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## **Electronic Services System Coordinating Committee**

### **Meeting Summary**

**March 18, 2009**

#### **Participants**

Joyce Jensen, Cass County Recorder  
Megan Clyman, Davis Co. Deputy Recorder  
Denise Meeves, Crawford County Recorder  
Deb Winke, Allamakee County Recorder  
Liz Kenison, Worth County Recorder  
Sue Meyer, Clayton County Recorder

Sue Vande Kamp, Story County Recorder  
Scott Williams, Marshall County ICIT  
Frank Fellmeyer, Iowa Bar Association  
Phil Dunshee, Enterprise MidAmerica  
Lisa Long, Iowa Land Records

#### **Welcome**

The teleconference was called to order by Chairperson Deb Winke and introductions were made. The February 18<sup>th</sup> Meeting Summary was reviewed; Joyce Jensen made a motion to approve, Liz Kenison seconded and the motion was approved.

#### **Project Financial Reports**

The Finance Subcommittee held a meeting on March 17, 2009 and recommended approval of all January accounts payable and financial reports.

#### **Fund 255**

Four invoices have been submitted for payment from Fund 255—ABC Virtual \$22,510.00, Enterprise MidAmerica \$13,000.00, Enterprise MidAmerica \$11,803.79, Gegner Company PC \$580.00.

#### **Fund 823**

Two invoices have been submitted for payment from Fund 823--- Winneshiek County \$1,002.77 and \$1204.47 for computer equipment.

Sue Vande Kamp made a motion to approve. Sue Meyer seconded and the motion was approved.

### **Financial Reports**

The Project Office received the State Treasurer's reports regarding Fund 255 and Fund 823. All accounts have been reconciled and balanced to the reports received from the Treasurer's Office.

### **Metrics**

As a result of continuing decreased real estate transactions recording activity continues to be at levels lower than experienced in prior years. February E-Submissions increased over prior months with more than 5,000 documents recorded.

All financials and metrics were reviewed with the Finance Subcommittee on March 17, 2009 and approval was recommended. Scott Williams made a motion to approve, Joyce Jensen seconded and the motion was approved.

### **Redaction Services Update**

Following the initial evaluation of all response to the Redaction RFP, four companies, CSI, Mentis, Cott Systems and AMCAD advanced in the selection process. Evaluation Committee members have checked references of the four companies by contacting existing customers and other technical personnel. The Evaluation Committee met via teleconference on March 17<sup>th</sup> and discussed the information received during the reference checks. The evaluation process continues, and the Evaluation Committee hopes to finalize a recommendation the ESS Coordinating Committee at the April meeting.

### **Contracts & Agreements**

Contracts currently in place with ABC Virtual, Enterprise MidAmerica and six local service providers require a Notice of Intent to Extend be provided to the vendors 90 days prior to the end of the contract date of June 30, 2009 if the project intends to extend the agreements with these vendors. Joyce Jensen made a motion to approve the Notice of Intent to Extend for all vendors, Sue Vande Kamp second and the motion was approved.

Invoices for annual maintenance fees will be sent to all counties in the near future. Maintenance fees this year will increase three percent over last year's costs. Counties may pay these invoices from either the FY 2009 or FY 2010 budget.

### **Legislative Update**

Sue Vande Kamp advised the Privacy Bill passed out of committee in both the House and the Senate and the Cleanup Bill is on the way to Governor Culver for signature.

### **Declaration of Value Update**

This project with the Department of Revenue continues to move forward. The Project Office is working with the local service providers to determine what changes will be required to transfer information from counties to the Department of Revenue.

Solutions provided a proposal to transfer the information to the Department of Revenue; this proposal was shared with the other service providers and is pending their response. A meeting is scheduled on March 31, 2009 to finalize the proposal to the Department of Revenue.

### **Redaction Integration/TIFF Project Planning**

For redaction purposes, local service providers will need to send images in TIFF format instead of PDF format, images will be converted to PDF prior to being uploaded to the Portal.

### **CREW Update**

Scott Williams advised a meeting was held at ISAC but he was not able to attend; no other information was available.

**Closing**

The meeting was adjourned at 10:45 a.m.. The next meeting is scheduled for April 8, 2009 at the ISAC offices.