

Electronic Services System Coordinating Committee

Meeting Summary

October 10, 2007

Participants

Deb Winke, Allamakee County Recorder
Denise Meeves, Crawford County Recorder
Sue Meyer, Clayton County Recorder
Dwight Reiland, Wright County Recorder
Sue Vande Kamp, Story County Recorder
Marilyn Dopheide, Carroll County Recorder
Joyce Jensen, Cass County Recorder
Megan Clyman, Davis County Deputy Recorder

Liz Kenison, Worth County Recorder
Tony Colacino, Iowa State Bar Assoc.
Scott Williams, Marshall County IT
Jared Baker, ABC Virtual
Phil Dunshee, Enterprise MidAmerica
Julie DenOuden, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the meeting. Liz Kenison, Worth County Recorder, was welcomed and introduced as Dwight Reiland's replacement as District II Representative to the Coordinating Committee.

The September 12, 2007 ESS Coordinating Committee Meeting Summary was reviewed. Sue Vande Kamp moved to approve the summary and Sue Meyer seconded. The motion was approved.

Subcommittee Reports

Management Subcommittee

Management Members held a meeting prior to the Coordinating Committee meeting. Participants discussed the Insurance RFQ and service provider maintenance agreements. These items are on the Coordinating Committee Meeting Agenda.

Standards Subcommittee

The Standards Subcommittee's last meeting was August 28th. Members may schedule a meeting during November.

Finance Subcommittee

Members of the Finance Subcommittee held a teleconference on October 8th. The Subcommittee reviewed all of the current invoices and financial reports and recommend that the Coordinating Committee approve all.

The "Technology Errors and Omissions / Liability Protection / Application Information / ICRA & ESS / October 15, 2007" document was reviewed and discussed. Members recommend approval of this document and suggest distributing a modified version to all Recorders.

Project Financial Reports

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

Fund 255 Accounts Payable

The invoices submitted by ABC Virtual, Enterprise MidAmerica and Gegner Company were reviewed and explained. It was noted that all ABC Virtual invoices have been reviewed and reconciled.

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

Fund 823 Accounts Payable

A "Solutions," Inc. invoice for work completed in Delaware County was explained. Delaware County used the rest of their Fund 823 money for equipment replacement.

Scott Williams moved to approve the Fund 823 Accounts Payable. Megan Clyman seconded the motion and it was approved.

Financial Reports

Participants reviewed and discussed the current financial reports. The Bank of America account illustrates a consistent flow and the net income is positive. In September, there were approximately 2,000 e-submissions.

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

Audit Report

Denman and Company has not yet delivered the audit report. The report will be circulated to all members of the Coordinating Committee and the three Subcommittees.

Contracts and Agreements

Service Provider Maintenance Agreements

The initial three year agreements with service providers are coming due in 2008. The documents, "Exhibit A: Scope of Work" and "Exhibit B: Specifications and Performance Standards" were forwarded to service providers on October 9th along with a request for feedback by October 12th. These documents list what Iowa Land Records expects and does not expect from service providers and also defines the responsibilities of both parties.

Exhibits A and B were explained and discussed. Various questions, technical and otherwise, were answered by the Project Team.

Maintenance agreements will again be normalized with the service providers receiving similar cost fees and completing similar work.

Participants discussed the procedure for finalizing the maintenance agreements with the service providers.

Scott Williams moved to direct the Project Office to finalize, and formally submit, the Scope of Work and Specifications and Performance Standards after the service provider conference call on October 15th. Dwight Reiland seconded the motion and it was approved.

The final agreements must be approved by the Coordinating Committee.

All Participants were invited to take part in the October 15th conference call.

Insurance RFQ Phase 2

Members discussed the document "Technology Errors and Omissions / Liability Protection / Application Information / ICRA & ESS / October 15, 2007." This document was written in response to several questions submitted by two insurance companies, Marsh and True North. Both the Finance and Management Subcommittees have reviewed this document.

The Project Office suggested, and the Members discussed, sending cover letters to both Marsh and True North, requesting quotes or meetings to discuss the proposed insurance services. At least one member from both the Finance and Management Subcommittees will attend any such meetings.

Megan Clyman made a motion to move forward with the process suggested by the Project Office. Scott Williams seconded and the motion was approved.

First American / Data Tree

The Project Manager has spoken with the Hennepin County Recorder in Minnesota, Michael Cunniff, about that County's near-complete agreement with First American. Mr. Cunniff suggested that Iowa Land Records propose a *most favored customer* clause in any agreement with First American. Members were asked to email comments or concerns to the Project Office.

ESS By-Laws and Subcommittee Nominations

Two possible updates to the "By-Laws / Electronic Services System Coordinating Committee / May 2006" were explained. During the discussion, more changes were made to the updates. Members agreed to change the term *Executive Committee* to *Executive Board* because this is the term used by the Association.

Changes were also discussed for *Term of Office* and *Time and Place of Meetings* and *Officers*.

It was noted that the Coordinating Committee owns the by-laws and does not need to seek approval by the Association Executive Board. Members agreed it was good practice to allow the Executive Board to review the Coordinating Committee By-Laws.

Members were asked to review the suggested by-laws changes and be prepared to discuss and vote on them at the November meeting.

Coordinating Committee Schedule

The Finance Subcommittee meets prior to the monthly Coordinating Committee meeting and it was noted by the Project Manager and Subcommittee Members that meeting early in the month is sometimes difficult.

Coordinating Committee Members discussed possibly changing the meeting dates of the group and/or changing the delegation of subcommittee duties. The Project Office will email a proposal of changes to Members which will be discussed at the November meeting. A change may occur in December 2007 or January 2008 and a change in the by-laws will then be made.

Stewart Title

Stewart Title and ILR are joining in a pilot project to develop a system for electronically recording electronically signed PDFs. The process, which will be transparent to Recorders, was explained. Linn County may be the pilot county and testing is scheduled to be complete by the end of the year.

Closing

The next meeting of the Coordinating Committee will be held on November 14th at the ISAC offices in Des Moines. Fall School is scheduled for week of November 25th.

The meeting was adjourned at 1:12 p.m.