

Electronic Services System Coordinating Committee

Meeting Summary

November 9, 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
Kim Painter, Johnson County Recorder
Steve Mangan, Clinton County Recorder
Deb Roberts, Floyd County Recorder
Scott Williams, Marshall County IT

Dean Hoag, Iowa Land Title Association
Frank Feilmeyer, Iowa Bar Association

Other Participants

Marilyn Dopheide, Carroll County Recorder
Deb Winke Allamakee County Recorder
Phil Dunshee, Enterprise MidAmerica
Lisa Long, Iowa Land Records

Participants Monitoring Via VOIP Web Conference

Tracy Casady, Monroe County Recorder
Jo Greiner, Washington County Recorder

Melissa Bird, Keokuk County Recorder

Welcome

This meeting was held via teleconference. The meeting was called to order by Deb Roberts and introductions were made. The October Meeting Summary was reviewed. Liz Kenison made a motion to approve. Denise Meeves seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on November 8, 2011 and recommended approval of all invoices submitted for payment from Fund 255 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 \$4,675.00 and \$3,113.34, Iowa County Recorders Association \$26,247.06, CSI \$6,364.33, Gegner Company PC \$215.00, Alliance Technologies \$625.00 and Lightedge Solutions \$4,448.50.

Bills as specified in the BOA Accounts Payable Table were reviewed and discussed. Bills included Enterprise MidAmerica \$4,675.00.

Denise Meeves made a motion to approve the Fund 255 and Bank of America Accounts Payable tables. Kim Painter seconded and the motion was approved.

Financial Reports

The Project Office received the State Treasurer's reports for October regarding Fund 255 and Fund 823. All accounts were reconciled and balanced with the Treasurer's Office. The Bank of America account reconciliation for October will be reviewed at the December meeting. The Bank of America credit card account was successfully reconciled. The Balance Sheet and Profit & Loss statement were reviewed and discussed. A year to date Profit & Loss versus Budget was reviewed and discussed. All reports were reviewed by the Finance Committee and the consensus was to recommend approval. Sue Vande Kamp made a motion to approve the financial reports. Steve Mangan seconded and the motion was approved.

Metrics

Metrics were reviewed and discussed; statewide recording volume in October 2011 increased slightly over October 2010. Esubmission volume in October exceeded 10,000 documents for the first time.

Contracts & Agreements

DOV Project Update-Department of Revenue

A meeting with Julie Roisen at the Department of Revenue is scheduled during ISAC fall school in November. Participants will include both Assessors and Recorders. Information regarding the scope of work to be completed prior to implementation of the DOV is needed from the Department of Revenue. ILR development work on the DOV project has been discontinued until more information is received from the Department of Revenue.

Legislative Representation - Brick Gentry

The Project Manager presented a recommendation to have Brick Gentry represent the Electronic Services System and the Iowa Land Records project for the 2012 legislative session. The proposal was reviewed and discussed. Sue Vande Kamp made a motion to approve the proposal. Dean Hoag seconded. There was further discussion following the motion. The motion was approved. Megan Clyman voted no.

LightEdge Hosting Service Agreement

The Project Manager advised the current three year hosting contract expires in June 2012; a new contract is being negotiated and will be presented for approval at the December meeting. No substantive changes in the agreement or plans to move equipment are expected.

ILR Redaction Implementation Project

Upload and Redaction Process Progress Report

The Upload Status Report and Public Access Report were reviewed and discussed. The number of documents available for public access continues to increase. ILR staff continues to follow up with counties as needed to have all documents uploaded. 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; the report will be discussed at fall school.

Record Transfer Deferment Requests

Record Transfer Deferment Requests have been received from Adams, Carroll, Pocahontas and Story counties. The requests were reviewed and discussed. Frank Feilmeyer made a motion to approved deferment for two years. Dean Hoag seconded and the motion was approved.

Other Planning Activity Updates

Software Authorization

The Project Manager advised Adobe software updates and optical character recognition software may be necessary in the near future.

October 27 Stakeholder Meeting

The Project Manager advised the meeting was well attended and information presented was well received. The information presented to the stakeholders will be provided to the Bar Association by the Project Manager.

County Update

The following updates were provided by the Project Manager.

- Pocahontas County. The Project Manager met with the County Recorder in October. Indexes and images will be uploaded for 2011 as soon as the service provider completes the work required for uploading.

- Hardin County and Hamilton County. Following formal adoption of policies and procedures a formal written notice was sent to both County Recorders, the County Attorneys and the Boards of Supervisors. The counties have 30 days to respond
- Iowa County is experiencing technical problems resulting in some delays of documents being uploaded.
- Bremer County. ILR staff continues to work with the Recorder and service providers to have all documents uploaded to ILR.

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 11:55 a.m.

The next meeting is scheduled for December 7, 2011.