

ESS

Electronic Services System – Governing Board Meeting

Agenda

Teleconference

November 7, 2019

10:00 AM to 10:15 AM

- Welcome and Introductions
- October 24, 2018 Meeting Summary – Approval
- Appointment of ESS Coordinating Committee Members – Approval
- Electronic Services System
 - ESS Coordinating Committee Resolution - Approval
- Adjournment

Next Meeting Date: TBD

Individuals who wish to monitor the conference call may do so at the offices of Enterprise Iowa, 8711 Windsor Parkway, Suite 2, Johnston, IA 50131.

**Electronic Services System
ICRA Executive Board
Meeting Summary
October 24, 2018**

Participants

Travis Case, Grundy County Recorder	Kim Painter, Johnson County Recorder
Deb Kupka, Tama County Recorder	Chad Airhart, Dallas County Recorder
Megan Clyman, Davis County Recorder	Denise Allan, Jasper County Recorder

Additional Participants

Janelle Schneider, Adair County Recorder	Julie Haggerty, Polk County Recorder
Melissa Bahnsen, Cedar County Recorder	Lindsay Laufersweiler, Webster County Recorder
Eric Sloan, Boone County	Nancy Booten, Lee County Recorder

Leah Champion, Iowa Land Records	Phil Dunshee, Iowa Land Records
Lisa Long, Iowa Land Records	Kati Ross, Iowa Land Records

Welcome

The meeting of the ESS Coordinating Committee was held via teleconference. The meeting was called to order by Travis Case and introductions were made.

Meeting Summary

The May 7, 2018 ESS Coordinating Committee meeting summary was reviewed. Megan Clyman made a motion to approve the meeting summary. Chad Airhart seconded, and the motion was approved.

ESS Coordinating Committee Appointments

The Committee was presented with nominees to the ESS Coordinating Committee.

The nominees are:

District I	Lindsay Laufersweiler	Webster	1/01/19 -12/31/20
District III	Diane Swoboda Peterson	Woodbury	1/01/19 -12/31/20
District V	Nancy Booten	Lee	1/01/19 -12/31/20
Large Co.	Julie Haggerty	Polk	1/01/19 -12/31/20
Stakeholder	Chuck Hendricks	ISBA	1/01/19 -12/31/20
*Stakeholder	John McKinney	Banker	1/01/19 -12/31/20
Exec. Bd.	Kathy Jurries	Calhoun	1/01/19 -12/31/19

* Effective November 1, 2018

A motion was made by Megan Clyman to approve the Committee appointments. Kim Painter seconded the motion. The motion was approved.

The meeting adjourned at 2:12 PM.

ESS Committee Nominations

ESS COMMITTEE

District II	Deb Roberts	Floyd	1/01/20 -12/31/21
District III	Jolynn Goodchild	Plymouth	1/01/19 -12/31/20
District IV	Jamie Stargell	Adams	1/01/20 -12/31/21
District VI	Melissa Bahnsen	Cedar	1/01/20 -12/31/21
Exec. Bd.	Kathy Jurries	Calhoun	1/01/20 -12/31/20

PENDING NOMINATIONS

ICIT	Eric Sloan	Boone	1/01/20 -12/31/21
Stakeholder	Pending	Land Title	1/01/20 -12/31/21
Stakeholder	Vacant	CBI	1/01/19 -12/31/20

BE IT RESOLVED that the ICRA Executive Board hereby retroactively approves all actions taken by the ESS COORDINATING COMMITTEE and the ESS FINANCE SUBCOMMITTEE relating to Electronic Services System and county land record information system, as specified in Exhibit A for the period of November 9, 2017 through September 19, 2019 for the ESS Coordinating Committee, and for the period of December 7, 2017 through October 8, 2019 for the ESS Finance Subcommittee.

**Summary of ESS Actions
November 9, 2017 to
September 19, 2019**

Date	Action - Description
11/9/2017	Updated Banking signatory resolution for 2018
2/13/2018	Election of Officers
2/13/2018	Subcommittee Appointments
2/13/2018	November 9, 2018 Meeting Summary
2/13/2018	Quarterly Financial Reports
2/13/2018	Assignment of Credits for E-Submission - 2018 Maintenance Cost Share Allocation
2/13/2018	Additional Transactions Fee Policy
2/13/2018	Engagement of Bergan KDV for CPA and tax preparation services
2/13/2018	Engagement of Denman Company for Auditing services
2/13/2018	Enterprise Iowa Notice of Intent
2/13/2018	Enterprise Iowa Authorization to Reallocate Resources for Approved Functions
2/13/2018	FY 2019 Local Service Provider Maintenance Agreement Templates
2/13/2018	Payment Services Procurement Authorization
5/8/2018	February 13, 2018 Meeting Summary
5/8/2018	Quarterly Financial Reports
5/8/2018	Fund 255 FY 2018 Budget Amendment
5/8/2018	Fund 255 FY 2019 Budget
5/8/2018	BOA CY 2018 Budget Amendment
5/8/2018	ILR Staff Compensation Adjustments - Technical Lead, Developer and Customer Service/Account Manager Positions
5/8/2018	FY 2019 Local Service Provider Maintenance Agreements
5/8/2018	FY 2019 Enterprise Iowa Contract Amendment
8/7/2018	May 8, 2018 Meeting Summary
8/7/2018	Quarterly Financial Reports
8/7/2018	Acceptance of 2017 Audit
8/7/2018	Software Asset Methodology
8/7/2018	ILR Staff Compensation Adjustments - Developer
8/7/2018	Payment Services Procurement Selection - BankCard USA and Professional Solutions
8/7/2018	CSI Redaction Services Agreement Extension
8/7/2018	Brick Gentry Engagement Agreement
8/7/2018	Policies and Procedures - Chapter 1 definitions
8/7/2018	Policies and Procedures - Establishment of Executive Committee
8/7/2018	Policies and Procedures - Modification of Additional Transactions Definition - Trustee's Affidavit
8/7/2018	Policies and Procedures - Redaction Procedures for Surveys, Corner Certificates and Monument Preservation Certificates
9/25/2018	August 7, 2018 Meeting Summary
9/25/2018	BankCard USA Agreement
9/25/2018	Policies and Procedures - Chapter 1 definition additions
9/25/2018	Authorization to Purchase Credit/Debit Card Equipment
10/24/2018	September 25, 2018 Meeting Summary
10/24/2018	Professional Solutions Agreement
11/8/2018	October 24, 2018 Meeting Summary
11/8/2018	2019 Meeting Calendar
11/8/2018	ESS Subcommittee Appointments
11/8/2018	Quarterly Financial Reports
11/8/2018	Updated Banking signatory resolution for 2019
11/8/2018	BOA CY 2018 Budget Amendment
11/8/2018	BOA CY 2019 Budget
11/8/2018	Fund 255 FY 2019 Budget Amendment

**Summary of ESS Actions
November 9, 2017 to
September 19, 2019**

11/8/2018 Authorization to Transfer Resources to BOA Reserve Fund for Content Management System
11/8/2018 Authorization to Transfer Resources to the Redaction Reserve Fund
11/8/2018 Engagement of Bergan KDV for CPA and tax preparation services
11/8/2018 Engagement of Rafferty Group for Government Relations services
11/8/2018 Policies and Procedures - Chapter 1 Point of Sale Procedures
11/8/2018 Policies and Procedures - Chapter 7 Terms of Use and Privacy Policies
2/7/2019 November 8, 2018 Meeting Summary
2/7/2019 ESS Marketing Subcommittee Appointment
2/7/2019 Election of Officers
2/7/2019 Quarterly Financial Reports
2/7/2019 Assignment of Credits for E-Submission - 2019 Maintenance Cost Share Allocation
2/7/2019 Engagement of Denman Company for Auditing services
2/7/2019 Policies and Procedures - POS PIN Bypass Policy
5/9/2019 February 7, 2019 Meeting Summary
5/9/2019 Quarterly Financial Reports
5/9/2019 BOA CY 2019 Budget Amendment
5/9/2019 Fund 255 FY 2019 Budget Amendment
5/9/2019 Fund 255 FY 2020 Budget
5/9/2019 FY 2020 Maintenance Agreement Template
5/9/2019 External Submitter Agreements - CSC and Simplifile
5/9/2019 Brick Gentry Engagement Agreement
5/9/2019 Amendment to Payment Services Agreement Professional Solutions
5/9/2019 Content Management System and Web Development Agreement - WebSpec Design
5/9/2019 Policies and Procedures - Chapter 1 Reserve Fund Policies
5/9/2019 Policies and Procedures - Chapter 1 Expense Reimbursement and Asset Valuation Policies
6/26/2019 May 9, 2019 Meeting Summary
6/26/2019 External Submitter Agreements - eRecording Partners and Indecomm
6/26/2019 External Submitter Agreements - Department of Transportation
6/26/2019 Content Management System and Web Development Scope of Work - WebSpec Design
6/26/2019 ILR Staff Compensation Adjustments - Technical Lead, Developer and Customer Service/Account Manager Positions
6/26/2019 Enterprise Iowa MOU Amendment and Contract Amendment
6/26/2019 Authorization to expend Software Development and Equipment Maintenance reserve funds for network switches
6/26/2019 Policies and Procedures - POS Surcharge Adjustments
6/26/2019 Authorization to Purge Archived DOR Submissions
6/26/2019 Policies and Procedures - Document Retention and Destruction
8/8/2019 June 26, 2019 Meeting Summary
8/8/2019 Quarterly Financial Reports
8/8/2019 CY 2018 Audit Report
8/8/2019 Authorization to File 990 Return
8/8/2019 External Submitter Agreements - Department of Revenue
8/8/2019 Policies and Procedures - POS Surcharge - Charge and Gift Cards
9/19/2019 August 8, 2019 Meeting Summary
9/19/2019 ILR Staff Compensation Adjustments - Senior Developer Position
9/19/2019 ILR Staff Hiring Authorization - Developer Position

Summary of ESS Finance Actions December 7, 2017 to October 8, 2019

Date	Action - Description
12/7/2017	November 9, 2017 Meeting Summary
12/7/2017	December, 2017 BOA and Fund 255 Accounts Payable Tables
12/7/2017	October, 2017 Financial Reports
1/4/2018	January, 2018 BOA and Fund 255 Accounts Payable Tables
1/4/2018	November, 2017 Financial Reports
2/8/2018	December 7, 2017 and January 4, 2018 Meeting Summaries
2/8/2018	February, 2018 BOA and Fund 255 Accounts Payable Tables
2/8/2018	December, 2017 and Quarterly Financial Reports
3/6/2018	February 8, 2018 Meeting Summary
3/6/2018	March, 2018 BOA and Fund 255 Accounts Payable Tables
3/6/2018	January, 2018 Financial Reports
4/5/2018	March 6, 2018 Meeting Summary
4/5/2018	April, 2018 BOA and Fund 255 Accounts Payable Tables
4/5/2018	February, 2018 Financial Reports
5/8/2018	April 5, 2018 Meeting Summary
5/8/2018	May, 2018 BOA and Fund 255 Accounts Payable Tables
5/8/2018	March, 2018 Financial Reports
5/8/2018	Budget Amendments - BOA CY 2018 and Fund 255 FY 2018
5/8/2018	Fund 255 FY 2019 Budget
6/7/2018	May 8, 2018 Meeting Summary
6/7/2018	June, 2018 BOA and Fund 255 Accounts Payable Tables
6/7/2018	April, 2018 Financial Reports
7/3/2018	June 7, 2018 Meeting Summary
7/3/2018	July, 2018 BOA and Fund 255 Accounts Payable Tables
7/3/2018	May, 2018 Financial Reports
8/7/2018	July 3, 2018 Meeting Summary
8/7/2018	August, 2018 BOA and Fund 255 Accounts Payable Tables
8/7/2018	June, 2018 Financial Reports
9/6/2018	August, 7 2018 Meeting Summary
9/6/2018	September, 2018 BOA and Fund 255 Accounts Payable Tables
9/6/2018	July, 2018 Financial Reports
10/4/2018	September 6, 2018 Meeting Summary
10/4/2018	October, 2018 BOA and Fund 255 Accounts Payable Tables
10/4/2018	August, 2018 Financial Reports
11/8/2018	October 4, 2018 Meeting Summary
11/8/2018	November, 2018 BOA and Fund 255 Accounts Payable Tables
11/8/2018	September, 2018 Financial Reports
11/8/2018	Budget Amendments - BOA CY 2018 and Fund 255 FY 2019
11/8/2018	BOA CY 2019 Budget
12/6/2018	November 8, 2018 Meeting Summary
12/6/2018	December, 2018 BOA and Fund 255 Accounts Payable Tables
12/6/2018	October, 2018 Financial Reports
1/10/2019	December 6, 2018 Meeting Summary
1/10/2019	January, 2019 BOA and Fund 255 Accounts Payable Tables
1/10/2019	November, 2018 Financial Reports

**Summary of ESS Finance Actions
December 7, 2017 to
October 8, 2019**

2/7/2019 January 10, 2019 Meeting Summary
2/7/2019 February, 2019 BOA and Fund 255 Accounts Payable Tables
2/7/2019 December, 2018 Financial Reports
3/7/2019 February 7, 2019 Meeting Summary
3/7/2019 March, 2019 BOA and Fund 255 Accounts Payable Tables
3/7/2019 January, 2019 Financial Reports
4/4/2019 March 7, 2019 Meeting Summary
4/4/2019 April, 2019 BOA and Fund 255 Accounts Payable Tables
4/4/2019 February, 2019 Financial Reports
5/9/2019 April 4, 2019 Meeting Summary
5/9/2019 May, 2019 BOA and Fund 255 Accounts Payable Tables
5/9/2019 March, 2019 Financial Reports
5/9/2019 Fund 255 FY 2019 Budget Amendment
5/9/2019 Fund 255 FY 2020 Budget
5/9/2019 BOA CY 2019 Budget Amendment
6/4/2019 May 9, 2019 Meeting Summary
6/4/2019 June, 2019 BOA and Fund 255 Accounts Payable Tables
6/4/2019 April, 2019 Financial Reports
7/3/2019 June 4, 2019 Meeting Summary
7/3/2019 July, 2019 BOA and Fund 255 Accounts Payable Tables
7/3/2019 May, 2019 Financial Reports
8/5/2019 July 3, 2019 Meeting Summary
8/5/2019 August, 2019 BOA and Fund 255 Accounts Payable Tables
8/5/2019 June, 2019 Financial Reports
9/10/2019 August 5, 2019 Meeting Summary
9/10/2019 September, 2019 BOA and Fund 255 Accounts Payable Tables
9/10/2019 July, 2019 Financial Reports
10/8/2019 September 10, 2019 Meeting Summary
10/8/2019 October, 2019 BOA and Fund 255 Accounts Payable Tables
10/8/2019 August, 2019 Financial Reports