

# Electronic Services System Coordinating Committee

## Meeting Summary

September 12, 2007

### Participants

Deb Winke, Allamakee County Recorder  
Denise Meeves, Crawford County Recorder  
Sue Meyer, Clayton 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  
Dwight Reiland, Wright County Recorder  
Scott Williams, Marshall County IT  
Tony Colacino, Iowa State Bar Assoc.  
Phil Dunshee, Enterprise MidAmerica  
Julie DenOuden, Iowa Land Records  
Lisa Sinclair, Enterprise MidAmerica

### Welcome

Participants were welcomed to the 10 a.m. conference call meeting and roll call was taken. The August 7, 2007 ESS Coordinating Committee Meeting Summary was reviewed. Deb Winke moved to approve the summary and Megan Clyman seconded. The motion was approved.

### Subcommittee Reports

#### **Management Subcommittee**

Members of the Management Subcommittee have not held a meeting recently. In the near future, a meeting will be necessary to discuss choosing an insurance firm to provide services, review contracts and discuss the audit report.

#### **Standards Subcommittee**

The Standards Subcommittee met on August 28<sup>th</sup> at the ISAC Offices. Some topics discussed were mapping Parcel Identification Numbers, changing the Recorders ESS interface and workflow, the ordering of data on the FPA stamp and possibly enabling four new document types.

#### **Finance Subcommittee**

Members of the Finance Subcommittee held a teleconference on September 6<sup>th</sup>. The Subcommittee reviewed all of the current invoices and financial reports and recommended that the Coordinating Committee approve all.

The Fund 823 and Fund 255 Accounts Payable Tables were distributed to the Finance Subcommittee Members after the September 6<sup>th</sup> meeting and no concerns or questions were communicated to the Project Office.

### Contracts and Agreements

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

An August 24<sup>th</sup> communication from Yianni Pantis about the proposed export agreement was reviewed and discussed. The Project Office has not responded to this latest offer.

The Project Manager has spoken with the Recorder from Hennepin County, Minnesota about their near final agreement with Data Tree and the rate structure that is being negotiated. This county represents the Twin Cities and has a high recording volume. This information will be used during our continued negotiations with Data Tree.

Members requested the Project Manager to continue negotiating with Data Tree and attempt to get them to a higher rate structure. It was agreed the current market should not dictate our actions. Data Tree's response will be brought to the Coordinating Committee for discussion.

### **ACS and First American Title Integration**

ACS and First American Title Integration have inquired about integrating directly with the ESS and to bypass the browser as do Ingeo and Simplifile. A standard integration agreement has been provided to both companies for their review. If integration proceeds for either company, the Management Subcommittee will review the contract and report to the Coordinating Committee.

The Project Manager has had discussions with ACS about the integration possibility. ACS does not agree with our pricing structure as they charge customers according to what type of document is being processed.

### **Project Financial Reports**

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

### **Fund 823 Accounts Payable**

Invoices from IMAGETek, Inc. for work completed in Buena Vista County and from "Solutions", Inc. for work completed in Allamakee County were explained.

Dwight Reiland moved to approve the Fund 823 Accounts Payable. Denise Meeves seconded the motion and it was approved.

### **Fund 255 Accounts Payable**

Invoices from ABC Virtual and Enterprise MidAmerica were reviewed.

Dwight Reiland made a motion to approve the Fund 255 Accounts Payable. Sue Meyer seconded and the motion was approved.

### **Financial Reports**

Participants reviewed and discussed the current financial reports.

Sue Vande Kamp moved to approve the financial reports and Dwight Reiland seconded. The motion was approved.

Participants reviewed the revised "FINAL ILR / FY 2007 / Budget V. Actual)." This is a summary document primarily reflecting Fund 255 and does not include the equipment replacement fund which currently has a comfortable reserve. It was noted that both expenses and revenue were lower than projected. The "Actual" numbers are the reconciled final numbers.

### **Recorder's E-Submission Interface/Workflow**

In August, Standards Subcommittee Members and other participants had a lengthy discussion about changes to the Recorder's ESS interface and workflow. Time spent troubleshooting has affected the development schedule and mock-ups are not ready at this time. When mock-ups are complete, the Coordinating Committee Members and Standards Subcommittee Members will be notified how to access and review them.

Currently, development priorities include modifications to the LCM in order to minimize troubleshooting and a move of key functions to the server side. These changes will be transparent to the Recorders and should have little impact on local service providers.

### **Standards Committee Policy Affirmation**

The Standards Subcommittee has reviewed the following and recommends approval by the Coordinating Committee.

### **Parcel ID Mapping**

The Subcommittee requests that Recorders who use PIN's place them in the legal description and provide a PIN for each parcel. This action is voluntary and will not affect local systems. Joan McCalmant moved to approve this policy request. Sue Vande Kamp seconded the motion and it was approved.

### **FPA Stamp Format and Data – Part 2**

Currently, the Project Team has developed a modification to the FPA which will display the page range. Another proposed change to the FPA is to make it a server activity and to allow Recorders to choose the data order on the stamp.

Dwight Reiland moved to approve the proposed two FPA changes and Deb Winke seconded. The motion was approved.

### **Document Type Reviews – Court Orders/Judgments**

The Standards Subcommittee clarified four document types at their August 28<sup>th</sup> meeting.

1. Court Order  
Recorders are not using this document type and the Subcommittee decided to remove it from the document type list.
2. Court Corder Transfer  
The Subcommittee decided to enable this type on the ESS and to produce a User Guide.
3. Judgment  
The Subcommittee decided to enable this type on the ESS and to produce a User Guide.
4. Abstract of Judgment  
The Subcommittee decided this type should only be used for "Abstract of Judgment" documents from the Judicial System, to enable it on the ESS and to produce a User Guide.

Joan McCalmant made a motion to approve the Standards Subcommittee's clarifications of Court Order, Court Order Transfer, Judgment and Abstract of Judgment. Sue Vande Kamp seconded and the motion was approved.

The mapping table will be updated and distributed to Recorders and active submitters.

### **Audit Services**

Luke Bland, from Denman and Company, was in the Project Office on September 4<sup>th</sup> working on the audit. Upon his request, supplemental information has been forwarded to him. The Management Team will review the report upon its completion. If there are any issues, the Finance and Management Subcommittees will be notified and the Project Team will send a written response to Denman and Company.

As a 28E organization, the ESS is required to file a copy of the audit report with the State of Iowa. Copies will also be sent to Coordinating Committee and Association Members as well as the Boards of Supervisors participating in the 28E.

### **ESS Bylaws and Subcommittee Nominations**

At Summer School, the following nominations were made to the 2008 Coordinating Committee:

- District II Liz Kenison elect
- District IV Joyce Jensen re-elect
- District VI Sue Meyer re-elect
- Ex. Bd. Rep. Deb Winke re-elect

For previous Subcommittee appointments, the Executive Board had invited nominations and volunteers. The Participants discussed how this should be handled for 2008 appointments.

Participants discussed possible bylaws revisions and believe amendments to the bylaws will lend continuity to the leadership of the Coordinating Committee.

Participants were asked to consider bylaw revisions and to forward suggestions to the Project Manager who will assist with drafting a revision. When complete, revised bylaws will be circulated to all Members.

### **CREW Activity Report**

Deb Roberts has replaced Joan McCalmant on the CREW Board. The last CREW meeting was August 22<sup>nd</sup> and the next is scheduled for September 13<sup>th</sup>. Participants were asked to send FAQ's about the website and the Association to Sue Vande Kamp who will in turn forward them to CREW Chairperson, Dave Ellis.

### **RFP Update**

The Judicial System has not chosen ABC Virtual's low cost proposal for the EDMS project. Another vendor was selected.

### **DNR**

The DNR has issued an RFP for an LC2 System. ABC Virtual has indicated that they may respond to the RFP and may request input from the Recorders.

### **ILR Educational Activities**

The Project Manager made an ESS presentation to the Minnesota Recorders last week and will present to the Michigan Recorders later this week.

### **UPERA**

Participants discussed this organization. It was noted that the Coordinating Committee is currently the standards setting body.

### **Closing**

The next meeting of the Coordinating Committee will be held on October 10<sup>th</sup> at the ISAC offices in Des Moines.

The meeting was adjourned at 11:52 a.m.