

Finance Subcommittee
May 9, 2019

The ESS Finance Subcommittee held a meeting via teleconference on Thursday, May 9, 2019.

Members Present: Amy Assink, Geralyn Greer, Jo Greiner, Sheri Jones, Stacie Herridge and Deb Kupka.

Other Participants: Gary Wilgenbusch, Kati Ross, Lisa Long and Phil Dunshee.

Meeting Summary

The Subcommittee reviewed the April 4, 2019 Meeting Summary. Geralyn Greer made a motion to approve the meeting summary. Stacie Herridge seconded, and the motion was approved.

Project Accounts Payable Reports

Bills as specified in the May BOA Accounts Payable table were reviewed. Bills included Enterprise Iowa, \$12,873.93.

Bills as specified in the May Fund 255 Accounts Payable table were reviewed. Bills included: Enterprise Iowa, \$12,333.75 and \$5,429.83; CSI, \$5,195.90; Lightedge, \$3,072.90 and Iowa County Recorders, \$21,496.21.

Deb Kupka made a motion to approve the May 2019 BOA and Fund 255 Accounts Payable tables. Amy Assink seconded, and the motion was approved.

Financial Reports

The March 2019, BOA CY 2019 1st Quarter Report, Fund 255 FY 2019 3rd Quarter and Year to Date report and budget v. actual reports we reviewed. Deb Kupka made a motion to approve the March 2019, quarterly and year-to-date Financial Reports. Sheri Jones seconded, and the motion was approved.

Budget Review

Fund 255 FY 2019 Budget Amendment

The FY 2019 Fund 255 Budget Amendment was discussed. The budget amendment primarily reflected the adjustments made for actual expenses. Income was below projections for the period.

Fund 255 FY 2020 Budget

The FY 2020 Fund 255 Budget was discussed. The FY 2020 budget provides for several core operational expenses for the Iowa Land Records system. Notable changes compared to the prior year include a reduction in one staff position, and additional expenses for Amazon Web Services.

BOA CY 2019 Budget Amendment

The CY 2019 Treasury Management Fund BOA Budget amendment was discussed. The budget amendment reflects adjustments made for actual expenditures through May, 2019. Notable changes include an adjustment for the reduction of one staff position.

The Project Manager explained that if approved, the budget information would be advanced to the ESS Coordinating Committee for final approval. Stacie Herridge made a motion to approve the Fund 255 FY 2019 Budget Amendment, the Fund 255 FY 2020 Budget and the BOA CY 2019 Budget Amendment. Geralyn Greer seconded and the motion was approved. The ESS Coordinating Committee will meet on May 9, 2019.

Payment Gateway Integration Update

The Project Manager shared an amendment to the Professional Solutions contract for payment gateway services for the Iowa Land Records system. He shared that a new third-party vendor through Professional Solutions, VeriCheck, would be used to process ACH transactions. The ILR team continues to work on final steps to convert all customers to the new payment system.

April Metrics Review

After three months of below average recording activity, 21,490 documents were electronically submitted in April. This is the highest volume month of April since the inception of Iowa Land Records.

The next meeting of the Finance Subcommittee is scheduled for June 6, 2019 at 8:30 AM.

The meeting was adjourned at 9:45 AM.