

# ESS

Electronic Services System – Coordinating Committee Meeting

## Agenda

8711 Windsor Parkway, Suite 2

Johnston, Iowa 50131

August 8, 2019

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

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- **Welcome and Introductions**
- **June 26, 2019 – ESS Coordinating Committee Meeting Summary – Approval**
- **Financial Reports**
  - **BOA 2019 2nd Quarter and YTD Report and Fund 255 FY 2019 4th Quarter Report and YTD Report – Approval**
  - **CY 2018 Audit – Approval**
  - **990 Return Status – Approval**
- **Contracts and Agreements**
  - **Local Service Provider Maintenance Agreement Renewals – Discussion**
  - **FY 2019 Maintenance Invoices – Discussion**
  - **Department of Revenue – E-Submission Agreement – Approval**
- **Policies and Procedures**
  - **POS Surcharge Policy – Charge and Gift Cards – Approval**
  - **2019 Policies and Procedures Update – Discussion**
  - **PCI and Security Policies Update – Discussion**
  - **Recent Recording Topics - Discussion**
- **Key Project Updates**
  - **E-Submission 2.0 Recorders' Interface – Discussion**
    - **Production Schedule**
  - **Web Design and Content Management – Discussion**
- **Other Project Updates**
  - **2019 Fall Campaign Plan**
    - **County Recorder E-Submission Campaign**
  - **IRS Safeguard Update**
  - **Stakeholder Update – Bob Rafferty**
  - **ICRA Discussion Board**
- **PRIA Update**
  - **Document Rejections**
  - **PRIA Bylaws**
- **Adjourn - Next Regular Meeting November 7, 2019**