

# Electronic Services System Coordinating Committee

## Meeting Summary

July 12, 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  
Dwight Reiland, Wright County Recorder  
Marilyn Dopheide, Carroll County Recorder

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

### Welcome

Joyce Jensen called the meeting to order and asked participants to review the June Meeting Summary. Colleen Pearce made a motion to approve the ESS Coordinating Committee June 14<sup>th</sup> Meeting Summary and Deb Winke seconded. The motion was approved.

### SF 2410

A memo from David Vestal addressed to Phil Dunshee about section 7 of Senate File 2410 was reviewed and discussed. This section amends Chapter 28E of the Iowa Code and affects the reporting requirements for 28E agreements. The Coordinating Committee is now required to publish their meeting summaries in an Iowa publication. It was noted the published summaries will be condensed and contain actions taken and itemized claims. The Project Office and ISAC representatives will discuss and determine which newspaper to publish in.

### ESS Committee

#### **Status of Nominations**

A list of nominees for membership to the Coordinating Committee was presented:

District I - Sue Vande Kamp  
District II - Deb Winke, Colleen Pearce and Dwight Reiland  
District III - Denise Meeves  
District IV - Joyce Jensen  
District V - Megan Clyman  
District VI - Sue Meyer and Deb Peyton

Either an explanatory summary will be sent or an Executive Board Member will communicate with District VI members that only nominations can be submitted, and district members cannot specify the length of a member's term or their successors.

Participants reported that most Districts wanted to choose one nominee in order to ensure who will represent them on the Coordinating Committee instead of allowing the Executive Board to choose from a number of nominees. It was noted that hopefully all service providers would be represented but that it is not a requirement.

Also to be chosen is one large county representative. The State Census Data Center was contacted and it was confirmed that the five largest counties in Iowa are; Black Hawk, Johnson, Linn, Polk and Scott. The corresponding Recorders have been notified and according to the by-laws, they must confer in order to nominate one representative from their group by the end of September.

### **Management, Standards and Finance Subcommittees**

Before December, the Coordinating Committee Members need to officially create subcommittees and specifically define their roles. After which, the Members must recommend or invite people to serve on these subcommittees. It was suggested that one Coordinating Committee Member serve on each subcommittee, but other subcommittee members could be non-Coordinating Committee Members. Coordinating Committee Members will choose the subcommittee members but the Project Office will staff the subcommittee meetings.

At Summer School, the Project Manager will describe the function of each subcommittee to the Association Members and questions will be directed to the Executive Committee.

### **Comments and Questions from Solutions**

Participants reviewed two documents; "Hosting Plan / CLRIS / Adopted July 13, 2004" and "ILR System and Hosting" memo from Phil Dunshee to the Coordinating Committee Members.

The memo was written in response to discussions before and during the service provider retreat held on June 1<sup>st</sup>. These discussions raised concerns about how the CLRIS hosting environment has been organized. It was mentioned that the hosting set-up has deviated from the original RFP specifications. The Task Force was within its authority to choose ABC Virtual as the primary service provider and to make refinements to the hosting environment set-up. Participants were reminded that all decisions about the hosting environment were made by the Task Force after discussions with the ICIT Team.

At the retreat, questions about a possible new RFP were raised. When the ABC Virtual contract expires, the Coordinating Committee has the option to renew the contract in one year increments for three years. The Project Office does not plan to recommend issuing a new RFP at this time.

Also discussed at the retreat was the fact that a full "hot" backup site does not exist. The Project Team and Task Force determined that a "hot" site was not a critical business requirement and the Task Force made deliberate decisions about the CLRIS backup capabilities at the time. Again, the Task Force made the final decision.

A "hot" site may be revisited in the future as the system becomes more important to the business requirements of customers. When updating the hosting equipment, the Coordinating Committee will discuss whether or not to implement a full "hot" backup site.

Copies of both documents will be provided to Greg Davis at Solutions.

### **Project Financial Reports**

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

The CDW Government, Inc. invoice for \$1,700.00, in service to Buchanan County, was explained. Colleen Pearce moved to approve the Fund 823 Accounts Payable. Dwight Reiland seconded and the motion was approved.

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

The invoices from ABC Virtual, Enterprise MidAmerica and Solutions were explained. The ABC Virtual invoice included Work Authorization 11.0. At the August meeting, invoices associated with Work Authorization 12.0 will be presented. One invoice from Enterprise MidAmerica was for reimbursement for expenses and that itemized list was reviewed with the participants. The Solutions invoice was for an employee's hotel expense while attending the service provider retreat in June.

Judy Cosgrove made a motion to approve the Fund 255 Accounts Payable and Colleen Pearce seconded. The motion was approved.

## **Financial Reports**

It was noted the expenditure logs would no longer be used and new financial reports were presented; "Balance Sheet / As of June 30, 2006" and "Profit & Loss - June 2006."

Colleen Pearce moved to approve the June 2006 Financial Reports. Deb Winke seconded the motion and it was approved.

Beginning with the August meeting, Balance Sheets for Funds 255 and 823 will be prepared and distributed.

## **Contract and Work Authorizations**

### **Cott Systems**

Dubuque, Jasper, Johnson, Linn, Marshall, Polk and Scott Counties are serviced by Cott Systems. The "Contract Terms and Conditions / Amendment Number 2" was reviewed. A "Project Schedule" appears on page 7 and illustrates the mutually agreed-upon deliverable dates for the portal and e-submission service.

Cott Systems has requested additional compensation and this is noted in the "Acceptance Agreement". Also noted is completed work from the original contract. In order to pay this amount, money will come from Fund 255 and from county project plans. A budget amendment will be brought to the Coordinating Committee in the future.

The Coordinating Committee could legally hold Cott Systems to their original contract but the Management Team would like to secure Cott's long-term commitment and suggests the Committee be willing to meet their request.

Colleen Pearce moved to approve the Cott Systems "Contract Terms and Conditions / Amendment Number 2" and "Acceptance Agreement." Judy Cosgrove seconded the motion and it was approved.

### **Advanced Systems**

Black Hawk County, serviced by Advanced Systems, is connected to the portal and close to implementing the E-Submission Service. Advanced Systems has requested an additional \$3,500, in order to complete their work in Black Hawk County.

Judy Cosgrove moved to give approval to the Management Team to enter into an agreement with Advanced Systems and to negotiate up to \$3,500, for their completed services. Dwight Reiland seconded and the motion was approved.

The Project Office does not anticipate any additional service provider adjustments.

## **ILR Application Development and Installation**

### **Portal Update**

Users may now choose ascending or descending order for Recorded Date Range Search results.

There was much discussion about Recorders not uploading in a timely manner. Participants agreed this makes the system look as though it is not working and damages the integrity of the project. At some District Meetings, Recorders agreed to upload in three business days because they do not want to upload until all documents have been checked. It was noted that users are required to accept the "Terms of Use" and this should address the concerns of Recorders.

### **E-Submission Update**

Privately submitted mortgages have now been successfully processed through the E-Submission service. In all instances, the customers would have liked faster access to the recorded document image. Worldwide Recording out of Kansas was satisfied but had several suggestions for better service in the future. One source of concern is that customers want to see the document as a sign of completion. In version 2.06, plans are being made for the image to be returned to the customer.

A brief demonstration was given on the "History tab," "Review tab," and "Maintain Submitter function." Participants were also shown how to set-up an ACH or EFT account through "Maintain Payment Account."

### **ILR Portal Linking Update**

The external link is almost ready for implementation. With this function, other systems can link to information on ILR and will be able to directly display indexing information for a particular document. A reciprocal agreement with Schneider is under development.

### **Version 2.05 Modifications**

Sue Vande Kamp made a motion to proceed with plans to combine distributions and have only one lump sum payment per day made to the Recorders' offices. Dwight Reiland seconded the motion and it was approved.

### **Redaction, Back-scanning, Parcel ID integration**

An idea was presented for the Coordinating Committee Members to consider. An RFI/RFP with three components could be created and directed toward indexing and imaging service providers:

1. Redacting social security numbers from all documents beginning with a pre-determined date.
2. Back-scanning to a pre-determined year.
3. Adding parcel identification numbers to local indexes

The Project Office could issue an RFI/RFP in order to identify interested service providers and the cost of the project. A source of funding has not been identified, but various options are available subject to the consent of customers and key stakeholders. Participants were asked to consider this idea and to be ready to discuss again at the September meeting.

### **External Systems**

#### **PADocs Part 2 Recommendation**

Pennsylvania representatives want to create an e-submission service and have chosen ILR as a finalist for the project. The Project Team was notified in late June and asked to interview at the PRIA Conference in early July.

Phil Dunshee, Steve Erickson and Joan McCalmant attended the interview with the Pennsylvania Selection Committee which consisted of County Recorders from several Pennsylvania counties. The Selection Committee asked many good questions and was interested in the current and future capabilities of ILR.

An updated proposal has been prepared based on discussions between ABC Virtual representatives and the Project Office. Upon the Committee's approval, the draft will be formalized and forwarded to the Pennsylvania Selection Committee.

The "Cost Proposal" was discussed in detail and was designed to ensure that all costs are covered.

There was a short discussion about liability and keeping the ICRA on safe ground. The business parties involved in this potential agreement would be the ICRA and one or more Pennsylvania counties. The Management Team would discuss liability protections during any contract

negotiations. It was decided that an additional bullet should be added under "Assumptions" on page three of the draft proposal. This bullet would specify that the implementation of the proposal would be subject to the execution of a contract in a form and content which is mutually agreeable to the parties.

Sue Vande Kamp made a motion to submit the proposal, as modified, to Pennsylvania for their consideration. Dwight Reiland seconded and the motion was approved.

### **ILR Educational Activities**

#### **PRIA Summer Conference**

Phil Dunshee gave a presentation at the July PRIA Conference. Attendees were impressed with the fact that ILR is a statewide project.

#### **Summer/Fall School**

- **Agenda** The Project Manager asked participants for suggested topics during the presentation at Summer School. Participants suggested he give background information to a number of topics including those discussed at this meeting. It was agreed that the success of CLRIS should be illustrated to the Membership and therefore PAdocs and number of CLRIS users should be reported. Participants also want the other Recorders to understand the importance of uploading documents in a timely manner.
- **Operating Policies** Participants reviewed and discussed the newly revised "Interim Operating Policies and Procedures." It was noted that mention of the portal standard uploading time needs to be reinserted in the text. A clean version of this document will be forwarded to Judy Cosgrove who may send it to Association Members before Summer School where they will discuss it at the Recorders-only meeting. It is imperative that a set of policies of procedures be approved at this time.
- **Users Guides** The "E-Submission Document Mapping Logic" spreadsheet and "E-Submission User Guide /Assignment of Mortgage and Assignment of Deed of Trust" were discussed. The spreadsheet illustrates how document types should be mapped and submitted on the E-Submission service. The User Guide contains business rules and is a good resource for users as well as Recorders. The Coordinating Committee Members agreed that the Project Team could now enable the Assignment of Mortgage and Assignment of Deed of Trust for the E-Submission System.
- **Appendix C and D** Appendix C, "Document Formatting Standards" and Appendix D, "ILR Scanning/Imaging standards" have been edited by the Project Office. Participants agreed that the specifications were appropriate for the E-Submission service.

#### **Iowa Bankers Association**

The 2006 IBA Annual Convention will be held September 17-19 at the Polk County Convention Complex. The Management Team is planning to display an exhibit at this event.

#### **Closing**

The Coordinating Committee will meet on August 2<sup>nd</sup> at Okoboji during Summer School. Participants decided to change the start time of the meeting from 1:00 p.m. to 2:00 p.m. The September Meeting is scheduled for the 13<sup>th</sup> at ISAC.