

# Electronic Services System Coordinating Committee

## Meeting Summary

January 12, 2011

### Participants

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

Steve Mangan, Clinton County Recorder  
Kim Painter, Johnson County Recorder  
Scott Williams, Marshall County IT  
Frank Feilmeyer, Iowa Bar Association  
Paul Drey, Brick Gentry Law Firm  
Phil Dunshee, Enterprise MidAmerica  
Lisa Long, Iowa Land Records  
Kelly Wallace, Iowa Land Records

### Welcome

This meeting was held via teleconference. Megan Clyman, Sue Vande Kamp and Joyce Jensen participated from the Enterprise MidAmerica Office. The meeting was called to order by Chairperson Deb Roberts and introductions were made. The December Meeting Summary was reviewed. Frank Feilmeyer made a motion to approve. Denise Meeves seconded and the motion was approved.

### Project Financial Reports

The Finance Subcommittee held a meeting on January 11, 2011 and recommended approval of all invoices submitted for payment from Fund 255.

### Fund 255 Accounts Payable

Ten invoices have been submitted for payment from Fund 255; included are invoices from Enterprise MidAmerica for project management services and expense reimbursement, CSI for redaction services, and service providers for development and hosting services. Kim Painter made a motion to approve. Joyce Jensen seconded and the motion was approved.

### Financial Reports

The Project Office received the State Treasurer's reports for November regarding Fund 255 and Fund 823. All accounts were reconciled and balanced to the Treasurer's Office. The Balance Sheet and Profit & Loss statement were reviewed and discussed. The Bank of America reconciliation will be presented at the February meeting. Liz Kenison made a motion to approve the financial reports. Joyce Jensen seconded and the motion was approved.

### Metrics

Over 9200 documents were processed through Esubmission in December; this is a new record number of E-Submission documents processed in one month. Overall the number of documents recorded in December was lower than recorded in November.

### ILR Redaction Implementation Project

#### Upload and Redaction Process Progress Report

Kelly Wallace advised ten million documents have been uploaded to ILR; approximately one million documents are incomplete, either the image or index has not been received.

### **Progress Metrics**

The "Master Complete Report" was reviewed; the report details the upload status of each county on a year by year basis and will be provided to all Recorders for review. The ILR team is working with counties and service providers to resolve any uploading problems.

### **Contracts & Agreements**

#### **Appointment of Administrative Assistant**

The Project Manager presented the resume of Debra Prentice for approval as Administrative Assistant replacing Debbie Kastantin who resigned in December. Debra was interviewed by the Project Manager and Lisa Long and will provide administrative and Quick Books support. Sue Vande Kamp made a motion to approve. Steve Mangan seconded and the motion was approved.

#### **Solutions Correspondence**

The Project Manager presented e-mail correspondence from Solutions, Inc. regarding the conversion of images to the single strip TIFF format. Following discussion the Committee directed the Project Manager and Technical Lead to develop a specific timeline to allow Solutions counties to download redacted images.

#### **Indecomm Global Services**

The Project Manager presented a request from Indecomm Global to integrate with the ILR system. The proposal was reviewed and discussed; normal Esubmission fees will be presented to Indecomm for review. Sue Vande Kamp made a motion to proceed with the integration agreement. Megan Clyman seconded and the motion was approved.

### **Other Planning Activity Update**

#### **County Update—Bremer, Cerro Gordo, Hamilton, Hardin, Pottawattamie**

The following updates were provided by the Project Manager and Kelly Wallace. Bremer County had a code mismatch issue so images and indexes didn't match when received by ILR, the county's service providers are working on a solution. Winneshiek County has a new Recorder who is ready to upload backfile documents; the ILR will work with the county and their service providers to expedite uploads. Pottawattamie County requested help with mapping and has tested against the web service for Esubmission. No further progress has been made in Hamilton or Hardin counties. Liz Kenison will follow with the Pocahontas County Recorder as images have not been uploaded beginning January 1, 2011 as had been previously reported.

#### **DOV Project**

DOV options were presented to the ESS committee in 2010 and would require indexing all DOV received over the counter and through E-Submission. The Department of Revenue is proceeding with testing their process with pilot counties. A meeting will be scheduled with the Department of Revenue for further discussion. Members of the ESS committee and Executive committee will be included in the meeting. Following discussion Sue Vande Kamp made a motion to defer a decision until after the meeting with the Department of Revenue. Joyce Jensen seconded and the motion was approved.

#### **Organization Registration Policy**

The Project Manager presented updates on the organization registration policy initially discussed in December, 2010. Under the new Terms of Use all current users will be reclassified as public users and will be required to confirm current registration information and provide additional information that will allow the ILR team to determine who is using the site and their role.

#### **Terms of Use and Privacy Policy Update**

Changes to the current Terms of Use will require users to notify ILR of any personally identifiable information found on the ILR site. Additionally, users will be required to agree to not distribute any personally identifiable information found on the ILR site. Frank Feilmeyer made a motion to approve. Joyce Jensen seconded and the motion was approved. The Committee requested that language be added to the Terms of Use regarding the redaction of driver license numbers.

### **OTC Revised Credit Card Fee Structure**

The Project Manager presented a proposal for new credit card fees. The current fee structure has a minimum fee of \$2.50. Under the proposed new formula the minimum fee would be \$2.00. Both the current and proposed fee structure includes a percentage of the transaction to calculate the fee. The proposed fee was reviewed with the Finance subcommittee who approved the change. Megan Clyman made a motion to approve. Steve Mangan seconded and the motion was approved.

### **CLRIS/ILR Governance**

#### **ESS Officers**

Joyce Jensen made a motion to retain the current slate of officers. Megan Clyman seconded and the motion was approved. Deb Roberts will continue as ESS Committee Chair, Sue Vande Kamp as ESS Committee Vice-Chair and Liz Kenison as Secretary/Treasurer of the ESS Committee.

#### **ESS Committee and Subcommittee Appointments**

Joyce Jensen made a motion to approve members of subcommittees who have agreed to another term. Kim Painter seconded and motion was approved. Currently there are two vacancies on subcommittees.

#### **Procedures for Adopting CLRIS/ILR Policies and Standards**

The Project Manager presented ways Association policies and standards could be adopted and enforced going forward. Discussion included how counties would be notified of non-compliance.

#### **ESS "Good Standing" Notification**

Discussion will continue at a future meeting on how to determine what standards would be enforced to determine if a county/recorder is in good standing.

#### **ESS 2011 Meeting Calendar**

The Project Manager presented a draft 2011 ESS meeting calendar. A joint meeting of the ESS Committee and the Executive Committee will be scheduled during Summer School August 3-5, 2011. Joyce Jensen made a motion to approve the calendar. Kim Painter seconded and the motion was approved.

#### **Closing**

The meeting was adjourned at 1:40 p.m.  
The next meeting is scheduled for February 9, 2011.