Fidlar informed ESS of its decision to remove itself from service provider support agreement after June 30, 2025; communication and support will continue through technical channels. Future API rules may be codified in policy due to changes in vendor relationships.

Legislative Process

The ESS Standards Subcommittee received an update on the status of legislation related to recording fees the Electronic Services System and document formatting and indexing requirements. The Subcommittee received a copy of SF 371, which had been proposed by ESS and the Iowa County Recorders Association. The Subcommittee also received a thorough report on the content and status of HF328 which had been amended and approved by the House Ways and Means Committee. The bill was then re-numbered as HF1031. The main topics covered in the House bill were reviewed including proposed changes to the base recording fee, the recorders technology fund, the ESS 28E agreement and provisions for opting out of the agreement, and provisions relating to the purposes of and the funding for the Electronic Services System and Iowa Land Records. Questions were accepted from the session chat pod and answered. The document formatting and indexing standards were also briefly discussed.

Policy Topics

The legislative debate provided the background for a discussion of several relevant topics which were summarized in four memos presented by the Project Manager. The topics were as follows.

- Processes for making changes to ESS software applications
- ESS Standards and the expressed desire by some counties to have “options”
- Standard Recording Reference Numbers – Rationale
- Electronic Recording of Trade Name Documents

During the discussion, some participants identified changes that they would like to see in the ILR applications.

- A search option for E-Submission documents by date in addition to the options for searches by submitter or group name
- The ability to reject a group in one action (without declining each individual document first)
- Exploring options for allowing one-time users to submit documents online, such as trade name filings with the expectation that authentication of users would be important to prevent fraud.

Participants were encouraged to share any additional suggestions for improving ILR software applications.

ESS Standards Subcommittee members were invited to consider the topics and the questions that were presented with each. The discussion may be continued at future meetings of the Subcommittee.

The meeting was adjourned. The next Standards Subcommittee meeting will be held virtually on **Thursday, July 17, 2025, from 10:00 AM to 12:00 PM.**