

Electronic Services System Coordinating Committee

Meeting Summary

March 12, 2008

Participants

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

Joyce Jensen, Cass County Recorder
Marilyn Dopheide, Carroll County Recorder
Tony Colacino, Iowa State Bar Assoc.
Phil Dunshee, Enterprise MidAmerica
Julie DenOuden, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the meeting and the February 20, 2008, and February 27, 2008, Meeting Summaries were reviewed. It was noted that the February 20th summary will be corrected in the following ways:

- "The meeting was adjourned" will be changed to "The meeting was recessed."
- "The meeting was reconvened" will be inserted into the appropriate section of the summary.

Megan Clyman moved to approve both summaries with noted corrections and Liz Kenison seconded. The motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on March 11th and recommends approval of all January 2008 financial reports.

Fund 823 Accounts Payable

Three invoices have been submitted for reimbursement from Fund 823; Tyler Technologies (Worth County), Harrison County Recorder, and Solutions, Inc. (Mills County).

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

Fund 255 Accounts Payable

ABC Virtual and Enterprise MidAmerica have each submitted two invoices. One invoice from ABC, #0008815-IN for \$12,762.00, includes the standard monthly bandwidth cost as well as a charge for bandwidth provided by IMAGETek.

Liz Kenison made a motion to approve the Fund 255 Accounts Payable table and Denise Meeves seconded. The motion was approved.

Financial Reports

Participants reviewed the January financial reports. The overall activity has decreased some due in part to the 2.11 deployment which caused several counties to be offline for awhile.

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

2008 and 2009 Budgets

The Finance Subcommittee Members have discussed the possibility of a 2008 Budget Amendment due to the maintenance agreements which will be paid from Fund 255 this year. The Management Office has put substantive development projects on hold until the 2009 Fiscal Year.

Drafts of both the 2008 Budget Amendment and Fiscal Year 2009 Budget will be presented at the April meetings of the Finance Subcommittee and the Coordinating Committee.

ABC Virtual RFQ

The Management Team has met with ABC representatives to discuss the Fiscal Year 2009 Budget and recent RFQ. The existing ABC work authorization will expire soon and the project will not be able to support ABC's standard monthly fee of \$33,000 during fiscal year 2009. The focus of work will be narrowed to maintenance and support with limited and targeted development.

ABC will respond to the RFQ by March 31st.

Personnel changes will take effect this week at ABC Virtual. At this time, there is no risk to the project. Members briefly discussed the possibility of seeking technical support from other firms in the future.

E-Submission Metrics

The metrics will be discussed during the Spring School presentation

Contracts and Agreements

Solutions Maintenance and Support Agreement

Members reviewed and discussed the two versions of the "Maintenance and Support Agreement / Solutions, Inc. And Iowa County Recorders Association / January 1, 2008." One version is proposed by the Coordinating Committee while the other is proposed by Solutions. Correspondence from Solutions was read and it was noted they are accepting the fees, under protest, proposed by the Coordinating Committee.

There are two variances between the documents:

1. page 14
Solutions wants to be able to invoice the project for any changes that must be made due to changes in the LCM and XML.
2. page 31 - "Exhibit D: Client Counties"
The Coordinating Committee agrees to the basic principle put forth by Solutions and that some charges for work done in Mitchell, Monroe, Winneshiek and Woodbury Counties may be feasible. The Coordinating Committee version states it as, "subject to the mutual agreement of the parties and the affected counties."

There are a few differences in language throughout the document but they are not substantive.

Joyce Jensen moved to approve the updated Coordinating Committee version of the maintenance agreement with Solutions, Inc. dated January 1, 2008, and to forward signed copies to the Solutions representatives. Sue Vande Kamp seconded and the motion was approved.

ACS and Cott

Negotiations with ACS and Cott will begin when the Solutions agreement is finalized. ACS and Cott will be presented with the same terms.

Fidlar

Fidlar has not yet started work to connect Audubon and Clayton Counties to the portal or e-submission service with version 2.11. The Project Office has contacted Fidlar and reminded them they are under contract through March 31st.

ILR Version 2.11 Deployment Update

The deployment of 2.11 is almost complete. There continue to be some technical issues which require analysis and resolution.

Insurance

Members reviewed and discussed the document "Insurance Program" which listed updated quotes for insurance premiums. The Finance Subcommittee has reviewed the terms and recommends its approval to the Coordinating Committee.

Because the insurance issue was not on the agenda, the Members decided not to take formal action but to authorize the Project Manager to begin the necessary intermediate steps to secure insurance. The Members will vote on the insurance coverage at the April meeting.

Crew Portal

A brief report was given about the status of the Crew portal. The Recorders will move forward on this project the details and timeline are specified.

Utilities Documents

Documents from Alliant Energy are now being loaded onto the system. The Project Team is working with individual service providers to accomplish this task. Recorders should not attempt to send these large documents through the system. This topic will be discussed at the Spring School presentation.

Closing

Members briefly discussed the timeliness of uploading by some Recorders. Members stated that customers should be encouraged to directly call and inform Recorders of what information they would like to see on the portal.

A meeting between Solutions users and Solutions representatives was scheduled for Thursday, March 13th at 12pm in conjunction with Spring School.

The next ESS Coordinating Committee Meeting will be held on Wednesday, April 16th with the time and place to be determined.

The meeting was adjourned at 12:42 p.m.