

# ESS

Electronic Services System – Coordinating Committee Meeting

## Agenda

Teleconference

September 19, 2019

10:00 A.M. to 10:30 A.M.

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- **Welcome and Introductions**
- **August 8, 2019 – ESS Coordinating Committee Meeting Summary – Approval**
- **Contracts and Agreements**
  - **ILR Staff Compensation Adjustment – Approval**
  - **ILR Staff Hiring Authorization – Approval**
- **Content Management Update – Discussion**
- **Adjourn - Next Regular Meeting November 7, 2019**

**Electronic Services System  
Coordinating Committee  
Meeting Summary  
August 8, 2019**

**Participants**

Kathy Jurries, Calhoun County Recorder, Chair  
Deb Roberts, Floyd County Recorder

Julie Haggerty, Polk County Recorder  
Travis Case, Grundy County Recorder

Lisa Long, Iowa Land Records  
Phil Dunshee, Iowa Land Records  
Gary Wilgenbusch, Bergan KDV

Kati Ross, Iowa Land Records  
Leah Champion, Iowa Land Records  
Robert Endris, Denman & Company

**Committee Members Participating Via Teleconference**

Diane Swoboda Peterson, Woodbury County Recorder  
Melissa Bahnsen, Cedar County Recorder  
Eric Sloan, ICIT

Janelle Schneider, Adair County Recorder  
Nancy Booten, Lee County Recorder  
Dave Rubow, ILTA

**Welcome**

The meeting of the ESS Coordinating Committee was held at the Iowa Land Records office and via teleconference. The meeting was called to order by Kathy Jurries and introductions were made.

**Meeting Summary**

The June 26, 2019 Meeting Summary was reviewed. Julie Haggerty made a motion to approve the Meeting Summary. Deb Roberts seconded, and the motion was approved.

**Financial Reports**

**BOA 2019 2nd Quarter and YTD Report and Fund 255 FY 2019 4th Quarter Report and YTD Report**

The Committee reviewed the BOA 2019 Second Quarter report and year-to-date report as well as the Fund 255 FY 2019 Fourth Quarter and year-to-date report. Julie Haggerty made a motion to approve the BOA and Fund 255 financial reports. Janelle Schneider seconded, and the motion was approved.

**CY 2018 Final Audit Report**

Robert Endris with Denman & Company presented the committee with the detailed audit report. The audit stated that the financial statements “present fairly, in all material respects, the financial position of Electronic Services System”. The Committee reviewed the report. Deb Roberts made a motion to accepted and approve the 2018 Calendar Year Final Audit Report. Julie Haggerty seconded, and the motion was approved.

**990 Return Status**

Gary Wilgenbusch provided an overview of the 990 Form, which consolidates ESS activity with the Iowa County Recorders Association activity. The return is a high-level summary differentiating the financial activity of ESS against activity of ICRA. Suggested Governing Body and Management policies were discussed. The return outlines expenditures and balances sheets combined for the two entities. The return notes that two different audits occur for BOA and 255. Deb Roberts made a motion to authorize the 990 Return for filing. Julie Haggerty seconded, and the motion was approved.

## **Contracts and Agreements**

### **Local Service Provider Maintenance Agreement Renewals**

The Committee was updated on the status of local service provider maintenance agreements. All but one contract has been signed and returned, but communications are open with the vendor.

### **Department of Revenue – E-Submission Agreement**

The Project Manager recommended a one-year extension on the agreement with the Iowa Department of Revenue until August 31, 2020. A motion was made by Deb Roberts to approve the contract extension. The motion was seconded by Julie Haggerty and was approved. In the future this may be converted to a 28E agreement.

## **Policies and Procedures**

### **POS Surcharge Policy – Charge and Gift Cards**

A proposed amendment to chapter 1 of the policies and procedures was presented to clarify the process for handling a charge card or a gift card for a point of sale transaction. These cards do not process correctly and the surcharge is not applied. The policy specifies the instructions for ensuring that the surcharge is added so that county balances are accurate. The proposed policy would be effective September 1, 2019. A motion to approve the policy was made by Julie Haggerty. It was seconded by Deb Roberts, and the motion was approved.

### **2019 Policies and Procedures Update**

The committee was informed that there are no substantive changes to policy pending. Staff is working on updating the master Policies and Procedures document to reflect all recently approved changes.

### **PCI and Securities Policies Update**

The Project Manager updated the committee on the recent web security testing for the E-Submission payment system. Reports came back that our web server is safe, which allows Iowa Land Records to display the Security Metrics logo on our website to let users know that we have passed their PCI compliance scan. Further work to complete the PCI self-assessment is underway.

### **Recent Recording Topics**

Recorders were presented with examples of recently submitted documents in order to facilitate a discussion about standards and best practices. The topics will be referred to the Standards Subcommittee for further review.

## **Key Project Updates**

### **E-Submission 2.0 Recorders' Interface**

The Iowa Land Records team provided a demonstration of the most recent updates applied to the E-Submission 2.0 Recorders' Interface. The committee was also given an update regarding the expected production timeline.

### **Web Design and Content Management**

Director of Marketing and Communications, Kati Ross, provided the committee with information regarding the web design process for the new content management system.

### **Other Project Updates**

#### **2019 Fall Campaign Plan**

Kati Ross provided information about the upcoming communications campaigns.

#### **IRS Safeguard Update**

A memo was provided to the Department of Revenue in July. It described the ESS policy concerning Document Retention and Destruction with respect to the purging of electronically submitted documents which may include confidential taxpayer information. Department of Revenue Systems will be changing in the future, so on-site reviews may no longer be necessary.

#### **Stakeholder Update**

Bob Rafferty provided an update to the committee regarding outreach strategy. There was additional discussion regarding recent legislation and the upcoming 2020 election.

#### **PRIA Update**

##### **Document Rejections**

The Project Manager provided an update to the committee regarding the status of the PRIA document rejection terms project.

##### **PRIA Bylaws**

The Project Manager provided background about a recent discussion concerning PRIA bylaws including PRIA's advocacy role and ways that PRIA governance could be more transparent and accountable. Recommended changes to PRIA bylaws have been advanced to the PRIA Board of Directors by the Project Manager.

The meeting adjourned at 1:12 p.m.

**ESS/Iowa County Recorders Association**

8711 Windsor Parkway, Suite 2

Johnston, Iowa 50131

September 19, 2019

To: ESS Coordinating Committee

From: Phil Dunshee, ILR Project Manager



Re: ILR Staff Compensation Adjustment

A performance review for Mansi Agarwal was recently completed. A Compensation Adjustment Authorization is requested at this time.

**Mansi Agarwal.** Mansi has been a strong performer since she joined the team last year. The following are some notable accomplishments.

It is recommended that Mansi receive a promotion to the position of Senior Developer. Mansi's compensation is currently set at \$96,200.00 annually. A 7.00% increase to \$102,934.00 is recommended. *pd*

The authorization of the ESS Coordinating Committee for the Project Manager to act on the recommended compensation adjustment for Mansi is requested.

September 16, 2019

Merna Addison  
2150 SE Crabapple Ct  
Waukee, IA 50263

Dear Merna,

On behalf of Iowa County Recorders Association, I wish to confirm an offer of full-time employment to you for the position of Technical Support Coordinator and Application Developer. This letter will outline the details of your proposed employment.

Your first day of work will be October 7, 2019, and you will report to Phil Dunshee. Your compensation will be \$70,000.00 per year earned and paid on a bi-weekly basis. This offer of employment is contingent upon satisfactory results of a pre-employment background check, and the approval of our governing board at their meeting scheduled for September 19, 2019.

The Iowa County Recorders Association will provide you with a Life Insurance Policy, a Short Term Disability Plan, and a Basic Long Term Disability Plan in which you will be automatically enrolled on your benefits eligibility date, which will be the first of the month after your first day of full-time employment. You will then have the option to elect Medical, Dental, Vision, Supplemental Life, and Enhanced Long Term Disability Insurances in addition to enrolling in a Flexible Spending Account for medical expenses or dependent care. See the attached benefit descriptions for more information. You will be eligible for Paid Time Off (PTO), and you will accumulate PTO hours each pay period up to 120 hours per year. The Association observes ten paid holidays each year. A 401k plan is also available.

Employment with Iowa County Recorders Association is at will and the contents of this letter should not be construed as a contract. To officially accept this offer, please sign one copy of this letter and return to my attention at your earliest convenience.

We are looking forward to working with you and feel this will be a mutually rewarding relationship.

For Iowa County Recorders Association

  
Phil Dunshee  
Project Manager

\_\_\_\_\_  
Accepted by

\_\_\_\_\_  
Date

## Merna Addison

[mernaaddison.com](http://mernaaddison.com)  
[github.com/miaddison](https://github.com/miaddison)  
[linkedin.com/in/merna-addison](https://linkedin.com/in/merna-addison)

### Education

**Business Information Systems, Object Oriented Concentration, AAS**, Graduated May 2018 Des Moines Area Community College, Ankeny, Iowa

- Program GPA 3.98
- Related Coursework Completed: Database and SQL, Java, Data Structures, C#, Survey of Mobile Development, C++, HTML and CSS, PHP, Advanced C++, Advanced ASP.NET C#, PLSQL, JavaScript, CIS Internship

### Work Experience

**Associate Systems Engineer**, November 2018–Present Meredith Corporation, Des Moines, Iowa

- Design and implement code changes, primarily in Java, within the Oracle ATG Commerce Platform.
- Utilize collaborative tools such as Jira, Kanban, Bitbucket, Confluence etc. to maintain an Agile workflow.
- Participate in collaborative peer code reviews maintaining industry best practices.
- Performed Jenkins builds and build migrations between environments.
- Data management and validation within the databases using SQL.

**Programmer Intern**, December 2017–October 2018 ITS, Inc. / Shazam, Johnston, Iowa

- Design and implement code changes in Java, JavaScript, HTML, and SQL.
- Conduct user acceptance testing and additional duties as assigned as part of a tiger team implemented to improve program stability and customer interaction.
- Refactored SQL statements to increase the speed in which the program loads data. Performed performance analysis of the SQL code prior to and after completing refactoring. Created documentation of the changes made and their impact on the system.

**Administrative Services Officer**, September 2012 - Present Matrix, Pleasant Hill, Iowa

- Performs a wide variety of administrative support duties involving facilities, equipment, supplies, and personnel.
- Handles various administrative duties as assigned including file maintenance, communications, and clerical work.
- Performs some human resources duties including locating potential job candidates and being a part of the interview and hiring process.

### Volunteer Work

**President**, May 2017 - Present

The Evening African Violet Club of Des Moines, Des Moines, IA

- Responsible for presiding over all meetings and performing any other duties pertaining to the office
- Serve as a representative of both the local club and the national society

**Vice President**, May 2015 – May 2017

The Evening African Violet Club of Des Moines, Des Moines, Iowa

- Responsible for developing and overseeing the club's educational program each year.
- Give educational lectures and demonstrations to the club, other clubs, and general public.

**Judge**, May 2015 – Present

African Violet Society of America, Inc., Beaumont, Texas

- Serve as a representative of the AVSA.
- Travel throughout Midwest to judge African Violet shows.
- Maintain a working knowledge of varieties of African Violets, Gesneriads, design, and AVSA rules so that shows can be accurately and fairly judged by national standards.