

Electronic Services System Coordinating Committee

Meeting Summary

March 14, 2007

Participants

Joyce Jensen, Cass County Recorder
Deb Winke, Allamakee County Recorder
Denise Meeves, Crawford County Recorder
Megan Clyman, Davis Co. Deputy Recorder
Dwight Reiland, Wright County Recorder
Marilyn Dopheide, Carroll County Recorder
Sue Vande Kamp, Story County Recorder
Joan McCalmant, Linn County Recorder

Tony Colacino, Iowa State Bar Assoc.
Scott Williams, Marshall County ICIT
Jared Baker, ABC Virtual
Phil Dunshee, Enterprise MidAmerica
Lisa Sinclair, Enterprise MidAmerica
Julie DenOuden, Iowa Land Records

Welcome

Participants were welcomed to the conference call. The February 14, 2007 Meeting Summary was reviewed. Dwight Reiland moved to approve the summary and Deb Winke seconded. The motion was approved.

Subcommittee Reports

Management Subcommittee

The Subcommittee has recommended the extension of contracts for service providers. Members will conduct a performance review of EMA in the near future.

Standards Subcommittee

The Standards Subcommittee March 7th Meeting Agenda was reviewed and a brief overview of the meeting was provided.

- **Recorder's E-Submission Workflow**

Participants discussed the document outlining three categories of changes for the Recorder's E-Submission workflow. The categories are:

1. Allowing a Recorder to view document images and the form on the same screen.
2. Allowing for easier navigation through the form.
3. Better integration with local service providers.

The first two categories are planned to be addressed as a part of Version 2.08 or 2.09. Currently, the Subcommittee is reviewing and considering each category and will bring recommendations to the Coordinating Committee at a future meeting.

- **GWH Form**

The Subcommittee will work with the GWH Subcommittee to change the GWH form. It was suggested that the new form not be legal size.

Finance Subcommittee

The Subcommittee met on March 8th. Members discussed and recommend approval of all invoices, financial documents and proposed budgets presented to the Coordinating Committee today.

- **Survey of Data Policies**
Subcommittee Members are currently examining a draft "Export Fee Survey" which will soon be distributed to all Recorders. The Coordinating Committee Members are now asked to review the survey and offer feedback to the Subcommittee or the Project Office as soon as possible.
- **Order Certified Copies**
The Subcommittee Members are reviewing a list of six issues concerning the ordering of certified copies. After more discussion, the Subcommittee will make recommendations to the Coordinating Committee.
- **Fee Policies**
The "Fee Policies" document was reviewed and Participants discussed fees for certified copies and export data.

Project Financial Reports

Finance Committee Report

The Finance Subcommittee has reviewed the financial documents submitted and recommends approval.

- **Fund 823 Accounts Payable**
Members reviewed the Fund 823 Accounts Payable and Joan McCalmant made a motion for its approval. Dwight Reiland seconded and the motion was approved.
- **Fund 255 Accounts Payable**
Invoices have been submitted from ABC Virtual, Enterprise MidAmerica and Cott Systems. Megan Clyman moved to approve the Fund 255 Accounts Payable. Denise Meeves seconded the motion and it was approved.
- **Financial Reports**
Members reviewed the Balance Sheets and Electronic Transaction Fund reports for Funds 823 and 255 as well as a Reconciliation Detail and Profit & Loss document for Fund 255.

Also reviewed were the ICRA Reconciliation Detail, Balance Sheet and Profit & Loss documents and the most recent Bank of America statement.

Scott Williams moved to approve the financial reports and Joan McCalmant seconded. The motion was approved.

- **FY 2008 Budget**
- **NetApp and Sunfire Maintenance Agreements**

Participants reviewed and discussed the "Draft ILR FY 2008 Project Expenditures" and the "Final ILR FY 2008 Project Budget." One change has been made to the documents since the Finance Subcommittee Meeting. The amount budgeted for maintenance in July 2007 was \$8,000 but is now at \$0.

The Project Office is currently discussing maintenance agreement options with ABC Virtual. The Finance and Management Subcommittees will be involved in deciding what form and length of maintenance agreement to purchase. Maintenance support and equipment purchases will be secured from the equipment replacement fund.

Deb Winke moved to approve the ILR FY 2008 Project Budget as presented. Sue Vande Kamp seconded the motion and it was approved.

ILR Application Development and Installation **Implementation Update 2.07**

ABC Virtual and the Project Office are currently working on completing implementation of 2.07 and resolving issues with local service providers. It was noted that the changes to the LCM appear to be working well.

- **External Submitter Mapping**

- **Parties**

Participants reviewed the “E-Submission Mapping Table” which was updated on March 14th.

- **Ingeo**

Ingeo has been submitting documents with multiple grantor names in the same field and using abbreviated names. Recorders participating in the meeting agreed that names should be separated and should be spelled out in full. Ingeo will be informed of this requirement.

Development Update 2.08

- **ILR Document Type**

The Participants examined and discussed the “Revised Document Type Policy.” They agreed the proposed new document types would be very useful though Recorders will have to modify mapping tables and send indexing updates to the portal. There was consensus that the Coordinating Committee has the power to accept these new document types and to inform Association Members of this new policy at Spring School. The new categories represent primary categories and user guides will be written for each:

- Easements
- Condemnations
- Surveys and Plats
- Corner Certificates
- Condominiums

Joan McCalmant moved to approve the five new document type categories and policy. Sue Vande Kamp seconded and the motion was approved.

28E Web Page

The Project Office has been asked to review a proposal to post minutes for 28E agreements on the ILR website. It was reported that this would be feasible but would require time and resources to complete development.

DNR

GWH Subcommittee Report

The Subcommittee recently met to discuss next steps. Currently, the DNR is working on a draft agreement which will be presented to the Subcommittee for discussion. The Subcommittee will be working on changing the form to better fit with the ESS and local systems.

There was some discussion about the possible addition of private septic tank reporting in the future.

CREEGAC

Activity Report

Portal demonstrations are being given around the state. An informal demonstration is planned for Spring School. An Iowa Access grant has been approved.

The Inter-Affiliate Agreement will be signed by the Executive Board at Spring School.

Members discussed the possibility of external groups using data mining on the CREEGAC portal. This could raise serious performance issues for ILR. Iowa Land Records is protected by a provision in the agreement permitting withdrawal and by the requirements of the terms of use.

PRIA

Winter Conference Report

Participants were very encouraged by the climate at the PRIA Conference held in February and believe Project Representatives have an active voice in setting new standards.

ILR Educational Activities

“Webinars”

A round of Spring “webinars” for Recorders and customers is being considered. District Presidents may contact the Project Office to schedule a workshop in their district.

Exhibit Schedule

The Project Office is planning to exhibit at several 2007 conferences and conventions. A finalized schedule is forthcoming and Recorders and Deputies were encouraged to participate.

Closing

The Coordinating Committee will meet next on April 11th at the ISAC offices.

The Meeting was adjourned at 11:21 a.m.