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Electronic Services System Coordinating Committee

Meeting Summary

April 16, 2008

Participants

Deb Winke, Allamakee County Recorder
Denise Meeves, Crawford County Recorder
Liz Kenison, Worth County Recorder
Joan McCalmant, Linn County Recorder
Sue Meyer, Clayton County Recorder
Sue Vande Kamp, Story County Recorder

Joyce Jensen, Cass County Recorder
Megan Clyman, Davis Co. Deputy Recorder
Scott Williams, Marshall County IT
Marilyn Dopheide, Carroll County Recorder
Phil Dunshee, Enterprise MidAmerica
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the meeting and the March 12, 2008 Meeting Summary was reviewed.

Joan McCalmant moved to approve the summary. Deb Winke seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on April 8th and recommends approval of all March 2008 financial reports. The Subcommittee met again on April 11th for the purpose of reviewing the budget amendments.

Fund 823 Accounts Payable

Two invoices have been submitted for reimbursement from Fund 823 - Hewlett-Packard (Benton County) \$5,220.00; Erb's (Benton County) \$1,544.00.

Joan McCalmant made a motion to approve the Fund 823 Accounts Payable table. Liz Kenison seconded the motion and it was approved.

Fund 255 Accounts Payable

Five invoices have been submitted for reimbursement from Fund 255 - ABC Virtual: \$33,000.00 and \$5,250.00; Enterprise MidAmerica: \$13,250.00 and \$1,157.09; Gegner Company: \$915.00.

Deb Winke moved to approve the Fund 255 Accounts Payable table and Sue Meyer seconded. The motion was approved.

Fund 255 Accounts Payable (Solutions)

A second Fund 255 Accounts Payable table, with one Solutions invoice, was presented. This invoice totaled \$43,000 and covers the period from January 1, 2008 through June 30, 2008. The Members agreed to defer discussion on this invoice until later in the meeting when supplemental Solutions invoices would be discussed.

Financial Reports

Participants reviewed the March financial reports. It was noted that \$63,329.40 was earned in e-recording transactions.

Liz Kenison made a motion to approve the financial reports. Joan McCalmant seconded and the motion was approved.

Bank Resolution Update

It was recommended that a new Bank of America signature sheet be signed by the ICRA President, Vice President, Treasurer and Secretary and also the ESS Coordinating Committee Chairperson.

Megan Clyman moved to adopt the updated bank resolution signature authorization. Denise Meeves seconded the motion and it was approved.

FY 2008 Budget Amendment

The "Revised ILR FY 2008 Project Budget," revised April 14th, was explained and discussed. The *Prior Amount* represents the budget approved by the Coordinating Committee in Spring 2007. It was noted that the *Local Maintenance* amount was not in the original budget due to the unknown cost at the time. The Members agreed the real estate market has had great impact on the ILR revenue.

Marilyn Dopheide, ICRA President, executed an \$8,000 reimbursement check to repay the ICRA loan to Iowa Land Records. The check will be sent to Deb Roberts, the ICRA Treasurer.

Scott Williams moved to approve the "Revised ILR FY 2008 Project Budget" and Liz Kenison seconded. The motion was approved.

FY 2009 Budget – Fund 255

The "Draft ILR FY 2009 Project Budget" was explained in detail. The *Prior Amount* is the revised FY08 budget, assuming it was approved by the Coordinating Committee. The *Personnel* label has been changed to *Application Hosting*. It was recommended to increase the *Equipment Replacement Fund* monthly deposit from \$6,000 to \$8,000.

Invoices for *Local Maintenance* will be sent to counties by April 30th. It has yet to be determined whether the county money will be deposited into Fund 255 or the Bank of America account. Once the procedure has been finalized, the ICRA President will forward a memo about the forthcoming invoice to the Membership.

The proposed budget includes more money for *Education/Training* in order to advertise E-Submission services and to conduct more workshops in order to increase the volume of e-recordings.

The *Project Manager* line item shows a decreased expense.

The pending agreement with Data Tree is not a factor in the proposed 2009 budget.

Scott Williams made a motion to approve the proposed "ILR FY 2009 Project Budget." Sue Meyer seconded the motion and it was approved.

2007 Audit

A representative from Denman Company has begun the 2007 audit of the Bank of America account.

Contracts and Agreements

Cott Maintenance and Support Services

Members reviewed the "Maintenance and Support Agreement / Cott Systems And Iowa County Recorders Association / May 1, 2008." The substance of the agreement, compensation and term length, is identical to the Incode agreement.

Joan McCalmant made a motion to approve the Cott Maintenance Agreement effective May 1, 2008. Megan Clyman seconded the motion and it was approved.

ABC Virtual Contract Amendment / Work Authorization

Members reviewed three ABC Virtual documents which are reflected in the Fiscal Year 2009 Budget.

The "Amendment Number 9" amends the existing ABC Virtual contract and extends the contract through June 2009.

The "Statement of Work for ICRA" includes the *Primary Support Activities Covered* which lists the specifics about the work to be performed by ABC. The *Secondary Support Activities* is a list of less urgent ABC responsibilities.

ABC will be paid monthly at a regular rate of \$85 per hour.

The section titled *Remaining Scope of Work* concerns the rest of the current fiscal year and lists research and documentation projects, developing cost estimates and planning a list of jobs to be worked on when time and resources are available.

The "Work Authorization" is for the time period of July 1, 2008 through June 30, 2009 and includes maintenance and bandwidth terms.

Liz Kenison moved to approve the ABC Contract Amendment, Statement of Work for ICRA and Work Authorization, all effective July 1, 2008 through June 30, 2009. Megan Clyman seconded and the motion was approved.

Status of Discussions with ACS and Fidlar

ACS has agreed to a similar maintenance agreement as other service providers. Representatives have requested the agreement be finalized by April 30th. The Coordinating Committee will be asked to approve this agreement at their May meeting.

Fidlar is evaluating the technical effort in order to complete deployment of version 2.11.

Status of Solutions Contract Implementation

Recently, Solutions has forwarded supplemental invoices to several counties they service. The work noted on the invoices has been declared by Solutions as outside the scope of work or maintenance agreement. Copies of the supplemental invoices have been reviewed by Deb Winke and Joyce Jensen and were distributed to Committee Members.

An April 16th memo addressed to the ESS CC and from Phil Dunshee was discussed. It was agreed this memo should be revised to originate from the Coordinating Committee and be circulated to the ICRA membership. This memo is applicable to all service providers and Recorders and provides guidance as to the work that is and is not covered by maintenance agreements.

Members reviewed the "Local Service Provider / Suggested Billing Guidelines" document which may assist Recorders in minimizing future bills. Many Members agreed this document will be useful to their staff.

Recorders employing Solutions as their service provider will hold a conference call on Tuesday, April 22nd at 1 p.m. The Recorders will summarize the issues and concerns and compile a list to present to Solutions.

Deb Winke made a motion to approve the Solutions Fund 255 Accounts Payable Table subject to the results of a pending meeting with Solutions. The decision to authorize payment of the Solutions invoice for maintenance services is delegated to Joyce Jensen and Deb Winke. Scott Williams seconded the motion and it was approved.

Enterprise MidAmerica Notice of Intent

Employees of Enterprise MidAmerica (EMA) exited the meeting in order for the Coordinating Committee Members to discuss whether to continue with project management, customer service and administrative support services. The Committee notified EMA of its intent to extend the agreement for one year.

Status of Data Tree Integration

The Project Team is actively working and testing as if a Data Tree agreement will be completed by the end of Fiscal Year 2008. Before an agreement is signed, the Management Team and Data Tree representatives will examine the acceptance process point-by-point.

The Iowa Land Title Association, other various groups and the Legislature have voiced their concern about the Recorders possibly selling information to First American. Sections of a current senate file were read and discussed and it was noted that the sale of personal information could be a liability or felony under the pending legislation.

An interim legislative study committee may be formed by July. This group will also investigate types of information being sold by all of the affiliates. A decision will be issued by the study committee next year.

Members discussed the situation and agreed the Coordinating Committee should not execute the Data Tree agreement until the study committee process is complete.

Sue Vande Kamp moved that the ESS Coordinating Committee not execute the Data Tree agreement until an interim study committee can meet and make recommendations to the legislature. Megan Clyman seconded and the motion was approved.

Authorization for Binding Insurance Coverage

At the March meeting, Members discussed, but did not vote on, the various insurance quotes provided by True North (now the "Beaurence Management Group"). The document, "Iowa County Recorders and Electronic Service System / Insurance Program," was reviewed and discussed again.

Sue Vande Kamp moved to authorize binding the proposed coverage. Joan McCalmant seconded and the motion was approved.

ILR Version 2.11 Deployment Update

An ABC Virtual representative answered Members' questions about the operations of the LCM and other issues associated with Version 2.11.

CREW Update

Parcel ID Draft Project Outline

The CREW leadership has approved the technical method devised by the Project Team for delivering images to the new portal. Search parameters and solutions to other technical issues are being developed.

Each county is being surveyed as to their usage practices with document reference numbers and book & page notations. The Association will be asked to review and confirm the information gathered and after which they will be forwarded to CREW. Data from a sampling of counties with different practices will be used by the CREW system for testing. The goal is to be in the production environment by the end of the current fiscal year.

Members reviewed and discussed the, "Parcel Identification Number Project Outline / CREW and Participating Affiliates / April 2, 2008." This document explains what participants would be required to do in order to use PINs on the portal.

It was noted that Iowa Land Records resources will be used to assist the CREW portal start-up but for no other new projects at this time.

Closing

The ISAC Golf Outing is scheduled for Wednesday, June 11th.

The next ESS Coordinating Committee Meeting will be a teleconference on Wednesday, May 14th at 10 a.m.

The meeting was adjourned at 4:35 p.m.