

Electronic Services System Coordinating Committee

Meeting Summary

April 12, 2006

Participants

Sue Vande Kamp, Story County Recorder
Joyce Jensen, Cass County Recorder
Marilyn Dopheide, Carroll County Recorder
Judy Cosgrove, Webster County Recorder
Joan McCalmant, Linn County Recorder
Deb Winke, Allamakee County Recorder
Marty Minnick, Calhoun County Recorder
Mary Jo Vogl, Bankers Trust Company

Scott Williams, Marshall County ICIT
Tony Colacino, Iowa State Bar Assoc.
Mark Reynolds, Simplifile
Steve Erickson, ABC Virtual
Phil Dunshee, Enterprise MidAmerica
Terri Selberg, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the meeting by Judy Cosgrove, ICRA President.

Participants were asked to review the ESS Coordinating Committee March 21st Meeting Summary. Joan McCalmant moved to approve the summary. Marty Minnick seconded the motion and it was approved.

Project Financial Reports

Fund 823 Accounts Payable

Counties may use money designated to them within Fund 823 to purchase project-related services and equipment. Participants reviewed the current requests and Joyce Jensen made a motion to approve the Fund 823 Accounts Payable. Sue Vande Kamp seconded and the motion was approved.

A miscommunication between the Project Office and Jackson County has resulted in the purchase of a copier and request that it be paid for within Fund 823. This purchase inadvertently appears on the approved Fund 823 Accounts Payable. Participants discussed whether to allow this copier purchase to be paid for with Fund 823 money.

It was decided that the Project Office will contact Jackson County and assist them in finding an alternate source for paying for the copier. Some suggested Jackson County be encouraged to use Records Management money.

Sue Vande Kamp moved to amend the approved Fund 823 Accounts Payable by deleting the invoice from Midwest Business Products until the Project Office has communicated with Jackson County about alternate sources of payment. Joyce Jensen seconded the motion and it was approved.

Participants were asked to encourage other Recorders to use the "Request for Funds" form and to seek preliminary cost estimates before spending money. The Project Office needs to directly receive the form and invoices from the Recorders and not from the service providers.

Fund 255 Accounts Payable

There are two Fund 255 Accounts Payable documents for April and both were explained.

Gegner Company has been retained to assist with ongoing accounting activities. Their services have been included in the budget which was approved at the March 19th Coordinating Committee Meeting.

Sue Vande Kamp moved to approve the Fund 255 Accounts Payable for ABC Virtual, Enterprise MidAmerica and Gegner Company. Judy Cosgrove seconded and the motion was approved.

ACS has completed requirements and the submitted invoice is for a first payment for initial installation of Phase One work. Story, Union and Ringgold are identically serviced by ACS. Future payments will be paid to ACS when they have completed the E-Submission service work.

Sue Vande Kamp made a motion to approve the Fund 255 Accounts Payable for ACS. Scott Williams seconded the motion and it was approved.

Project Expenditure Logs/Financial Reports

Participants received the expenditure logs for ABC Virtual, Enterprise MidAmerica and Gegner Company.

ILR Policy Issues

E-Submission Service Fee Policy

- **Adjustment for TM Expenses and ACH Payments**

The project is on the cusp of making strides ahead and adding additional payment options for the portal and the E-Submission service. Debit and ACH payment methods are being developed and will be added. ACH will be deployed in mid-June.

The legislation prohibiting fees for using the portal remains in effect. However, current law allows the E-Submission service to charge a service fee if it is in relation to the actual cost of securing payment, treasury management and other financial services.

The "Merchant - Treasury Management - Banking Cost Formula" document was explained in detail and there was much discussion. This document is an illustration of different recording amounts. The rationale for how this is structured and how certain variables were determined was explained. It was stated that fees need to match our banking service charges.

The "ILR Electronic Payment Policies / ILR E-Submission Service / April 12, 2006" document was explained for the Committee Members' consideration. It was noted that policies are necessary for ABC Virtual to continue working towards completion of the project.

The need for a line of credit was explained. It would be used for cash flow purposes only. Participants decided a line of credit could be used for a period of time, reconsidered and then discontinued if deemed unnecessary. Mary Jo Vogl volunteered to confirm what would occur if a user has non-sufficient funds.

Recorders have declared wanting payment from the E-Submission service as soon as possible. If this were not the case, it can be assumed that we could get better pricing of fees.

Some concern was voiced over the many variables shown and it was suggested that the Committee not vote today to implement these policies but further investigate how other agencies accept payment and charge for services.

At the end of the discussion, the Project Manager explained that parameters have been dictated to us by the legislature and these are the known facts. Payment services is being

treated as a project expense and regular financial reports will be submitted. Changes can be made in the future but this is the best current estimate.

Joyce Jensen moved to accept all "Primary Policy Decisions" and #1 from the "Secondary Policy Decisions" in order to facilitate filing of documents electronically. Sue Vande Kamp seconded the motion.

Further discussion occurred and Joyce Jensen amended her motion to accept all of the "Primary" and all of the "Secondary Policy Decisions" so the project can move forward. Sue Vande Kamp seconded the amended motion and it was approved by voice vote with one dissention.

Operational Procedures

It was reported that Association Members were not ready to accept proposed operational procedures at Spring School. The ICRA Executive Committee met recently to discuss this situation and decided that operational policies are necessary if the E-Submission service is to be used. The Committee is proposing to set aside portal operational policies for the time being because they are not critical for business to continue and could be discussed again at Summer School.

The "Interim Operating Policies and Procedures" draft document was reviewed by Participants. These policies would enable work on the E-Submission service to continue.

The second policy refers to the preservation of the document type which is the responsibility of the Recorder and not the service provider. The objective is to require Recorders to record documents correctly but the document type can be changed if needed.

If this document is accepted, it will be sent to Association Members along with a memo from Judy Cosgrove. The policies will be discussed again by the Association at Summer School.

Joan McCalmant moved to approve and accept the "Interim Operating Policies and Procedures." Joyce Jensen seconded the motion and it was approved.

ILR Development Priorities

The Project Team has prioritized the next three development issues:

1. Debit and ACH payment methods added.
2. Standard API for aggregation service providers (E-Submission).
3. Web services/integration added and data reciprocity with selected counties.

There was much discussion about development priorities. Some Participants think integration should be the first priority since it was suggested almost one year ago and other affiliates have shown interest in this function.

Reasons for keeping the E-Submission service as the top priority include the fact that all counties will benefit from e-recording while integration will serve only the larger counties and e-recording is currently an important PRIA topic.

The Project Manager reiterated that there are many changes that would be beneficial to Iowa Land Records but all cannot be done at once because of finite resources. He suggested we should continue development of payment services because resources are currently allocated to the E-Submission service and it is in motion and almost complete.

The Committee Members decided to designate the integration development as second priority and move the API for aggregation service providers to third priority.

ILR Application Development and Installation

E-Submission Installation Update

The "Upload Activity Report" was explained. The information was gathered from a five working day period. Participants discussed why some counties may be behind schedule. The Project Manager reminded Participants that service providers have signed, prepaid maintenance agreements and should be called by Recorders when problems arise. If the problem is deemed portal-related, service providers should contact the Project Office.

A spreadsheet illustrating E-Submission service status was also reviewed.

Development Update

Version 2.3 of the portal and Electronic Services System are scheduled for release next week. Over 80 issues have been addressed to produce this latest version:

- Redirecting the user to the log-in page after being timed-out.
- PDF re-sizing.
- Email notification of E-Submission.
- Deleting erroneously recorded documents.
- Terms of Use must be agreed upon by new users at time of registration.

The first disaster recovery of a local index was completed successfully for Shelby County. This exercise will assist in making disaster recovery more automatic in the future.

There will be further discussion about development at the May meeting.

E-Submission and Data Connection Agreements

David Vestal is currently reviewing preliminary draft document agreements.

- **Data Tree, Ingeo, LandData, Simplifile**
Mark Reynolds from Simplifile introduced himself and informed the Participants that he is currently working with Polk County.

ESS Committee Structure and By Laws

By Laws Subcommittee

The By Laws draft document was reviewed and discussed. Participants suggested identifying the census to be used as the "U.S. census." Also, it was deemed necessary to address the budget oversight issue by placing text from the ESS Coordinating Committee resolution under the "Duties and Responsibilities" section or as an attachment. These two changes will be made to the document and voted on at the May meeting.

The Project Manager inquired if the "URPERA" section should be reviewed by the Iowa State Bar Association but it was determined this would not be necessary until legislation was approved or enacted. This section states that the ESS Coordinating Committee could serve in the commission capacity but this would not be automatically implemented.

ILR Data Integration Update

882 Committee Update

- **"Fifth Portal"**
The Committee has held planning discussions but no report was made.

Legislative Update

- **Pending Legislation**

The technical bill was signed by Governor Vilsack and it is effective on July 1st.

The House Study Bill 777 is now Senate File 2264 and is circulating for discussion purposes. This action would take away the \$1 fee and put the money in county general funds, ending the ILR funding stream. Currently, ISAC is neutral while the Iowa Land Title Association is monitoring the situation. Opposed are the ICRA, credit unions and bankers. In favor are the treasurers.

The House Study Bill 776 is now House File 2794 and codifies House File 882 language. An amendment has been drafted by the Project Manager and could be used to clarify fee policies.

ILR Educational Activities

Exhibit Display

The new Iowa Land Records display was exhibited at the meeting and Participants reviewed the 2006 exhibit schedule. The Project Office is seeking volunteers to help staff the exhibit at the identified conferences. We are committed to attend the Iowa Land Title Association Convention in May and will commit to attend the Iowa State Bar Association Annual Meeting in June. The Project Manager will later recommend exhibiting at the Iowa Bankers Association Convention in September.

Service Providers Retreat

The retreat is scheduled for June 1st at the Des Moines Botanical Center and will tentatively be from 8:00 a.m. to 4:30 p.m. A pre-retreat dinner is being planned for May 31st. Tony Colacino and Mary Jo Vogl were asked to attend both events. Bruce Kawahara, from Blue Opal Consulting, will facilitate the meeting. The Project Office is currently awaiting reservations from several service provider representatives.

PRIA Summer Conference

Joan McCalmant and Phil Dunshee will attend the PRIA Summer Conference in July. Various state portal initiatives will be discussed and Joan will be a featured speaker.

Closing

Due to an ICUBE Meeting on Wednesday, May 10th, the next meeting of the ESS Coordinating Committee will be on Thursday, May 11th at 10 a.m. ISAC.

The August Committee Meeting will coincide with Summer School in Okoboji and is tentatively set for Wednesday, August 2nd from 2:00 to 4:00 p.m.