

**Electronic Services System
Coordinating Committee
Meeting Summary
June 26, 2019**

Participants

Julie Haggerty, Polk County Recorder

Lisa Long, Iowa Land Records
Phil Dunshee, Iowa Land Records

Kati Ross, Iowa Land Records
Leah Champion, Iowa Land Records

Committee Members Participating Via Teleconference

Kathy Jurries, Calhoun County Recorder, Chair
Deb Roberts, Floyd County Recorder
Lindsay Laufersweiler, Webster County Recorder

Janelle Schneider, Adair County Recorder
Eric Sloan, ICIT
Nancy Booten, Lee County Recorder

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 May 9, 2019 Meeting Summary was reviewed. Deb Roberts made a motion to approve the Meeting Summary subject to the addition of Nancy Booten's name to the participants list. Nancy Booten seconded, and the motion was approved.

Contacts and Agreements

External Submitter Agreement Renewals

Agreements between eRecording Partners and Indecomm were not ready for review at the May 9, 2019 meeting, and therefore action was deferred. A motion to approve the agreements was made by Nancy Booten, and it was seconded by Janelle Schneider. The motion was approved.

Department of Transportation Agreement Extension

A motion was made by Julie Haggerty to extend the existing agreement with the Department of Transportation to June 30, 2020. The motion was seconded by Deb Roberts, and it was unanimously approved.

Content Management and Web Development Agreement with Webspec Design

The Project Manager presented a brief history of in-house responsibilities and capabilities regarding application development and maintenance. The need for and value of a new web design and management system for iowalandrecords.org was discussed. A Scope of Work and Agreement with Webspec design was presented to the Committee for consideration. A motion was made by Julie Haggerty to approve the Project Plan and Scope of Work with WebSpec Design. The motion was seconded by Lindsay Laufersweiler and it was approved.

ILR Staff Compensation Adjustments

Staff compensation adjustments were not ready to be presented at the May 9, 2019 meeting, because final budget decisions were pending at the time. Action was deferred until budget decisions were

finalized. Subsequent to the May meeting, performance reviews were conducted, and the results were reviewed with ESS officers. The Project Manager presented recommendations for compensation adjustments to made for ESSS employees. Nancy Booten made a motion to approve the ILR staff compensation recommendations for the ILR Technical Lead, one of the Software Developers, and the Customer Service and Account Manager. The motion was seconded by Deb Roberts and was approved. A performance review and compensation adjustment for another developer will be considered at a future meeting.

Enterprise Iowa MOU Amendment and Contract Amendment

The Project Manager outlined the previous terms of the MOU as it relates to device ownership and support responsibility for the local area network used by members of the ESS/ILR team. It was noted that cost changes align with the limits established in the budgets established by the Committee in May, 2019. Changes to the MOU include shifting to Apple Support from All Covered for Mac devices. As reflected in the contract amendment, the All Covered service agreement costs have been reduced. Additional contract amendment elements include increased compensation amount for marketing and administrative support staff, and a flat monthly rate for printing costs. A motion was made by Lindsay Laufersweiler to approve the ESS/Enterprise Iowa MOU and the Enterprise Iowa contract amendment. The motion was seconded by Julie Haggerty. The motion was approved.

Software Development and Equipment Maintenance Fund Expenditure Authorization

Switches need to be replaced and configured for the equipment at the data center. The cost for this necessary upgrade would include installation fees. The Project Manager requested authorization to expend up to \$25,000 from the Software Development and Equipment Maintenance Fund (Fund 255) for the replacement, configuration and installation of the network switches. The funds used will be repaid with future project income. A motion was made by Julie Haggerty to authorize the expenditure as proposed. The motion was seconded by Lindsay Laufersweiler and approved by the Committee.

Policies and Procedures

POS Surcharge Adjustment

It was recommended to the Committee that the surcharge for the point of sale system be increased from .0275 to .03 to offset interchange fees which are higher than originally projected. ESS staff and BankCard USA propose to make this conversion effective July 1, 2019. A motion was made by Deb Roberts to approve the surcharge increase from 2.75% to 3%, and the motion was seconded by Janelle Schneider. The motion approved.

Other Project Updates

IRS Safeguard Update

The Committee reviewed a security request from the Iowa Department of Revenue to delete previously submitted, unstamped tax lien and tax lien release documents.

Authorization to Purge Archived DOR Submissions

A motion was made by Julie Haggerty to authorize removal of all original, unstamped tax lien and tax lien release documents from the Iowa Land Records E-Submission system in accordance with the Department of Revenue requirements. The motion was seconded by Nancy Booten and was approved.

Document Retention and Destruction Policy

The Committee was presented with a Document Retention and Destruction policy. The proposed policy has been reviewed and recommended by the ESS Standards Subcommittee. The policy includes a

component which would establish standards for purging of original, unstamped documents from the Iowa Land Records E-Submission system including state tax liens and lien releases. The policy also covers other documents including financial records, emails and other correspondence. A motion was made to approve the proposed Document Retention and Destruction policy. The motion was made by Lindsay Laufersweiler and the second was made by Deb Roberts. The motion was approved.

Key Project Updates

E Submission 2.0 Recordors' Interface

The Committee was presented with an update regarding feedback and changes being made to the E-Submission 2.0 Recordors' Interface after the initial testing phase. Updates are being implemented and will be deployed for future testing within the next month.

The meeting was adjourned at 11:14 AM.