

Prepared By and Return To: Lisa Long, 5408 NW 88th Street, Suite 120, Johnston, IA 50131
515-309-0140

Electronic Services System Coordinating Committee

Meeting Summary

January 14, 2009

Participants

Deb Winke, Allamakee County Recorder
Sue Meyer, Clayton County Recorder
Joyce Jensen, Cass County Recorder
Sue Vande Kamp, Story County Recorder
Liz Kenison, Worth County Recorder
Scott Williams, Marshall County ICIT
Lisa Long, Iowa Land Records

Marilyn Dopheide, Carroll County Recorder
Joan McCalmant, Linn County Recorder
Megan Clyman, Davis Co. Deputy Recorder
Denise Meeves, Crawford County Recorder
Mike St. Clair, Iowa Land Title Association
Frank Feilmeyer, Iowa Bar Association
Phil Dunshee, Enterprise MidAmerica

Welcome

The teleconference meeting was called to order by Chairperson Joyce Jensen and introductions were made. The December 17, 2008 Meeting Summary was reviewed. Liz Kenison made a motion for approval. Joan McCalmant seconded and the motion was approved.

ESS Committee

On behalf of the Iowa County Recorders Association Marilyn Dopheide reported the following appointments to the ESS Coordinating Committee for two year terms beginning January, 2009.

Sue Vande Kamp, Story County Recorder – District 1
Denise Meeves, Crawford County Recorder – District 3
Megan Clyman, Davis County Deputy Recorder – District 5
Joan McCalmant, Linn County Recorder – Large Counties
Deb Winke, Allamakee County Recorder – ICRA Executive Committee
Frank Feilmeyer – Representing Real Estate Attorneys

Committee Appointments

The following recommendations for appointments to the Subcommittees were presented.

Finance Subcommittee

Polly Glascock, Warren County Recorder – replacing Shari O'Bannon –for a two year term.
Jolynne Goodchild, Plymouth County Recorder – reappointment for a two year term.

Management Subcommittee

Pennie Gonseth, Clark County Recorder – replacing Chuck Kruse
Dwight Reiland – reappointment for a two year term..

Standards Subcommittee

Janelle Schneider, Adair County Recorder – reappointment for a two year term
Charlene Thumm, Cedar County Recorder – reappointment for a two year term.

Sue Meyer made a motion to approve the appointments to the Subcommittees. Joan McCalmant seconded, and the motion was approved.

Election of Officers – Approval

Joyce Jensen nominated Deb Winke as chairperson of the ESS Coordinating Committee. Sue Vande Kamp seconded and the motion was approved.

Liz Kenison nominated Sue Vande Kamp as Vice Chair of the ESS Coordinating Committee. Deb Winke seconded and the motion was approved.

Sue Vande Kamp nominated Sue Meyer as Treasurer of the ESS Coordinating Committee. Joyce Jensen seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on January 13, 2009 and recommended approval of all December financial reports.

Fund 255 Accounts Payable

Three invoices have been submitted for payment from Fund 255 - ABC Virtual: \$22,510.00, Enterprise MidAmerica: \$13,000.00 and \$1860.46. Liz Kenison made a motion to approve the Accounts Payable table. Joyce Jensen seconded and the motion was approved.

Fund 823 Accounts Payable

No invoices were presented for payment this month. Many counties have balances remaining in their Fund 823 Accounts. They will be notified via email of the remaining balance and reminded these funds can be used for ILR project related items.

Treasury Management Accounts Payable

No invoices were presented for payment this month.

Financial Reports

The Project Office received the State Treasurer's reports regarding Fund 255 and Fund 823. All accounts have been reconciled and balanced to the reports received from the Treasurer's Office. A review of how counties used Fund 823 money in 2008 was reviewed with the Committee. Hamilton and Butler counties have not yet paid their fees for maintenance agreements for the year.

Metrics

Recording activity for December was at a five year low. This is a result of the decrease in real estate transactions for the year. The Project Office expects income to be lower than projected for the year; at the end of December, 2008, halfway through the fiscal year, income was \$329,000, with income for the year budgeted at \$680,000. Interest income for the year is budgeted at \$18,000, at the end of December 2008; interest income year to date was \$8,000.

Year to date, expenses are on track with the budget. The Education & Outreach line item is below the amount budgeted with \$19,000 spent and \$50,000 budgeted for the year. Due to decreased

income, the spring workshops tentatively scheduled will most likely be cancelled & replaced with web conferences. Development & Programming for the ILR website is budgeted at \$75,000 for the year. \$24,900 has been expended thus far, with most of this amount used to address the privacy issues in September, 2008. The remainder of the budgeted amount will be spent for planning changes to the website in conjunction with redaction activities.

All financials and metrics were reviewed with the Finance Subcommittee on January 13th, 2009 and approval was recommended. Sue Vande Kamp made a motion to approve all financial reports, Joan McCalmant seconded and the motion was approved.

Redaction Services RFP Update

The RFP for redaction services was posted on the Targeted Small Business website on December 22, 2008 and the ILR website on December 24, 2008. A web conference was held on January 6, 2009 for companies considering responding to the RFP; the RFP required their participation in the web conference. Answers to all questions posed during the web conference were posted to the ILR website on January 9, 2009. One waiver will be issued to a potential redaction service provider who was unable to attend the web conference.

Per a request made during the web conference, document samples are being gathered and will be provided upon request to potential redaction service providers for testing prior to their submitting their response to the RFP.

Responses to additional questions presented by redaction service providers will be posted during the next week.

The RFP provides for the establishment of an evaluation committee to review RFP responses and recommend approval of a service provider to the ESS Coordinating Committee. The opportunity to participate has been offered to the stakeholder's group with no response to date.

Joyce Jensen made a motion to appoint Phil Dunshee, Diana Thompson - Iowa Workforce Development, Scott Williams - ICIT and Joan McCalmant to serve on the committee. Additional committee members may be appointed at the discretion of Deb Winke. Liz Kenison seconded and the motion was approved.

Contracts & Agreements

Extensive planning is required to be prepared to act quickly if the Legislature approves the funds necessary for redaction services. Previously, ABC Virtual had been expected to assist with the planning process and the selection of the redaction services provider. Because ABC has expressed an interest in responding to the RFP for redaction services, creating a conflict of interest, they will be unable to provide planning assistance and will be excluded from any further discussions regarding redaction services until the RFP process is complete. However, it is necessary to permit ABC staff to respond to technical questions relating to future planning on other topics. An amendment and work authorization was presented to the Committee to permit ABC to respond to questions and provide assistance on topics not related to redaction services.

A motion to approve the amendment and work authorization was made by Joyce Jensen. Sue Vande Kamp seconded and the motion was approved.

An amendment to the Enterprise MidAmerica, Inc. contract was presented to the committee. The amendment would provide for supplemental consulting services relating to redaction and system reconfiguration. The supplemental consulting services would be secured through a subcontract to third parties designated by Enterprise MidAmerica. The amendment authorized an expenditure of up to \$50,000 for the supplemental consulting services to assist with the planning process for the reconfiguration of the ILR website and act as technical advisors during the process. These fees would be paid from the amount budgeted for website development & programming. Joan

McCalmant made a motion to approve the amendment. Sue Meyer seconded and the motion was approved.

Public Access Planning

Sue Vande Kamp provided the committee with a legislative update.

Declaration of Value Project Planning

Phil Dunshee reported that a meeting is scheduled with the Department of Revenue on January 16, 2009 to discuss the DOV Project. An update will be provided to the committee in February.

CREW Update

No images to the CREW portal will be provided until redaction activities are complete.

The meeting was adjourned.

Next Meeting – February 18, 2009