

Electronic Services System Coordinating Committee

Meeting Summary

October 12, 2011

Participants

Liz Kenison, Worth County Recorder
Sue Vande Kamp, Story County Recorder
Denise Meeves, Crawford County Recorder
Megan Clyman, Davis County Recorder
Joyce Jensen, Cass County Recorder
Marilyn Dopheide, Carroll County Recorder
Kim Painter, Johnson County Recorder

Steve Mangan, Clinton County Recorder
Deb Winke Allamakee County Recorder
Scott Williams, Marshall County IT
Frank Feilmeyer, Iowa Bar Association
Phil Dunshee, Enterprise MidAmerica
Lisa Long, Iowa Land Records

Participants Monitoring Via VOIP Web Conference

Kim Anderson, Hamilton County Recorder
Julie Haggerty, Polk County Recorder
Anita Van Bruggen, Sioux County Recorder
Barb Nuss, Hardin County Recorder
Tracy Casady, Monroe County Recorder
Jo Greiner, Washington County Recorder

Leanne Black, Louisa County Recorder
Rita Vargas, Scott County Recorder
Colleen Pearce, Cerro Gordo County Recorder
Kris Colby, Winnebago County Recorder
Angie Horton, Wayne County Recorder
Toni Wilkinson, Franklin County Recorder

Welcome

This meeting was held via teleconference. The meeting was called to order by Sue Vande Kamp and introductions were made. The Project Manager advised the meeting was being recorded. The September Meeting Summary was reviewed. Frank Feilmeyer made a motion to approve. Liz Kenison seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on October 11, 2011 and recommended approval of all invoices submitted for payment from Fund 255, Fund 823 and the Bank of America Account Payable tables.

Accounts Payable Tables

Bills as specified in the Fund 255 Accounts Payable Table were reviewed. Bills included: Enterprise MidAmerica \$5,355.00 and \$4,080.54, Iowa County Recorders Association \$24,480.51, CSI \$6,563.83, Gegner Company PC \$210.00 & Lightedge Solutions \$4,448.50.

Bills as specified in the BOA Accounts Payable Table were reviewed and discussed. Bills included Enterprise MidAmerica \$5,355.00.

Bills as specified in the Fund 823 Accounts Payable Table were reviewed and discussed. Bills included Solutions Inc. for Cherokee County \$28.75.

Joyce Jensen made a motion to approve the Fund 255, Fund 823 and Bank of America Accounts Payable tables. Frank Feilmeyer seconded and the motion was approved.

Financial Reports

The Project Office received the State Treasurer's reports for September regarding Fund 255 and Fund 823. All accounts were reconciled and balanced with the Treasurer's Office. The Bank of America account and Drawdown Accounts were successfully reconciled for August. The Bank of America credit card was successfully reconciled. The Balance Sheet and Profit & Loss statement were reviewed and discussed. All reports were reviewed by the Finance Committee and the

consensus was to recommend approval. Kim Painter made a motion to approve the financial reports. Joyce Jensen seconded and the motion was approved.

Metrics

Metrics were reviewed and discussed; statewide recording volume in September 2011 was comparable to September 2010. Esubmission volume in September was lower than August but comparable to September 2010.

Contracts & Agreements

DOV Project Update-Department of Revenue

The Project Manager advised personnel changes at the Department of Revenue will delay implementation of the new DOV form until at least December 1, 2011. The Project Manager has a meeting the week of October 17 with the Department of Revenue. Kelly Wallace continues to work with all service providers to ensure all information is correctly being transferred to ILR. Kelly is also completing work to prepare for DOV uploads to ILR and the indexing of DOV documents.

ILR Redaction Implementation Project

Two new reports, the Document Upload Status Report and the Redaction/Public Release Status Report were reviewed and discussed. ILR staff continues to follow up with counties as needed to have all documents uploaded. The Project Manager advised forward file documents are released to CSI daily for redaction. Approximately 150,000 backfile documents are released to CSI weekly for redaction. Work has begun on the report regarding redaction status due to the legislature by December 31, and it will be discussed at the November meeting and at fall school.

Other Planning Activity Updates

The following updates were provided by the Project Manager.

- Pocahontas County, indexes are being uploaded; images are not uploaded to ILR. The Project Manager hopes to meet with the Recorder in late October.
- Hardin County. Pending response from the recorder and IT staff following a meeting on October 4 at the county level.
- Iowa County is uploading indexes and some images to ILR. Good progress has been made recently.
- Hamilton County is not uploading images or indexes to ILR. A followup letter to the Recorder, the County Attorney and the Board of Supervisors is being drafted.
- Bremer County. ILR staff continues to work with the Recorder and service providers to have all documents uploaded to ILR.

A stakeholder's meeting is scheduled October 27, 2011 to provide an update on redaction activities and other issues.

The Project Manager advised he met with a representative of the Iowa Newspaper Association and has been invited to write an article and participate in a conference to help both the media and the public understand public access to records.

The meeting was adjourned at 11:30 a.m.

The next meeting is scheduled for November 9, 2011.