

Electronic Services System Coordinating Committee

Meeting Summary

November 8, 2006

Participants

Sue Vande Kamp, Story County Recorder
Deb Winke, Allamakee County Recorder
Judy Cosgrove, Webster County Recorder
Marty Minnick, Calhoun County Recorder
Colleen Pearce, Cerro Gordo County Recorder
Marilyn Dopheide, Carroll County Recorder

Scott Williams, Marshall County IT
Mary Jo Vogl, Bankers Trust Company
Steve Erickson, ABC Virtual
Phil Dunshee, Enterprise MidAmerica
Julie DenOuden, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Sue Vande Kamp called the meeting to order. Participants reviewed the October 11th Meeting Summary and the condensed summary printed as an official publication in the October 30th *Business Record*. Members agreed the abbreviated summary could be published before the formal summary was approved at the monthly meeting. The charge to publish the October official publication was \$24.73.

Marty Minnick made a motion to approve both the full length October 11, 2006 Meeting Summary and the Official Publication published October 30th. Marilyn Dopheide seconded and the motion was approved.

Project Financial Reports

Fund 823 Accounts Payable

The invoices from the Fund 823 Accounts Payable were reviewed. Lyon and Dickinson Counties purchased equipment. In Allamakee and Clay Counties, Solutions Inc. installed software which will allow the Recorders to redact on their local systems. All counties serviced by Solutions, Inc. have agreed to purchase this software either using Fund 823 funds or local funds.

Judy Cosgrove moved to approve the Fund 823 Accounts Payable and Colleen Pearce seconded. The motion was approved.

Members discussed whether or not to approve future county Fund 823 requests for counties which have not signed the 28E Agreement or are not in compliance with adopted operating policies. The Project Manager will present this question to the Membership during his Fall School presentation and will provide a draft policy detailing conformance to policies and outlining proposed restrictions with respect to Fund 823.

Fund 255 Accounts Payable

Invoices from ABC Virtual and Enterprise MidAmerica were explained. One EMA invoice listed a series of expenses, many relating to the recent Iowa Land Records workshops.

Scott Williams made a motion to approve the Fund 255 Accounts Payable. Marty Minnick seconded the motion and it was approved.

Financial Reports

The October Financial Reports, "ICRA / Balance Sheet," "ICRA / Profit & Loss," "ILR – Fund 255 / Balance Sheet," and "ILR – Fund 823 / Balance Sheet" were distributed and reviewed. These reports have not been reconciled because the Bank of America statements were not received in time.

Colleen Pearce moved to approve the Financial Reports for October. Deb Winke seconded and the motion was approved.

Contract and Work Authorizations

Agreements have been reached with Simplifile, Ingeo and Land Data. The terms and conditions are identical and final for each service provider. Recent discussions with the service providers resulted in the following two principal changes:

1. Service Fees (page 7)
As a start-up incentive, the service fee may be adjusted.
2. Termination for Cause (page 14)
Service providers requested that termination points be reciprocal.

The service providers have agreed to use the Iowa Land Records and CLRIS logos and Iowa Land Records will use each of the service providers logos when applicable.

Scott Williams made a motion to approve agreements with Simplifile, Ingeo and Land Data. Marty Minnick seconded the motion and it was approved.

E-Submission User Guides

- **Affidavit Mapping and Business Rules**

The "ILR / E-Submission Mapping Table" was discussed and affidavit examples were reviewed. The Project Office requested examples of certain documents including *Affidavit Regarding Non-Judicial Voluntary Foreclosure without redemption* (Iowa Code 654.20).

The Members agreed that a significant majority of affidavits were represented in the examples provided in the user guides.

Ground Water Hazard Statement Project

Project Agreement

Plans for the project are proceeding with all interested counties being allowed to participate. Under the system, Recorders will scan and store, but not record, Ground Water Hazard Statements in their local indexes in lieu of managing them via paper and mailing to the DNR.

Members reviewed two documents necessary to begin the project, the "Agreement / Groundwater Hazard Reporting System" which must be signed by participating County Recorders, and the "Groundwater Hazard Reporting System / 28E Agreement" with the Department of Natural Resources.

ISAC legal counsel will review both agreements before being finalized.

ILR Application Development and Installation

Portal Update

- **LCM Modifications, Communications Issues**

A new version of the LCM has been loaded onto the staging area. The deployment date has not yet been determined.

The updated LCM will include error correction procedures in case a county internet connection is interrupted.

- **Microsoft IE7**

Microsoft IE7 has been released and the Project Team suggested that Recorders not update to the IE7 at this time.

E-Submission Update

- **External Submitter Development Schedule**

The new version of the E-Submission Service was discussed by Members. All of the enhancements previewed are currently in process. The log-in page will now resemble IowaLandRecords.org.

CREEGAC

Dave Ellis, Warren County Assessor, has been named the CREEGAC Project Manager.

The affiliate groups have been asked to report what they can deliver to the CREEGAC website. The Recordors have indicated they are ready to deliver an external link to IowaLandRecords.org. The CREEGAC board has requested to be able to extract information from IowaLandRecords.org and display this information on the new site. This topic will be reviewed by the ICRA Executive Committee.

Interim Report

An interim report, written by Cerro Gordo Auditor, Ken Kline, was reviewed and discussed. The report detailed the status of CREEGAC activity, outlined meetings and described the portal design.

Integration Agreement and Related Policies

An updated draft of the "Integration Agreement / State of Iowa and Iowa County Recordors Association" was distributed for discussion by the Committee. This agreement is similar to the approved agreement with Schneider Corporation and was presented to illustrate how the Recordors Association can define its role and responsibilities with CREEGAC.

Privacy Policies

Law Enforcement Identity

Recently, a police officer requested his name be redacted from all documents. No action was taken. Members discussed what should be done if a similar request is made in the future.

ILR Educational Activities

ILR Workshops

The current series of Iowa Land Records Workshops is nearly complete. Most workshops have been well attended. Participating attorneys and legal assistants are eligible for three hours of continuing education.

Title Guaranty Annual Conference

The Project Manager and Customer Service Manager will be exhibiting and speaking at the conference on November 15th in Cedar Rapids.

Fall School Topics

The Project Manager is scheduled to give a 90-minute presentation to the Membership at Fall School. Topics to be presented or discussed:

- Project Overview
- RFI
- E-Submission Standards
- Groundwater Hazard Pilot Project
- User Groups
- Financial Review
- Fund 823 Policy

Closing

ESS Committee Members were invited to attend the Subcommittee Meeting scheduled during Fall School on November 30th. Members' roles and responsibilities will be discussed at this meeting.

The December 13th ESS Coordinating Committee Meeting will be a teleconference.

The Meeting was adjourned at 2:02 p.m.