

# Electronic Services System Coordinating Committee

## Meeting Summary

October 6, 2010

### 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  
Joan McCalmant, Linn County Recorder  
John Eisenman, Iowa Land Title Association  
Phil Dunshee, Enterprise MidAmerica  
Lisa Long, Iowa Land Records  
Kelly Wallace, Iowa Land Records

### Welcome

This meeting was held via teleconference. The meeting was called to order by Chairperson Deb Roberts and introductions were made. The August 4th Meeting Summary was reviewed; Sue Vande Kamp made a motion to approve. Liz Kenison seconded and the motion was approved. The September 16<sup>th</sup> Meeting Summary was reviewed; Joan McCalmant made a motion to approve. Joyce Jensen seconded and the motion was approved.

### Project Financial Reports

The Finance Subcommittee held a meeting on October 5, 2010 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823 Accounts Payable tables.

### Fund 823 & Fund 255 Accounts Payable

Three invoices have been submitted for payment from Fund 823; all invoices conform to the approved expenditure policy of Fund 823. Joyce Jensen made a motion to approve. Sue Vande Kamp seconded and the motion was approved.

Seven 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. Joan McCalmant made a motion to approve. Denise Meeves seconded and the motion was approved.

### Financial Reports

The financial reports for September were not received from the state treasurer's office prior to the meeting and will be reviewed at the November meeting. The Bank of America and draw down accounts were reconciled completely. Liz Kenison made a motion to approve. Joyce Jensen seconded and the motion was approved.

### Metrics

Over 7900 documents were processed through Esubmission in September; this is a new record number of Esubmission documents processed in one month. The previous record was 7549 documents in June 2009. The Project Manager advised the Iowa Department of Revenue recorded two documents through Esubmission in September and will begin submitting to all counties in November.

### Contracts & Agreements

#### Bulk E-mail Services Modification

The Project Manager advised that new pricing has been negotiated for bulk email services with Winmail. The contract is effective November 1, 2010 and will be billed to the association. Sue Vande Kamp made a motion to approve. Joyce Jensen seconded and the motion was approved.

## **ILR Redaction Implementation Project**

### **Redaction Update**

Kelly Wallace provided an update on redaction activities through CSI. Forward file and back file documents continue to be processed regularly by CSI. Approximately 3 million documents have been processed or redacted thus far.

### **Security Modifications Update**

Kelly Wallace reported that work on the Security Project has continued, and that maintenance will be performed over two weekends to reconfigure the file structure and move data within the system. Any remaining activities which are required to complete the security project will be summarized at the November meeting.

### **County Redaction Download Policy**

Both Solutions and Imagetek have continued focus on uploading images to the portal. When that is complete efforts to bring redacted images back to local systems will proceed.

### **Other Planning Activity Update**

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

The following updates were provided by the Project Manager and Kelly Wallace.

Bremer County continues to work with Advanced Systems and the ILR staff on the LCM configuration and connectivity issues.

Winneshiek County has uploaded 2010 documents through the end of September but has not uploaded back file documents.

The Project Manager and Deb Winke will schedule a visit to Hamilton County.

No additional technical work has taken place in Hardin County, although a conference call with their technical staff has been proposed.

Pottawattamie County has successfully completed the web services installation and connected in staging. However, more development and testing will be needed. It is hoped that this can be completed by the end of the calendar year.

Liz Kenison hopes to have a face to face meeting in November with the Pocahontas County Recorder to address the uploading of images.

Work continues in Cerro Gordo County.

### **DOV Project**

The Project Manager and Kelly Wallace met with representatives of Cott Systems and Polk and Johnson counties to discuss the best way to handle DOV documents. Three options were discussed. The Committee asked that the options be summarized in a written report and distributed for discussion at the next meeting.

### **CREW Update**

Deb Roberts advised this will be discussed during Fall School in November.

### **Closing**

The meeting was adjourned at 12:15 p.m.

The next meeting is scheduled for November 10, 2010.