

Electronic Services System Coordinating Committee

Meeting Summary

May 11, 2006

Participants

Sue Vande Kamp, Story County Recorder
Joyce Jensen, Cass County Recorder
Judy Cosgrove, Webster County Recorder
Colleen Pearce, Cerro Gordo County Recorder
Deb Winke, Allamakee County Recorder
Marty Minnick, Calhoun County Recorder
Dwight Reiland, Wright County Recorder
Scott Williams, Marshall County ICIT
Tony Colacino, Iowa State Bar Assoc.
Jeff Rodda, Polk County ICIT

Tammy Keiter, Polk County
Thomas Brogan, Polk County
Syeta Glanton, Secretary of State's Office.
David Vestal, ISAC
Robin Harlow, ISAC
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, President of the Iowa County Recorders Association. Tammy Keiter and Thomas Brogan, both from the Polk County Recorders Office, were introduced. Participants reviewed the ESS Coordinating Committee April 12th Meeting Summary. Sue Vande Kamp moved to approve the summary. Marty Minnick seconded and the motion was approved.

ILR Data Integration Update

882 Committee Update

Sue Vande Kamp summarized the May 5th 882 Committee Meeting. Meeting topics included SF 2410, SF 2313 and privacy and confidentiality.

A technical meeting immediately followed and Scott Williams reported this was a constructive meeting in which participants discussed services and integration. A domain name for the service has not been determined.

David Vestal reviewed with participants his written comments from the CREEGAC Meeting on May 5th.

Legislative Update

A copy of SF 2410 was distributed and reviewed. This bill was passed in response to the CIETAC scandal and it concerns requirements for certain organizations operating under 28E Agreements – specifically organizations that are new or being renewed.

The definitions of “oversight agency” and “recipient entity” were reviewed and it was determined this bill may not apply to counties or the ICRA. There is no state agency in an oversight role, and the ILR 28E Agreement is already established and perpetual.

The Iowa Land Records project has been managed in an open environment with built-in accountability mechanisms. Participants agreed that the ESS 28E agreement should seek to conform to the requirements of the legislation when applicable and practicable.

Participants discussed HF 2794 which was previously HSB 776. The bill was passed and is pending signature. Based on the Committee's interpretation of the intent of the legislation, it was determined that no change in fee policy will be pursued at this time.

However, the Committee may develop a fee policy concerning the sale of certain bulk data because a custom application will need to be created in order to provide this service for third parties. The time and work that will be involved is reasonable justification for charging a fee.

HSB 777 was not approved. It would have reverted the \$1 recording fee back to the county general fund. Most affiliate groups were against this bill while ISAC remained neutral.

ESS Committee Structure and By Laws

By Laws Subcommittee

The draft document "By-Laws / Electronic Services System Coordinating Committee / May 2006" were reviewed. Changes included identifying the census to be used as the "most recent official U.S. census." Also, budget oversight details were added under the "Duties and Responsibilities" section.

Procedures for nominations and terms of members were discussed and are noted under "ESS Committee Transition." Nominations for new members must be received by September 30th. The new committee will convene in January, 2007.

It was suggested that the Committee have an interim Chair, Vice-Chair and Secretary/Treasurer until January, 2007. At that time new officers would be elected. The Secretary/Treasurer would be responsible for reviewing meeting summaries before they were distributed. Also, this officer would help oversee Fund 255, Fund 823 and the operating account with Bank of America. The Secretary/Treasurer would also serve on the Finance Subcommittee if established.

The Project Office will assist the Association Executive Committee with membership communications including an explanation of the nominating and appointing process. A draft memo will be sent to Judy Cosgrove and Deb Winke and they will determine how the letter should be distributed. Recorders will be able to discuss these procedures at District Meetings in June and Summer School in August.

No amendments or further direction about the draft document were presented. Marty Minnick moved to approve the By-Laws for the Electronic Services System Coordinating Committee. Colleen Pearce seconded the motion and it was approved.

Appointment of Management Subcommittee and Finance Subcommittee

With the approval of the By-Laws, it was recommended that a Management Subcommittee and Finance Subcommittee be established. The process for planning future operational policies needs to begin soon and these subcommittees should be defined before January, 2007. It was noted the subcommittee members could be appointed from any group represented on the ESS Committee.

The Management subcommittee could be comprised of three to five members who would be responsible for contract renewals and approvals, and policies concerning the management structure for the ILR system.

The Finance Subcommittee could have three to four members who would be responsible for the project budget and for the review of claims and financial reports.

Joyce Jensen moved to appoint the Nominations Subcommittee and to postpone any decisions about the Management and Finance Subcommittees until the next meeting. At this time, the Project staff will provide more defined objectives for these two subcommittees in addition to the functions specified in the new By-Laws. Sue Vande Kamp seconded the motion and it was approved.

Appointment of Nominations Subcommittee

Joyce Jensen made a motion to appoint Judy Cosgrove, Marty Minnick and Scott Williams to the Nominations Subcommittee. Sue Vande Kamp seconded and the motion was approved.

The first order of business for the Nominations Subcommittee will be to nominate interim officers.

Project Financial Reports

Fund 823 Accounts Payable

Participants reviewed the Fund 823 Accounts Payable table for Osceola, O'Brien, Carroll, Des Moines and Dickinson Counties. Colleen Pearce moved to approve the Fund 823 Accounts Payable and Marty Minnick seconded. The motion was approved.

An Accounts Payable for Jackson County was presented. The Jackson County Records Office is in the process of making multiple copies of old records in order to scan and then load onto ILR. The Management Office has recommended the purchase of a copier be deemed permissible and allowable.

Dwight Reiland made a motion to approve the Fund 823 Accounts Payable table for Jackson County. Colleen Pearce seconded and the motion was approved.

Fund 255 Accounts Payable

The Fund 255 Accounts Payable table was explained in detail. The Incode payment is associated with final payment for installation and uploading. Marty Minnick moved to approve the Fund 255 Accounts Payable table and Joyce Jensen seconded. The motion was approved.

Project Expenditure Logs/Financial Reports

The expenditure logs for ABC Virtual, Enterprise MidAmerica, Essman Associates and Gegner Company were explained. It was noted that with the start of the new fiscal year on July 1st, more standardized financial reports will be used.

Electronic Notarization

Office of the Secretary of State

Participants welcomed Syeta Glanton, Assistant Business Services Director at the Secretary of State's Office and reviewed the "National E-Notarization Commission Proposed Standards." Ms. Glanton explained that electronic notarization is not being used yet in Iowa but is a simple process and a matter of convenience. With electronic notarization, documents are sent via e-mail while signees must appear in person in order to have their identification and signatures verified. Electronic notaries, unlike traditional notaries, will be required to attend training classes and receive certification from the Secretary of State's Office.

Electronic notarization is in the future and it is appropriate for ILR to be ready and plan for its use. PRIA is moving forward with electronic notarization standards and it was recommended that ILR follow PRIA standards.

Pennsylvania is conducting one of the first electronic notarization projects, and many are looking at their system to see how it works.

ILR Application Development and Installation

Document Monitoring

The Project Team is not moving forward with document monitoring at this time because there is not a set fee policy. Also, the current variability in Recorder upload practices would make the document monitoring service of limited use at this time.

E-Submission Installation Update

The spreadsheet illustrating the e-submission installation status of each county was reviewed. Sixty-eight counties have successfully completed round-trip e-submission trials.

The signed Polk County Project Plan was distributed. The Polk County Records Office was thanked for their participation in ILR.

E-Submission and Data Connection Agreements

The Project Team is in active discussions with several e-submission service providers about their business and technical work flows. More information about these discussions will be presented at a future meeting.

ILR Portal Linking and Data Integration

The Project Team is currently development the specifications for enabling external systems to access data from the ILR system. Web service specifications, when complete, will be reported to the CREEGAC technical team. The Project Team is also in discussions with ProMap about linking their sites with ILR.

ILR Policy Issues

Operational Procedures

The “E-Submission Service Interim Operating Policies and Procedures” draft document was reviewed and discussed at length.

Recorders at the recent ICUBE and Solutions User Group Meetings responded negatively to the interim policies and procedures. The ICUBE participants voted to strike points #2 & #4.

Concerning point #2, it is intended to state that Recorders will make their best effort to index a document with the correct document type and if an error occurs, they are allowed to make changes at a local level and upload the changes to the portal. This point is written liberally and Participants suggested stating the situation more precisely by adding to the end of the last sentence, “and such corrections shall be uploaded to the Iowa Land Records portal.”

Point #4 concerns accepting index information and document images of Groundwater Hazard documents through the E-Submission service.

Marty Minnick moved to modify point #2 of the “Interim Operating Policies and Procedures” with the addition of, “and such corrections shall be uploaded to the Iowa Land Records portal” at the end of the last sentence. These policies and procedures shall remain defined as “interim” and will be distributed by Judy Cosgrove along with an explanatory memo. These interim policies and procedures will be discussed again with the Association members at Summer School. Colleen Pearce seconded the motion and it was approved.

Document Type Mapping

A Mapping Tables Document is being prepared. It was noted that some counties are not following standard PRIA definitions when mapping to the ILR system.

Document Formatting Standards

Some Recorders do not want to accept tax liens or non-standard documents through the e-submission service. It was agreed that Recorders do not have to accept e-submitted non-standard documents, but must accept state and federal tax liens through e-submission when this capability is ready.

ILR Educational Activities

ILTA Conference

Sue Vande Kamp and Terri Selberg attended this event and reported it was worthwhile and successful.

ILR/Service Providers Retreat

The retreat agenda was reviewed.

Iowa State Bar Association Annual Meeting and Iowa Bankers Association Convention

The 2006 exhibit schedule was distributed. The Bar Association's Annual Meeting is June 21-23 in Des Moines. The Bankers Association Convention is September 17-19 in Des Moines. Committee Members were invited to attend and help at the ILR exhibit during these two events. Interested individuals should contact the Project Office.

PRIA Summer Conference

The PRIA Summer Conference is scheduled for July 1-3 in San Francisco.

Closing

The June 14th Coordinating Committee Meeting will cover standard business issues and work authorizations for ABC Virtual and Cott. This meeting may be held via teleconference.

The July 12th meeting will be held at ISAC.

The August meeting will coincide with Summer School and is scheduled for August 2nd.