

Electronic Services System Coordinating Committee Teleconference

Meeting Summary

June 14, 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
Marilyn Dopheide, Carroll County Recorder
Dwight Reiland, Wright County Recorder

Kris Colby, Winnebago County Recorder
Mary Jo Vogl, Bankers Trust Company
Tony Colacino, Iowa State Bar Assoc.
Steve Erickson, ABC Virtual
Phil Dunshee, Enterprise MidAmerica
Terri Selberg, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the teleconference and roll-call was taken. Judy Cosgrove asked everyone to review the May 11th Meeting Summary. Sue Vande Kamp made a motion to approve the May 11th ESS Coordinating Committee Meeting Summary and Deb Winke seconded. The motion was approved.

ESS Committee

Election of Officers

The Nominations Committee, Judy Cosgrove, Marty Minnick and Scott Williams, submitted a list of nominees to serve as officers through December, 2007. All nominees were contacted and agreed to serve.

Judy Cosgrove suggested that all nominees be approved under the same motion and there were no objections.

Colleen Pearce moved to appoint Joyce Jensen as Chairperson of the ESS Coordinating Committee, Sue Vande Kamp as Vice-Chairperson and Marilyn Dopheide as Secretary. All will serve until January 2007 when new officers are appointed. Marty Minnick seconded the motion and it was approved.

Joyce Jensen presided over the remainder of the meeting.

Management, Finance and Standards Subcommittees

A draft document detailing possible subcommittees was reviewed and discussed at length. Three subcommittees were outlined: Finance, Management, and Standards and Practices. Draft duties and responsibilities were discussed, and participants were asked for their input and feedback on these recommendations. It was suggested that one or more subcommittees be established at the July meeting or at the August Summer School.

The full ESS Committee will decide the number of individuals to serve on each subcommittee, but it was suggested that three to five people might be appropriate for each subcommittee. The possibility of including stakeholders and other Association members on the subcommittees was discussed. Another suggestion was to include an ESS Committee Officer on each subcommittee in order to create coordination between the subcommittees and the full Committee.

Project Financial Reports

Fund 823 Accounts Payable

The Fund 823 Accounts Payable and invoices for Lee, Hamilton and Fayette Counties were explained. Dwight Reiland moved to approve the Fund 823 Accounts Payable. Marty Minnick seconded and the motion was approved.

Fund 255 Accounts Payable

Invoices shown on the Fund 255 Accounts Payable were explained and discussed. Incode-CMS and Solutions used standard business practices in charging hourly rates for their participation in the retreat. In order to ensure service provider participation, this reimbursement was justified

The Gegner Company invoice reflects assisting in reconciling last year's accounts, creating a chart of accounts and helping set up a new bookkeeping system for ILR.

Judy Cosgrove made a motion to approve the Fund 255 Accounts Payable. Dwight Reiland seconded the motion and it was approved.

Project Expenditure Logs/Financial Reports

Expenditure logs for ABC Virtual, Enterprise MidAmerica, Gegner Company and Incode-CMS were reviewed by Participants. This is the last meeting in which expenditure logs will be used. The Project Office will begin using new financial statements at the July meeting.

Contract and Work Authorizations

ABC Virtual

Participants discussed making amendments to the ABC Virtual contract in regards to work, schedule and dollar amount. In the past, the practice has been to extend the ABC Virtual contract in six month increments.

It was noted the ABC Virtual contract expires in the spring of 2007. At that time, the Committee will decide whether to extend the contract for one year or to start the process over and issue another RFP.

Colleen Pearce moved to approve the new ABC Virtual six-month work authorization at \$189,000. Deb Winke seconded the motion and it was approved.

ILR Application Development and Installation

Portal

Version 2.4 of the ILR portal will be implemented by July 1st. Two notable changes are how a search date range is selected, and how the link references are being shortened in order for customers to complete registration without difficulty. The display of associated documents will also be modified.

E-Submission

The ACH payment option will be included in Version 2.4.

ILR Portal Linking

The modifications required to enable linking to ILR data from external systems will be enabled in Version 2.4. The Project Team will be working with ProMap and other interested parties to establish these external links. Information gathered from these tests will be shared with the 882 Committee.

ILR Educational Activities

ILR/Service Providers Retreat

The Retreat with service providers was a long-term investment in our working relationships, and the cost for the retreat was less than budgeted.

Iowa State Bar Association Annual Meeting

Phil Dunshee will be speaking at the Iowa State Bar Association Annual Meeting being held in Des Moines June 21-23. Terri Selberg, Steve Erickson, Megan Clyman, Sue Vande Kamp, Tony Colacino, and Joyce Jensen will be staffing an Iowa Land Records exhibit display during the event.

PRIA Summer Conference

Phil Dunshee will be making a presentation at the Property Records Industry Association Summer Conference to be held July 1-3 in San Francisco.

Closing

The ILR Project has been chosen to receive a 2006 NACO Achievement Award. Kim Painter, Johnson County Recorder, will be asked to represent the Association at the awards ceremony.

Participants were thanked for their participation in the teleconference and the June 1st Service Provider Retreat.