

Electronic Services System Coordinating Committee

Meeting Summary

February 20, 2008

Participants

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

Marilyn Dopheide, Carroll County Recorder
Deb Roberts, Floyd County Recorder
Scott Williams, Marshall County IT
Tony Colacino, Iowa State Bar Assoc.
Phil Dunshee, Enterprise MidAmerica
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the meeting and the January 16, 2008, Meeting Summary was reviewed. Joan McCalmant moved to approve the summary and Sue Meyer seconded. The motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on February 12th and recommends approval of all January 2008 financial reports.

Fund 823 Accounts Payable

Participants reviewed five Solutions, Inc. invoices for work completed in Howard County. All 99 counties now have digital imaging systems.

Sue Vande Kamp moved to approve the Fund 823 Accounts Payable table. Liz Kenison seconded and the motion was approved.

Fund 255 Accounts Payable

There are two Fund 255 Accounts Payable tables this month. The Committee first discussed the standard table with invoices from ABC Virtual and Enterprise MidAmerica.

Sue Vande Kamp made a motion to approve the Fund 255 Accounts Payable table and Denise Meeves seconded. The motion was approved.

The second table, regarding a Fidar Technologies invoice, was not ready for review during the Finance Subcommittee meeting but was e-mailed to Members after the meeting. Fidar completed installation in Audubon and Clayton Counties during October. Payment to Fidar had been deferred pending review of the system in the counties. In February, representatives from the Fidar accounting department contacted the Management Office requesting payment. At that time, a draft maintenance agreement was forwarded to Fidar. Also, Fidar was asked to sign an acceptance agreement and forward an invoice to the Management Office. Representatives from Fidar have indicated they will not sign any agreements before receiving payment.

Currently, Fidar has stopped work in Audubon and Clayton Counties. These two counties are not able to upload or receive e-submissions because version 2.11 has not been installed. The Management Office noted there are not any issues with the prior work Fidar had completed in the two counties.

Liz Kenison moved to approve payment to Fidar Technologies (second Fund 255 Accounts Payable table). Denise Meeves seconded the motion and it was approved. Fidar representatives will be notified that payment was approved and of the usual lag time before receiving payment from the State of Iowa.

Financial Reports

Participants reviewed the January financial reports. The positive net income and low January revenue figures were noted.

The end of year financial reports and other documents necessary for completing the 2007 taxes have been delivered to Gegner Company. The Coordinating Committee will review the full 2007 financial reports at their March meeting.

The \$8,000 loan from ICRA has not yet been returned and is being noted as a liability on the "ICRA / Balance Sheet." This loan may be paid in March.

Joan McCalmant made a motion to approve the financial reports and Sue Meyer seconded. The motion was approved.

Denman & Co. will conduct the 2007 audit in March or April.

E-Submission Metrics

The "Recording Trends," illustrating the statewide monthly recordings was discussed. January 2008 marked the lowest level of activity in January since 2004 with 53,700 recordings. The "E-Submission Trends," highlighting the number of e-recordings by month, indicates that e-submitter registrations are continuing.

The Management Office prepared a "Number of documents recorded through esubmission / January 1, 2008 – January 31, 2008" document and it will be e-mailed to all Participants. It was noted that shutting down for the version 2.11 deployment allowed some counties to catch-up.

Contracts and Agreements

ACS

ACS has completed installing version 2.11 in all three counties. After maintenance agreements with Cott and Solutions have been finalized, action will be taken to prepare a similar agreement with ACS.

Cott

Cott representatives have reviewed a draft maintenance agreement and are expecting to receive payment comparable to other service providers.

Pottawattamie County

Pottawattamie County is committed to being live on the e-submission service by the end of first quarter (March 31st).

Black Hawk County

Black Hawk County would like to change service providers and will release an RFP soon.

Digital Business Solutions (DBS)

Digital Business Solutions services a few counties and does not want a maintenance agreement but would prefer being paid on a cost and materials basis.

ABC Virtual

The Project Office will soon be forwarding a document to ABC Virtual requesting services July 1, 2008 through June 30, 2009. ABC will be asked to respond before the next Finance Subcommittee Meeting on March 11th.

The document will be divided into two parts:

1. Request to complete a series of tasks before end of current fiscal year
 - complete evaluations – ex. Web servers used
 - complete plan for conducting another security test
 - prepare documentation about developments

2. RFQ for fiscal year 2009
 - one quote for basic hosting and maintenance of ILR
 - quotes for specific jobs that could be done on a case-by-case basis

Licensing CLRIS outside of Iowa

The CLRIS portal and E-Submission Service can be treated and promoted as a public source open system. The payment system is modular and stands alone. Licensing the portal and ESS could be beneficial to the Association by having licensees agree to mandatory sharing of any modifications or new codes developed. This would also be a good way to market the system and gain new e-submitters. Also, counties could be charged a membership fee which would be deposited into the ESS operating account.

California

A revised draft proposal will be forwarded soon to Placer County, California. The estimated cost of customizing ILR to meet their business requirements is from \$100,000 to \$150,000.

Oregon

The Management Office has held discussions with Oregon representatives. Oregon is interested in replicating the Iowa Land Records system but will use their own developer that services several counties there.

Export Fee Distribution County Distribution Policy

The contract with Data Tree has not yet been finalized. ISAC legal counsel has reviewed the contract and deemed it legal as long as records remain available and free of charge on the portal. The contract stipulates that Data Tree will be charged \$0.20 per document and \$400 per month for set-up and operation on the file transfer system. In order to have a plan in place, the Coordinating Committee discussed what should be done with the revenue received from the sale of bulk data.

Participants reviewed the "Iowa Land Records / Data Export Fee Distribution Policy / March 13, 2008." The Finance and Management Subcommittees have discussed the proposed policy and recommend it be approved by the Coordinating Committee and then voted on by the Association at Spring School (March 13th).

The proposal states that all funds will be deposited into the Bank of America operating account. Reserve accounts for each county would be set-up, as is done with Fund 823, and these accounts would be subject to an annual audit. These funds would not be an income asset but a liability because they are county funds.

Each Recorder would complete an annual declaration confirming which option they would like to use in regards to depositing their share of the revenue received from the sale of bulk data:

1. Funds dispensed quarterly to the county via ACH system.
2. Funds retained in the reserve account for future use towards project related expenditures.

Sue Vande Kamp made a motion to approve the recommended Data Export Fee Distribution Policy. Deb Winke seconded and the motion was approved.

Iowa Finance Authority Foreclosure Prevention

Phil Dunshee attended the Task Force meeting and described ways in which Recorders could assist with the foreclosure prevention program. The Iowa Finance Authority appreciates the ICRA assistance and was informed that the Clerk of Courts could also provide beneficial information.

ILR Version 2.11 Deployment

The Project Team and Management Office are working together to confirm stamp configurations.

Historical Records

Participants discussed the loading of historical records. The system is capable of back-loading and redacting social security numbers. It is a matter of policy and the choice of each Recorder whether or not to load historical records. Many Recorders have chosen not to do this work because of the time and money involved. It was agreed that customers should directly communicate with Recorders and inform them of desired data.

Closing

The next ESS Coordinating Committee Meeting will be held on Wednesday, March 12th from 11 a.m. to 1 p.m. and will coincide with Spring School.

The meeting recessed at 11:46 a.m.