

# ESS

Electronic Services System – Coordinating Committee Meeting

## Agenda

8711 Windsor Parkway, Suite 2

Johnston, Iowa 50131

May 9, 2019

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

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- **Welcome and Introductions**
- **February 7, 2019 – ESS Coordinating Committee Meeting Summary – Approval**
- **Financial Reports**
  - BOA 2019 1st Quarter and YTD Report
  - Fund 255 FY 2019 3rd Quarter Report
  - CY 2018 Audit, 990 Return Status
- **ESS Budgets**
  - Revenue Trends – Discussion
  - Fund 255 FY 2019 Final Budget Amendment – Approval
  - Fund 255 FY 2020 Budget – Approval
  - BOA CY 2019 Budget Amendment - Approval
- **Contracts and Agreements**
  - Local Service Provider Maintenance Agreement Renewals – Approval
  - External Submitter Agreement Renewals – Approval
  - Brick Gentry – FY 2019 Retainer – Approval
  - Professional Solutions Contract Amendment – Approval
  - Content Management and Web Development Agreement – Approval
  - ILR Staff Compensation Adjustments – Discussion
  - Enterprise Iowa Contract and MOU Amendment – Discussion
  - FY 2019 Maintenance Invoices – Discussion
- **Policies and Procedures**
  - Reserve Fund Policies (1.7(6)) – Approval
  - Financial Procedure Policies – Approval
  - Remote Notarization – Discussion
  - Groundwater Hazard Best Practices – Discussion
  - Document Retention Policy – Discussion
  - Certified Copies Best Practices – Discussion
- **Key Project Updates**
  - E-Submission 2.0 Recorders' Interface – Testing and Production – Approval
- **Other Project Updates**
  - CRM and 2019 Campaign Status
    - County Recorder E-Submission Campaign
    - February Webinar Campaign & SLSI and Drake Law Campaign
  - IRS Safeguard Update
  - Legislative Update – Bob Rafferty
- **PRIA Update**
  - Document Rejections
  - PRIA Strategic Planning Update
- **Adjourn - Next Regular Meeting August 8, 2019**