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## **Electronic Services System Coordinating Committee**

### **Meeting Summary**

**January 13, 2009**

#### **Participants**

Deb Winke, Allamakee County Recorder  
Liz Kenison, Worth County Recorder  
Sue Vande Kamp, Story County Recorder  
Marilyn Dopheide, Carroll County Recorder  
Denise Meeves, Crawford County Recorder  
Megan Clyman, Davis County Recorder  
Joyce Jensen, Cass County Recorder  
Joan McCalmant, Linn County Recorder

Steve Mangan, Clinton County Recorder  
Marie Krutzfield, Jones County Recorder  
Deb Roberts, Floyd County Recorder  
Scott Williams, Marshall County IT  
Frank Feilmeyer, Iowa Bar Association  
Kelly Wallace, Alliance Technologies  
Phil Dunshee, Enterprise MidAmerica  
Lisa Long, Iowa Land Records

#### **Election of Officers**

Liz Kenison nominated Deb Roberts as Chair of the ESS Committee. Joyce Jensen seconded and the motion was approved. Liz Kenison nominated Sue Vande Kamp as the Vice-Chair of the ESS Committee. Joyce Jensen seconded and the motion was approved. Megan Clyman nominated Liz Kenison as Secretary/Treasurer of the ESS Committee. Joyce Jensen seconded and the motion was approved.

#### **Welcome**

This meeting was held at the ISAC offices and was called to order by Chairperson Deb Roberts. Introductions were made. The December 9, 2009 Meeting Summary was reviewed; Denise Meeves made a motion to approve. Liz Kenison seconded and the motion was approved.

#### **Project Financial Reports**

The Finance Subcommittee held a meeting on January 11, 2010 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823 Accounts Payable tables.

### **Fund 255 Accounts Payable**

Eleven invoices have been submitted for payment from Fund 255—Enterprise MidAmerica \$8,840.00 and \$1,502.99, Iowa County Recorders Association \$13,967.27, ABC Virtual \$19,031.25, Alliance Technologies \$14,080.00 and \$46,355.00, Gegner Company PC \$400.00, ISAC \$129.32, Secure Networks, Inc. \$397.50, Source Allies \$2,375.00 and Tyler Technologies, \$25,000.00. Joan McCalmant made a motion to approve. Scott Williams seconded and the motion was approved.

### **Fund 823 Accounts Payable**

One invoice has been submitted for payment from Fund 823—Bremer County \$292.50. Joan McCalmant made a motion to approve. Liz Kenison Frank Feilmeyer made a motion to approve. Sue Meyer seconded and the motion was approved.

The committee discussed a request from Fayette County to purchase a copier/scanner with Fund 823; the request was discussed and approved by the Finance Committee on January 11, 2010. The ESS Committee agreed to approve this expenditure. The Fayette County Recorder will be contacted to submit the invoice for approval at a future meeting.

### **Financial Reports**

The Project Office received the State Treasurer's reports regarding Fund 255 and Fund 823. All accounts were reconciled and balanced to the reports received from the Treasurer's Office for the months of November & December, 2009. The Balance Sheet and Profit & Loss statements for November and December, 2009 were reviewed and discussed.

A mid-year Profit & Loss statement was reviewed and discussed. The year to date budget was reviewed; the Project Manager advised income is lower than expected due to a lag in receipts in July & August. The hosting budget will be exceeded this year and will be amended at an upcoming meeting. Megan Clyman made a motion to approve the Financial Reports. Joan McCalmant seconded and the motion was approved.

### **Metrics**

Discussion of metrics was deferred to the February meeting.

### **Contracts & Agreements**

#### **Service Provider Work Authorizations**

Work authorizations for ABC Virtual and Alliance Technologies were presented. The ABC Virtual authorization is for work to be completed by Karla Klein through February, 2010. The Alliance Technology work authorization is an increase of 100 hours through February 28, 2010 and was requested by Alliance Technologies as a transition period for Kelly Wallace prior to the start date of his employment with the recorder's association. A second work authorization for Alliance Technologies was presented for 200 hours through 12/31/10 for database and system administration services. These are expected to be the final work authorizations associated with the system reconfiguration and redaction project for fiscal year 2010. Joyce Jensen made a motion to approve. Scott Williams seconded and the motion was approved.

#### **401K Authorization**

A 401K Plan for employees of the association was reviewed and discussed. The plan allows all employees to contribute to a 401K plan, does not provide for a company match and does not require a minimum service requirement, and includes a rollover option. Frank Feilmeyer made a motion to approve. Joan McCalmant seconded and the motion was approved.

#### **Qwest Phone Service**

The Project Manager advised that with two additional staff members in the office it will be necessary to add a second phone line at a cost of approximately \$100 per month to ensure access to a phone line when necessary and provide good customer service. Megan Clyman made a motion to approve. Sue Vande Kamp seconded and the motion was approved.

## **ILR Redaction Implementation Project**

### **ILR Staff Appointments**

A subcommittee of Scott Williams, Sue Vande Kamp and Phil Dunshee interviewed several candidates for the Technical Lead position; Kelly Wallace has accepted this position effective March 1, 2010. Liz Kenison made motion to approve. Sue Vande Kamp seconded and the motion was approved.

### **System Installation & Migration**

Kelly Wallace provided an update of the project; Kelly advised the team is working on the send audit feature which will ensure all documents have been sent to the portal prior to the documents being sent to CSI for redaction. This is a quality control step to ensure all documents are received and redacted once. After the document has been received, redacted and made available on the portal it will be not be replaced with another image of the same document. Documents are currently being accepted from December 17, 2009 forward. Uploaded documents are being held in a private image repository until going through the redaction process. The new LCM has been installed in most counties and the majority of counties can now upload documents to the portal.

### **Redaction Services-CSI**

A test set of documents has been provided to CSI for redaction. CSI has concerns about handling annotated documents but will test a larger group of documents with annotations to reach a comfort level.

### **County Redaction Download Policy**

Counties continue to discuss this with their service providers regarding the handling of redacted documents in local systems.

## **Other Planning Activity Update**

### **County Update—Hamilton, Hardin, Winneshiek**

Three counties (Hamilton, Hardin and Winneshiek) have not paid the annual maintenance fees billed in March, 2009. Marilyn Dopheide will follow up with Hardin County and attempt to set up a meeting with the Hardin County Recorder. Deb Winke will discuss Senate File 465 with the Winneshiek County Recorder and Attorney and will assist with getting the Winneshiek County up to speed. Deb Winke advised she emailed the Hamilton County Recorder but had not received a response. Marilyn Dopheide advised she had talked to Pottawattamie County Recorder John Sciortino; the Project Manager will follow up with the new IT person there. The Project Manager advised he is waiting for a response from Black Hawk County about starting Esubmission; both Cott and ILR are ready for the county to begin.

### **CREW Update**

No additional information was available.

### **Closing**

The meeting was adjourned at 1:15 pm.

The next meeting is scheduled for February 10, 2010 at 10 a.m.

