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Electronic Services System Coordinating Committee

Meeting Summary

July 9, 2008

Participants

Deb Winke, Allamakee County Recorder
Sue Meyer, Clayton County Recorder
Joyce Jensen, Cass County Recorder
Sue Vande Kamp, Story County Recorder
Liz Kenison, Worth County Recorder
Denise Meeves, Crawford County Recorder

Marilyn Dopheide, Carroll County Recorder
Scott Williams, Marshall County IT
Tony Colacino, Iowa State Bar Association
Jared Baker, ABC Virtual
Phil Dunshee, Enterprise MidAmerica
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the teleconference and the June 10, 2008 Meeting Summary was reviewed. Sue Vande Kamp moved to approve the summary. Sue Meyer seconded and the motion was approved.

Project Financial Reports

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

Fund 823 Accounts Payable

Two invoices have been submitted for reimbursement from Fund 823 – Payment has been requested to be made to the Iowa County Recorders Association from Ida County: \$1,006.84 and Winneshiek County: \$2,725.00. Both of these invoices are for service provider maintenance costs.

Fund 255 Accounts Payable

Two Fund 255 Accounts Payable tables were created in order to separate Fiscal Year 2008 and Fiscal Year 2009. The FY09 table included the following three invoices dated July 1, 2008 or later: Enterprise MidAmerica: \$13,000.00 and \$2,907.85 and ABC Virtual: \$30,022.00.

The FY08 table listed an invoice dated June 30, 2008: ABC Virtual: \$33,000.00.

It was noted that the EDS transaction fee is no longer being paid through Fund 255 but through the Bank of America account.

A separate Accounts Payable table was presented for an invoice in the amount of \$88,000.00 from Tyler TECHNOLOGIES for maintenance services. This invoice will be paid through the Bank of America account.

Liz Kenison moved to approve the Fund 823 Accounts Payable table, both Fund 255 Accounts Payable tables and the Bank of America table. Deb Winke seconded and the motion was approved.

Financial Reports

The financial documents have been reconciled and all were reviewed and discussed.

In order to save resources, it was suggested and agreed, that beginning with the August meeting, only the second page of the Bank of America statement will be distributed to Members and the "Reconciliation Detail" will not be distributed. Both documents will be on file at the Project Office and distributed upon request. The Finance Committee Members will continue to receive both documents in full for their monthly review.

Deb Winke made a motion to approve the financial reports. Liz Kenison seconded and the motion was approved.

E-Submission Metrics

The up-to-date metrics documents were completed today and will be forwarded to the Members after the meeting. The Project Manager explained the current trends to the Members.

The recent flooding in Iowa caused some delays however no counties were disabled.

Contracts and Agreements

Fidlar Maintenance and Support Services

Clay and Audubon Counties are uploading to the system and will soon be using the E-submission service.

EDS Agreement Renewal

EDS is drafting a renewal agreement for our review. Members will be asked to formally vote on an EDS renewal agreement at the August or September meeting.

ILR Update

Version (2.13) Deployment

There are no known significant issues at this time. Issues in Davis and Muscatine Counties appear to have been resolved. Members were encouraged to contact the ABC Virtual office if consistent issues arise.

Transition to Maintenance Services

A new protocol for handling future issues is being developed. User identifications are being created for each service provider in the Mantis tracking system.

Review of ABCV Deliverables

ABC Virtual has submitted several requested reports to the Project Manager.

Following are some items Included in the reports:

- Cost estimate for a variety of activities including image handling.
- Cost estimate for replacing servers and NetAp storage system.
- Cost estimate for security and penetration testing.
- Recommendation for additional software to purchase.
- Recommendation for changes to the Recorders' user interface.

ILR Development Options

The ESS Coordinating Committee and Standards Subcommittee will set the priorities and schedule for any ILR developments. A preliminary development proposal may be presented at the September meeting.

The Project Team is currently exploring options for improving the search engine.

ILR Outreach Schedule

- **Workshops**

E-Submission training workshops are being scheduled during the fall of 2008 and the spring of 2009. At least one training will be held in each district with host cities being chosen on the basis of their user base.

The focus of the training sessions will be to educate potential users and promote use of the E-submission service. Recorders are encouraged to attend the training session held in their district.

- **Webinars**

Specific questions and issues will be discussed during the webinars. Recorders and their staffs are encouraged to participate. This schedule is being developed.

Pottawattamie and Black Hawk Status

Committee Members discussed the current process for transferring property in Pottawattamie County.

Black Hawk County has not yet chosen a new service provider.

CREW Update

The Project Office has submitted the preliminary survey results and document reference table to the CREW Committee.

Closing

It was announced that Julie Den Ouden, Customer Service Manager, has resigned effective August 13th. The Project Manager is actively recruiting and interviewing potential replacements.

Summer School, hosted by District 2, is scheduled for September 10-12th at Honey Creek Resort on Rathbun Lake. The ESS Coordinating Committee will hold the September meeting in conjunction with the event.

The next ESS Coordinating Committee Meeting was scheduled for, August 20, 2008.

The meeting was adjourned at 11:45 a.m.