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## **Electronic Services System Coordinating Committee**

### **Meeting Summary**

**May 22, 2008**

#### **Participants**

Deb Winke, Allamakee County Recorder  
Megan Clyman, Davis Co. Deputy Recorder  
Joyce Jensen, Cass County Recorder  
Joan McCalmant, Linn County Recorder  
Sue Meyer, Clayton County Recorder  
Sue Vande Kamp, Story County Recorder

Tony Colacino, Iowa State Bar Assoc.  
Deb Roberts, Floyd County  
Marilyn Dopheide, Carroll County Recorder  
Jared Baker, ABC Virtual  
Phil Dunshee, Enterprise MidAmerica  
Lisa Sinclair, Enterprise MidAmerica

#### **Welcome**

Participants were welcomed to the meeting and the April 16, 2008 Meeting Summary was reviewed.

Joan McCalmant moved to approve the summary. Megan Clyman seconded and the motion was approved.

#### **Project Financial Reports**

The Finance Subcommittee held a meeting on May 8th and recommends approval of all April 2008 financial reports.

#### **Fund 823 Accounts Payable**

Eight invoices have been submitted for reimbursement from Fund 823 – “Solutions”, Inc. (Osceola County) \$771.30; CDW Government, Inc. (Keokuk County) \$202.51; IMAGETek, Inc. (Calhoun County) \$5,618.63; Heartland Technology Solutions (Shelby County) \$1,481.00 and \$510.00; “Solutions”, Inc. (Clay County) \$82.50; “Solutions”, Inc. (Osceola County) \$82.50 and \$17.88.

Sue Vande Kamp made a motion to approve the Fund 823 Accounts Payable table. Deb Winke seconded the motion and it was approved.

#### **Fund 255 Accounts Payable**

Eight invoices have been submitted for reimbursement from Fund 255 - ABC Virtual: \$33,000.00 and \$5,250.00; Enterprise MidAmerica: \$13,250.00 and \$700.83; tYler TECHNOLOGIES: \$14,666.66; IMAGETek, Inc. \$4,954.16; Gegner Company: \$290.00; Bearance Management Group \$6,932.38.

The tYler TECHNOLOGIES and IMAGETek, Inc. invoices are for fourth quarter maintenance services. The Management Office has not yet received fourth quarter invoices from ACS or Cott.

The Bearance Management Group invoice was received after the Finance Subcommittee Meeting and therefore not reviewed by those Members. The amounts and services had previously been reviewed and agreed upon by the Finance Subcommittee.

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", Inc. 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**

A milestone for the ESS has been reached. Two warranty deeds were filed together electronically for a total of more than \$50,000. Funds have been distributed to the counties involved.

Joan McCalmant made a motion to approve the financial reports. Sue Vande Kamp seconded and the motion was approved.

#### **E-Submission Metrics**

Members reviewed the "Recording Trends" and "E-Submission Trends" documents. A third metrics document, "ILR Metrics / May 22, 2008," was discussed and the numbers were reviewed in detail. There are currently 36,659 active portal users and 164 active E-submission users.

Members also discussed the e-submitted documents that were not processed in accordance with the 24-hour policy period during April.

It was agreed that these numbers should be shared with legislators soon and with Association Members during the District Meetings in June. May numbers will be ready for discussion after June 6<sup>th</sup>.

#### **FY 2009 Education/Outreach Budget**

Members reviewed the draft document, "FY 2009 Education/Outreach Budget." They discussed how to get more people interested in the ESS and agreed greater use of the system would generate more operating revenue to help cover third-party expenses such as local maintenance.

Workshops were proposed in counties with large populations and many businesses. Members agreed that all districts should be represented in the plan and suggested conducting a workshop in north central Iowa.

Webinars are also included in the budget and would allow interested parties to participate without having to travel out of the office.

In order to maximize attendance and awareness, workshops and webinars could be scheduled soon and potential attendees could be given advance notice through the website, a monthly newsletter and direct invitations.

It was suggested that title company employees in Omaha and members of the Independent Bankers Association also be invited to participate in the workshops and webinars.

Postage figures include mailing invitations and pens.

Plans are being made to participate in the Iowa Mortgage Association trade show in September.

The Management Office will present more refined education and outreach budget figures to the Coordinating Committee this summer.

Members were agreeable to the tentative education and outreach plan and budget.

### **Contracts and Agreements**

#### **ACS Maintenance and Support Services**

The ACS agreement was discussed at the ESS Coordinating Committee April Meeting but the paperwork was not complete at that time. The proposed ACS agreement is identical to the agreement reached with Cott and Incode.

Sue Vande Kamp moved to approve the "Maintenance and Support Agreement / ACS GRM / And ICRA / May 1, 2008." Megan Clyman seconded and the motion was approved.

#### **Fidlar Maintenance and Support Services**

Fidlar has received payment from Iowa Land Records and has begun work.

#### **Enterprise MidAmerica Project Management and Customer Support**

ISAC legal counsel has reviewed and amended the proposed contract extension between the ICRA and Enterprise MidAmerica. The amended contract sections were read aloud. Members discussed the supplemental compensation associated with the ESS.

Joan McCalamant made a motion to approve the "Contract Terms and Conditions / Amendment Number 2" for Enterprise MidAmerica. Sue Vande Kamp seconded the motion and it was approved.

#### **Status of Solutions Contract Implementation**

The Coordinating Committee has forwarded a memo applicable to all local service providers and Recorders. The memo provides guidance as to the work that is and is not covered by local service provider maintenance agreements. The guidance memo has been provided to all service providers and the Project Office has not received any feedback or questions about this memo.

Solutions users and representatives have held a conference call and a face-to-face meeting in the past several weeks. Solutions representatives are to provide users with a list of billable tasks. There will be a follow-up meeting soon.

Supplemental invoices have not been received recently by Recorders served by Solutions.

Deb Winke moved to approve the "Solutions", Inc. \$43,000 invoice for the period January 1, 2008 through June 30, 2008. This invoice is itemized on a separate Fund 255 Accounts Payable table. Joyce Jensen seconded and the motion was approved.

### **Status of Data Tree Integration**

Senate File 2308 provides that there will be an interim legislative study committee formed. Members assumed this would occur in the fall. Legislators are concerned about the selling of “personal information” for which there is not a specific definition.

At District Meetings in June, Coordinating Committee District Representatives should be prepared to explain the status of the Data Tree integration and to answer questions about the interim study. Detailed information will be included in the Legislative Report distributed at the District Meetings

Members discussed whether or not they are allowed to sell bulk information to Data Tree and other such companies. It was reported that they are allowed to sell bulk data.

### **Tutorial**

The Project Team is testing a 30-day trial license using Adobe Captivate. An example of a Captivate tutorial can be viewed at [www.clris.com/Demonstration.htm](http://www.clris.com/Demonstration.htm). The Management Office is reviewing with Adobe the type of licensing which is required. If this is continued, a URL address would be established which would list a series of tutorials for users to access. Members agreed this is an opportunity for an educational benefit with the portal and e-submission service.

### **ILR Version 2.11 Deployment Update**

There has been a significant decrease in the number of issues being reported in relation to the 2.11 deployment. The Project Team will be setting-up customer service protocols for the service providers to follow when there is an issue. ABC is compiling plans and cost estimates for future development. This information will be presented at the July meeting.

### **CREW Update**

Twenty-four counties have not yet responded to the Index Reference Number Survey. A technical agreement with CREW has been reached.

### **Iowa County: Article and Five-Year Celebration**

A fall issue of *The Iowa County* magazine will publish an article about the 5<sup>th</sup> anniversary of Iowa Land Records.

Members discussed acquiring a booth at the Vendor Fair during Fall School in Coralville. A small “anniversary” party will occur during a break in the scheduled activities.

### **ILR ESS Application Revision**

The draft revision of the “ILR / ESS – Application” was reviewed and discussed. If adopted, applicants would be required to provide information about their financial institution. Members were assured that this information, as currently designed, would not be stored in the system or in an electronic database but only in paper form.

Members were told that revisions may soon be made to the EDS agreement. Details could be brought to the attention of the Coordinating Committee this summer.

### **Closing**

The next ESS Coordinating Committee Meeting was tentatively scheduled for Tuesday, June 10<sup>th</sup> from 4:00 to 6:00 p.m. The ISAC golf outing will be held on Wednesday, June 11<sup>th</sup> at Jester Golf Course.

The meeting was adjourned at 12:16 p.m.