

# Electronic Services System Coordinating Committee

## Meeting Summary

January 16, 2008

### Participants

Deb Winke, Allamakee County Recorder  
Denise Meeves, Crawford County Recorder  
Liz Kenison, Worth County Recorder  
Sue Meyer, Clayton County Recorder  
Sue Vande Kamp, Story County Recorder  
Joyce Jensen, Cass County Recorder  
Marilyn Dopheide, Carroll County Recorder

Dwight Reiland, Wright County Recorder  
Diane Swoboda Peterson, Woodbury  
County Recorder  
Deb Roberts, Floyd County Recorder  
Phil Dunshee, Enterprise MidAmerica  
Julie DenOuden, Iowa Land Records  
Lisa Sinclair, Enterprise MidAmerica

### Welcome

Participants were welcomed to the meeting and the December 12, 2007 Meeting Summary was reviewed. Sue Vande Kamp moved to approve the summary and Deb Winke seconded. The motion was approved.

It was noted that the e-submission flyers distributed during Fall School have generated new customers.

### ESS Coordinating Committee - Election of Officers

The current Coordinating Committee Officers are: Chair, Joyce Jensen; Vice Chair, Sue Vande Kamp; and Secretary/Treasurer, Deb Winke.

Liz Kenison made a motion to extend the terms of office for all current Coordinating Committee Officers. Denise Meeves seconded and the motion was approved.

Deb Winke will coordinate the financials with Association Treasurer, Deb Roberts.

### Project Financial Reports

The Finance and Management Subcommittees held a joint meeting on January 8<sup>th</sup>. The Finance Subcommittee recommends approval of the December 2007 financial reports.

### Fund 823 Accounts Payable

Solutions, Inc. has completed work in Clay County and two invoices have been submitted to the Project Office. Sue Vande Kamp made a motion to approve the Fund 823 Accounts Payable table. Sue Meyer seconded and the motion was approved.

### Fund 255 Accounts Payable

The invoices submitted by ABC Virtual, Enterprise MidAmerica, Inc. Gegner Company and Denman & Company were explained. Sue Vande Kamp moved to approve the Fund 255 Accounts Payable table and Sue Meyer seconded. The motion was approved.

### Financial Reports

The current financial reports were discussed. The "ICRA / Profit & Loss" showed a net income of \$428.51.

Liz Kenison moved to approve the financial reports and Deb Winke seconded. The motion was approved.

### **Contracts and Agreements**

The Finance and Management Subcommittees reviewed contracts during their joint meeting on January 8<sup>th</sup> and Members recommend approval of the INCODE and IMAGETek Maintenance Agreements.

#### **INCODE/Tyler Technologies Maintenance Agreement**

The "Maintenance and Support Agreement / Tyler Technologies / Iowa County Recorders Association / May 1, 2008" is a new draft version of the original contract and has been reviewed by ISAC counsel. Participants discussed the draft and were informed that Tyler would be paid \$88,000 annually or \$2,000 per county. The Tyler representatives and Project Manager have both agreed to this version. The counties serviced by Tyler are listed on page 31 and include three counties also served by other imaging providers. It was noted that these three counties may be required to pay more than \$2,000 but this has yet to be determined.

Liz Kenison made a motion to approve the Maintenance Agreement with Tyler Technologies. Denise Meeves seconded and the motion was approved.

#### **IMAGETek Maintenance Agreement**

The Project Office has had constructive discussions with IMAGETek representatives.

Participants reviewed and discussed the "Contract Terms and Conditions / Amendment Number 3" which is an amendment to the original master agreement. The Finance and Management Subcommittees recommend approval of the amendment.

The changes in "Exhibit B: Specifications and Performance Standards" (page 8) were explained. IMAGETek has requested to be reimbursed for any work necessary due to changes in the LCM. This is also true for the Tyler agreement but is worded somewhat differently here.

It was noted that IMAGETek differs from other service providers because the LCM is installed on a "stand-alone" machine. Counties will be responsible for the maintenance of that equipment.

Sue Meyer moved to approve the contract amendment with IMAGETek, Inc. with the annual sum of \$725 per county. Liz Kenison seconded the motion and it was approved.

#### **Status of Discussions with Cott and Solutions**

Cott representatives are currently reviewing a draft agreement that corresponds to the Tyler agreement.

Participants reviewed a draft Solutions "Exhibit A: Scope of Work," "Exhibit B: Specifications and Performance Standards" and "Exhibit C: Properties" with the highlighted sections marking variances between the Solutions and other service provider exhibits.

Members discussed how to continue negotiations with Solutions representatives. It was agreed that a contract, identical to the approved Tyler and IMAGETek contracts, be forwarded to Solutions. Joyce Jensen and Deb Winke will send a memo to Solutions, requesting representatives to attend a face-to-face meeting with the Coordinating Committee and Solutions users.

#### **ABC Virtual**

The Project Manager has met with ABC representatives to discuss their working relationship and possible changes after the current fiscal year. Potential budget scenarios were discussed. ABC will continue to provide maintenance, hosting and troubleshooting but development work will decrease or cease. There may be a future discussion about reconfiguring the payment engine.

### **Data Tree Integration Agreement**

Participants were informed of the negotiations with Data Tree and the "Integration Agreement / Data Tree, LLC / County Land Records Information System / March 1, 2008" was reviewed.

Sue Meyer made a motion to approve the agreement subject to completion of a technical data integration plan or technical integration agreement. The Integration Agreement shall not be binding until the technical plan is approved by both Data Tree and CLRIS. Sue Vande Kamp seconded the motion and it was approved.

### **Designation of Insurance Broker**

Steve Schmidt, a representative from True North, presented company information and explained their insurance quotes.

Members reviewed the insurance documents and discussed the possible options. It was noted that during the Finance and Management Subcommittees joint meeting on January 8<sup>th</sup>, subcommittee members reacted favorably to the True North quotes.

Sue Vande Kamp moved to designate True North as the Insurance Broker for the ESS. Liz Kenison seconded and the motion was approved.

Next steps include seeking updated quotes. The Coordinating Committee will forward True North a signed Broker of Record letter. True North will present the Coordinating Committee with updated figures in early February.

### **Designation of Auditor**

A December 31, 2007, commitment letter from Denman & Company and addressed to the Project Manager was presented to Participants.

Deb Winke moved to designate Denman & Company as the auditor for calendar year 2007. Liz Kenison seconded and the motion was approved.

The 2007 audit will occur in March or April. This audit may be more expansive than the 2006 audit due to increased e-submissions.

### **Subcommittee Reports**

#### **Standards Subcommittee / E-Submission Metrics**

The Project Office began producing metrics in October and will distribute a complete set of metrics to Recorders. Participants reviewed graphs illustrating the number of e-submissions in December. This week, other current ESS metrics will be emailed to Participants.

Participants discussed the timeliness problem among some Recorders. Joyce Jensen and Marilyn Dopheide will contact some Recorders about their attendance at Association meetings and their slow response to e-submissions. It was agreed that the Executive Board should discuss this topic with Association Members at Spring School. The Board may remind Recorders of the legal ramifications for not recording documents in a timely fashion.

#### **ESS Subcommittee Appointments**

Nancy Parrott is joining the ISAC Board and has requested to be removed from the Finance Subcommittee.

Deb Winke moved to expand the Management Subcommittee by one member to be named at the next Coordinating Committee Meeting. Deb Peyton will replace Nancy Parrot on the Finance Subcommittee and Deb Roberts, being Association Treasurer, will also join. The terms of all other members of the Management, Finance and Standards Subcommittees with expiring terms will be extended for two years. Sue Vande Kamp seconded and the motion was approved.

### **Alliant Energy (utilities)**

Participants discussed the 1,700 page document forwarded to Recorders' offices by Alliant Energy. The Project Office will initiate communication with all state utilities and explore the feasibility of e-submitting large documents such as this one.

### **Iowa Finance Authority Foreclosure Tracking**

A representative from the Iowa Finance Authority has inquired about accessing foreclosure documents from Recorders as soon as possible in order to assist consumers with refinancing or changing mortgages.

Participants discussed the foreclosure process which begins in the courts system. It was noted that the ILR system cannot currently display only foreclosure documents.

At this time, no commitments will be made to the IFA but this topic will be explored further.

### **ILR Version 2.11 Development Update**

Version 2.11 is scheduled for release on January 28<sup>th</sup> however there may be a delay due to ABC and local service provider readiness.

### **Department of Revenue Project**

The Declaration of Value project is continuing and a draft plan of action has been shared with the Department of Revenue. The goal is to have something substantive to use before the end of the fiscal year.

Joyce Jensen is joining the DOV project committee.

### **California**

Representatives from California have responded favorably to the revised project outline which was forwarded by the Project Office. A cost proposal is currently being prepared by the Project Staff.

### **Oregon**

An Oregon service provider has contacted the Project Office and voiced interest in using the ESS in their state. Members were asked to begin thinking about the possibility of sharing the system and having licensing agreements with other states.

### **Closing**

Phil Dunshee will attend the PRIA Winter Conference, February 27-29, in Washington D.C.

The next ESS Coordinating Committee Meeting will be held on Wednesday, February 20<sup>th</sup>.

The meeting was adjourned at 1:00 p.m.