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Electronic Services System Coordinating Committee

Meeting Summary

December 17, 2008

Participants

Deb Winke, Allamakee County Recorder
Sue Meyer, Clayton County Recorder
Joyce Jensen, Cass County Recorder
Sue Vande Kamp, Story County Recorder
Liz Kenison, Worth County Recorder
Denise Meeves, Crawford County Recorder
Megan Clyman, Davis Co. Deputy Recorder
Lisa Long, Iowa Land Records

Marilyn Dopheide, Carroll County Recorder
Joan McCalmant, Linn County Recorder
Michael Duster, Legislative Services Agency
Mike St. Clair, Iowa Land Title Association
Antonio Colacino, Iowa Bar Association
Frank Feilmeyer, Iowa Bar Association
Phil Dunshee, Enterprise MidAmerica

Welcome

The teleconference meeting was called to order by Chairperson Joyce Jensen and introductions were made. The November 12th and 18th Meeting Summaries were reviewed; Sue Vande Kamp made a motion for approval. Sue Meyer seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on December 16th and recommended approval of all November financial reports.

Treasury Management Accounts Payable

One invoice has been submitted for payment from the Bank of America Account; the payment is to Lyon County in the amount of \$1610.92 for reimbursement of maintenance fees. Liz Kenison made a motion to approve the Treasury Management Accounts Payable table. Denise Meeves seconded and the motion was approved.

Fund 255 Accounts Payable

Five invoices have been submitted for payment from Fund 255 - ABC Virtual: \$22,510.00 and \$14,450.00; Enterprise MidAmerica: \$13,000.00 and \$4,456.80, Denman & Company \$85.00. Liz Kenison made a motion to approve the Treasury Management Accounts Payable table. Denise Meeves seconded and the motion was approved.

Fund 823 Accounts Payable

No invoices were presented for payment this month.

Financial Reports

The Project Office received the State Treasurer's statements regarding Fund 255 and Fund 823. It was noted that statements from the past two months were included as no statements were received in November. All financial reports were reviewed by the Finance Subcommittee on December 16, 2008 and the consensus was to recommend approval. Joan McCalmant made a motion to approve the reports. Sue Vande Kamp seconded and the motion was approved.

Metrics

The Project Office expects income to be lower than originally projected for the year. Total revenue for the fiscal year is currently estimated to be \$674,000. This is a result of the decrease in real estate transactions this year. Due to decreased income, the spring workshops tentatively scheduled will most likely be cancelled and replaced with web conferences.

Contracts & Agreements

State Treasurer Administration of Electronic Transaction Fund

The agreement between the State Treasurer's office and the ILR Project to manage funds for the project expires on 12/31/08. An amendment to the original agreement is required to continue this agreement. Stefanie Devin of the State Treasurer's office has reviewed the agreement and their office has approved. Deb Winke made a motion to approve the agreement, Liz Kenison seconded the motion and it was approved.

DRI Title Integration Agreement

A request has been received from DRI Title & Escrow, a registered e-submitter, to directly integrate their electronic submission system with the Iowa Land Records E-submission system. For the integration to take place a third party agreement would need to be signed. The Project Office requests approval of an integration agreement with DRI Title, subject to the completion of a technical plan. A motion to approve was made by Joan McCalmant. Sue Meyer seconded and the motion was approved.

Public Access Planning

Identity Theft Interim Committee

The Interim Committee on Identity Theft Prevention met at the State Capitol on December 2, 2008. The ESS Committee reviewed the recommendations of the Interim Committee, and discussed the draft legislation presented to them.

Redaction Services RFP Update

The RFP for redaction services was reviewed by the committee. Sections 1-3 of the RFP are standard verbiage used by the state; sections 4-5 are more specific to the redaction services being requested.

The Project Office requested approval of the RFP. A motion was made by Joan McCalmant to approve the RFP. Deb Winke seconded and the motion was approved. The RFP will be posted on the ILR website by December 24, 2008.

Other Planning Activity Update

Tyler Technologies User Group Meeting

Counties taking part in the recent meeting with Tyler Technologies were thanked for their participation. Plans are to have meetings like this with other service providers in the future.

Declaration of Value Project Planning

The Committee received an update on the status of the DOV project being planned with the Iowa Department of Revenue.

ILR System Configuration Planning

The Committee received information about the status of planning for changes to the ILR system which will result from the proposed redaction process.

ESS Committee

Committee Appointment & Officers

Sue Vande Kamp, Denise Meeves, Megan Clyman, Joan McCalmant and Deb Winke have been nominated to new two year terms on the ESS Committee. Frank Feilmeyer has been nominated to replace Tony Colacino as the real estate attorney representative on the ESS Committee.

Subcommittee Appointments

The Committee reviewed the status of appointments to the Finance, Management and Standards subcommittees. Subcommittee appointments will be considered at the next ESS meeting in January.

The next ESS Coordinating Committee meeting is scheduled for January 14, 2009. The meeting was adjourned.