

# Electronic Services System Coordinating Committee

## Meeting Summary

July 11, 2007

### **Participants**

Deb Winke, Allamakee County Recorder  
Denise Meeves, Crawford County Recorder  
Sue Meyer, Clayton County Recorder  
Dwight Reiland, Wright County Recorder  
Joan McCalmant, Linn County Recorder  
Sue Vande Kamp, Story County Recorder  
Scott Williams, Marshall County IT

Marilyn Dopheide, Carroll Co. Recorder  
Melissa Bird, Keokuk County Recorder  
Janelle Schneider, Adair Co. Recorder  
Jared Baker, ABC Virtual  
Bill Blue, Iowa Land Title Association  
Phil Dunshee, Enterprise MidAmerica  
Lisa Sinclair, Enterprise MidAmerica

### **Welcome**

Participants were welcomed to the meeting and the June 12, 2007 Meeting Summary was reviewed. Joan McCalmant moved to approve the summary and Sue Meyer seconded. The motion was approved.

### **Subcommittee Reports**

#### **Management Subcommittee**

The Management Subcommittee has not met since the June ESS Coordinating Committee Meeting and had no report.

#### **Standards Subcommittee**

The Standards Subcommittee met earlier in the day. Most participants were in attendance therefore no report was given.

- **28E Agreements on the Portal**

A July 10<sup>th</sup> memo from Charles Kruse, Grundy County Recorder, was distributed and discussed. He questioned the ILR advice on the handling of 28E documents which are not submitted in electronic format. Version 2.10 will create a 28E type and will accept them into indexes beginning August 1<sup>st</sup>. Recorders will be advised to contact their county attorneys for advice on this matter.

Meeting summaries and notices will be recorded at no charge while the official 28E Agreements will be recorded with a fee.

#### **Finance Subcommittee**

The Finance Subcommittee met via teleconference on July 10<sup>th</sup> and recommended approval of all financials which will be presented during this meeting. Members were updated on the RFQ process. The deadline for quotes is today and the Project Office expects to receive quotes from two insurance companies and one audit services firm.

### **Contracts and Agreements**

#### **Draft LSP Maintenance Issues**

The draft "ILR / Service Provider Maintenance Agreements / Deliverables and Service Levels" was reviewed and it was noted that this information is confidential at this time. This draft agreement is intended to provide a clear definition of our expectations of the local service providers.

The local service providers will be treated equitably, with similar compensation and performance expectations. Participants were asked for their feedback and questions about the agreement within the next few weeks.

Participants agreed this draft appeared to be leading the project in the right direction.

### **First American / Data Tree**

The Data Tree management team is currently reviewing the Association's most recent offer. Project Office members may have a face-to-face meeting with Data Tree representatives at the PRIA conference later this month in North Carolina.

Bill Blue, representing the Iowa Land Title Association and American Abstract & Title Company, made a presentation to the group concerning the volume of the land record information and the perspectives of the members of the ILTA.

### **Project Financial Reports**

All of the financial reports have been recommended for approval by the Finance Subcommittee.

### **Fund 823 Accounts Payable**

There were no Fund 823 invoices submitted this month.

### **Fund 255 Accounts Payable**

Five ABC Virtual invoices, three Enterprise MidAmerica invoices and one Cott Systems invoice were explained. Joan McCalmant made a motion to approve the Fund 255 Accounts Payable. Denise Meeves seconded the motion and it was approved.

### **Financial Reports**

The financial reports for June were reviewed. It was noted that the volume of electronic recording fees in June was double the volume in April.

Deb Winke moved to approve the financial reports and Joan McCalmant seconded. The motion was approved.

### **ILR Application Development and Installation**

#### **2.10 Deployment**

Version 2.10 will be deployed on Monday, July 16<sup>th</sup>. Enhancements will include new document types, new tools for entering date information and page range information changes.

### **CREW Activity Report**

CREW last met on June 27<sup>th</sup> and work on the portal is moving forward though there will be a delay because one of the Treasurer groups is changing service providers. CREW will meet next on July 24<sup>th</sup>.

### **ILR Educational Activities**

#### **District Workshops**

During Summer School, District Presidents will again be invited to schedule Fall training sessions in their areas.

### **Electronic Data Management System Collaboration**

The Iowa Judicial System is currently reviewing RFP responses.

### **Groundwater Hazard Statements Resolution**

The Participants discussed confusion surrounding the signing of the Groundwater Hazard Statements Resolution. A clarification will be announced soon that Recorders should not sign the resolution until they are in a position to begin participating in the program.

**Closing**

The next meeting of the Coordinating committee will be held in Burlington during Summer School on August 7<sup>th</sup> at 2 p.m.

The meeting was adjourned at 2:27 p.m.