

Electronic Services System Coordinating Committee

Meeting Summary

August 7, 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
Marilyn Dopheide, Carroll County Recorder
Joyce Jensen, Cass County Recorder

Megan Clyman, Davis Co. Deputy Recorder
Cindy Gray, Muscatine County Recorder
Phil Dunshee, Enterprise MidAmerica
Julie DenOuden, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the meeting and the July 11, 2007 Meeting Summary was reviewed. Joan McCalmant moved to approve the summary and Sue Meyer seconded. The motion was approved.

Subcommittee Reports

Standards Subcommittee

The Standards Subcommittee last met on July 11th and will meet next on August 28th. All interested parties are invited to attend the meeting at the ISAC offices from 10 a.m. to 2 p.m. Agenda items will include the Recorders' workflow on the E-Submission Service and procedures for handling parcel identification numbers and legal descriptions.

Finance Subcommittee

Members of the Finance Subcommittee held a teleconference on August 6th. The Subcommittee reviewed all of the current invoices and the Denman & Company proposal for audit services.

During the report, it was mentioned that some states are beginning to use a short form for mortgages. If this occurs in Iowa, it would affect Recorders and revenue. Participants agreed that a committee should be formed in order to study how other states are handling this new trend and what fees should be charged.

Contracts and Agreements

Denman & Company Audit Services

Members reviewed the "Proposal to Serve Iowa Land Records / Denman & Company, LLP." Denman & Company was the only auditing firm to submit a proposal and was recommended by another firm that chose not to submit a proposal. Gegner Company, ILR's primary accounting firm, has reviewed the proposal.

The Finance Subcommittee reviewed the proposal at its last meeting and recommends its approval by the Coordinating Committee.

Sue Vande Kamp moved to formally designate Denman & Company as the Iowa Land Records auditing firm for the current cycle. Megan Clyman seconded the motion and it was approved.

A pre-audit meeting will be held on August 14th to discuss the scope of work. The Bank of America account will be audited but Funds 823 and 255 will not, because they are already audited by the State Auditor.

A security audit is not required on a timely basis but is an ongoing issue. A future security audit will occur in the future but a specific date has not been determined.

2nd Draft LSP Maintenance Issues

The first draft of the maintenance agreement was reviewed at the July meeting. A second draft may be presented during the September meeting. The current priority is to create long-term sustainability of the project and members of the Project Team are working with service providers to better understand their future staffing issues.

First American/Data Tree

The Association's counter-offer is being reviewed by Data Tree Management.

RFQ Insurance - Review Responses

Two companies, Marsh and True North, have come forth with questions about the RFQ. The Coordinating Committee decided all questions should be answered and given to both companies for review with informational meetings to follow.

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

Invoices from ABC Virtual and Enterprise MidAmerica were explained.

Deb Winke moved to approve the Fund 255 Accounts Payable and Joan McCalmant seconded. The motion was approved.

Financial Reports

Participants reviewed and discussed the current financial reports. On Fund 823, an overpayment to Winnebago County was explained and is shown in the reports. It was noted that funds are still available to several counties. This information will be presented during Summer School and assistance offered to Recorders not familiar with the expenditure process.

Megan Clyman made a motion to approve the financial reports. Denise Meeves seconded and the motion was approved.

ILR Application Development and Installation

E-submissions are increasing monthly.

The document "Release Notes / Version 2.09 and 2.10" was distributed.

2.10 Deployment Update

The July 16th deployment was successful and activity is still being monitored. Groundwater Hazard and 28E Documents have not yet been enabled. The new submitter type "non-payment" is to be used only for 28E summaries.

28E Submission

Two documents were distributed for review; "Communication from the Association to Iowa 28E Organizations," and "Application for 28E Organizations to use the ESS." These documents will also be circulated to ISAC, and the municipalities.

Members decided to discontinue publishing the e- ESS Coordinating Committee Summaries in the Business Record and to begin e-submitting them to ILR.

Groundwater Hazard Statement Filing

The procedure for filing Groundwater Hazard Statements was reviewed and discussed. This capability has been downloaded into counties that have signed on to participate in the new program. On August 1st, approximately ten counties went live and on September 1st, approximately six counties will also go live.

It was noted that these documents must be indexed as Groundwater Hazard documents.

2.11 Development Planning

The priority for 2.11 is to achieve stability with the service providers.

The Department of Revenue is planning to integrate an electronic document system and will be requesting assistance from ILR. The Department of Revenue will decide if this is to be a mandatory or voluntary system.

Committee and Subcommittee Nominations

Nominations for new committee and subcommittee members are due on October 1st and new terms will begin on January 1, 2008. Participants were reminded that the Executive Board makes the Coordinating Committee nominations while the Association Executive Board make subcommittee nominations.

The following Coordinating Committee Members' terms will be ending December 31st:

Dwight Reiland
Sue Meyer
Joyce Jensen
Deb Winke

The following Finance Subcommittee Members' terms will be ending December 31st:

Nancy Parrott
Dawn Coombs
Marilyn Dopheide

The following Management Subcommittee Members' terms will be ending December 31st:

Scott Williams
Diane Swoboda Peterson

The following Standards Subcommittee Members' terms will be ending December 31st:

Melissa Bird
Deb Roberts
Joan McCalmant

Members agreed the Association bylaws should be edited to dictate that the Association Treasurer automatically be a Finance Subcommittee Member. It was agreed the Association President should not act as the Coordinating Committee Chair in the same year and this change should be reflected in the bylaws.

CREW Activity Report

During the CREW July 24th meeting, an update was given on the development of the joint portal.

Joan McCalmant submitted her resignation from CREW. The Association Executive Board will discuss this situation during Summer School and nominate another Recorder to CREW.

The CREW Technical Team will meet on August 13th and the entire CREW Membership on August 22nd.

EDMS Update

ABC Virtual was chosen as one of five finalists for the new Iowa Judicial System. Joyce Jensen, along with ABC representatives, participated in a lengthy interview on July 30th. Results will be reported later this month.

NACRC / IACREOT / PRIA Reports

The Project Manager participated in three summer conferences; NACRC, IACREOT and PRIA. He will make presentations to Recorders in Minnesota in September and is also assisting a Wisconsin advisory group.

Joan McCalmant was inducted as Secretary of IACREOT.

ILR Educational Activities

District Workshops

The ILR Office again invited districts to schedule workshops for Recorders and their staffs.

Closing

The next meeting of the Coordinating Committee will be held on September 12th at the ISAC offices in Des Moines.

The meeting was adjourned at 3:58 p.m.