

Prepared By and Return To: Lisa Sinclair, 5408 NW 88<sup>th</sup> Street, Suite 120, Johnston, IA 50131  
515-309-0140

## **Electronic Services System Coordinating Committee**

### **Meeting Summary**

**November 12, 2008**

#### **Participants**

Deb Winke, Allamakee County Recorder  
Sue Meyer, Clayton County Recorder  
Joyce Jensen, Cass County Recorder  
Sue Vande Kamp, Story County Recorder  
Liz Kenison, Worth County Recorder  
Denise Meeves, Crawford County Recorder  
Megan Clyman, Davis Co. Deputy Recorder  
Joan McCalmant, Linn County Recorder  
Scott Williams, Marshall County ICIT

Marilyn Dopheide, Carroll County Recorder  
Kris Colby, Winnebago County Recorder  
Ed Cook, Legislative Services Agency  
Kristie Hirschman, Ombudsman's Office  
Mike St. Clair, Iowa Land Title Association  
Phil Dunshee, Enterprise MidAmerica  
Lisa Long, Iowa Land Records  
Lisa Sinclair, Enterprise MidAmerica

#### **Welcome**

Joyce Jensen, Chairperson, called the teleconference meeting to order and introductions were made. The October 22<sup>nd</sup> Meeting Summary was reviewed and Liz Kenison made a motion for its approval. Joan McCalmant seconded and the motion was approved.

#### **Project Financial Reports**

The Finance Subcommittee held a meeting on November 10<sup>th</sup> and recommends approval of all October 2008 financial reports.

#### **Treasury Management Accounts Payable**

One invoice has been submitted for payment from the Bank of America Account – ACS Enterprise Solutions, Inc.: \$6,000.00.

Sue Vande Kamp made a motion to approve the Treasury Management Accounts Payable table. Sue Meyer seconded and the motion was approved.

### **Fund 255 Accounts Payable**

Four invoices have been submitted for payment from Fund 255 – ABC Virtual: \$10,450.00 and \$36,174.42; Enterprise MidAmerica: \$13,000.00 and \$2,964.15.

Liz Kenison moved to approve the Fund 255 Accounts Payable table and Megan Clyman seconded. The motion was approved.

### **Fund 823 Accounts Payable**

Three invoices have been submitted for payment from Fund 823 – Iowa Computer Sales (Monona County): \$202.00; Hewlett-Packard (Clinton County): \$1,506.00; and IMAGETek, Inc. (Floyd County): \$2,631.08.

Sue Vande Kamp made a motion to approve the Fund 823 Accounts Payable table. Joan McCalmant seconded and the motion was approved.

### **Financial Reports**

The Project Office received the State Treasurer's reports regarding Fund 255 and Fund 823 statements today and therefore did not have time to reconcile the accounts before the meeting.

The Coordinating Committee reviewed the October Financial Reports for the Bank of America account.

Liz Kenison made a motion to approve the October Bank of America financial reports. Sue Meyer seconded and the motion was approved.

### **ILR Update**

#### **Restoration of XML Service – Index Updates**

Local service providers have been notified that the XML Service will be enabled on Friday, November 14<sup>th</sup>. At that time, Recorders will be able to send indexes to the portal. The Project Office will monitor the situation and once it has been determined that the system is working, customers will be notified via mass e-mail that indexes are viewable.

The Image Repository will remain disconnected from the website.

### **ILR Workshops**

The final Fall Workshop will be held tomorrow in Polk County. The privacy issue has been one of the topics discussed at the workshops.

### **Redaction Services**

#### **RFP Guidelines/Specifications**

The Tyler Technologies RFI response was distributed. Their original response had been routed to the wrong e-mail address, and it should have been distributed with the responses received previously.

Participants reviewed the "Policy Issues for Recorders and Stakeholders" which was discussed at the Stakeholders Meeting in October. This document lists questions for Recorders and Stakeholders to consider concerning; Personal Information, Public Records, Security/Records Access, Redaction and Disaster Recovery. Feedback from the Stakeholders and Committee Members will assist in writing the RFP.

The "Redaction Assumptions and Guidelines" document was explained and discussed. This document lists various assumptions and guidelines that may assist the Committee in developing the RFP.

While reviewing the document, it was noted:

- It will not be sufficient for Recorders to do all of the redacting.
- The current Iowa definition for personal information - social security numbers and account numbers - will likely be used in the RFP.
- No redaction process is completely free of errors.
- Multiple service providers may be selected through the process.

Two "Redaction and Image Handling Strategies" options were outlined in the document. Both options would provide local systems a redacted TIF image that could be archived in their local system. At this time, it is not known which option is less expensive.

Committee Members decided to postpone approval of either redaction option until next week in order to further study the details of both options. Members will convene for one hour on Tuesday, November 18<sup>th</sup> at 4 p.m., during the ISAC Fall School. At that time, members will discuss both options and any suggested modifications. Members were encouraged to contact the Project Office with any errors, omissions or suggestions before Tuesday.

The Project Office contacted the State of Iowa Information Technology Enterprise about participating in the RFP for redaction services. At this stage the topic remains under discussion..

Due to the postponement of approving a redaction strategy, the RFP will not be complete before the legislative committee meeting on December 2<sup>nd</sup>. It is hoped that the RFP will be ready for review at the December ESS Coordinating Committee meeting, and it will not be issued without approval of the Committee. Also, a redaction procedure will not proceed without additional resources. An outline of costs and specific needs will be developed to share with policy makers.

#### **Public Access Planning**

##### **Legislative Proposal Working Group**

The Project Office is making plans for a November Stakeholder Meeting in order to discuss legislative options for consideration by the December 2 legislative meeting.

##### **Tyler Technologies User Group Meeting**

A planning meeting with representatives of Tyler Technologies and Recorders from several of their client counties is being planned for December. Committee members received an explanation about how the list of invitees was determined.

#### **Closing**

The next meeting is scheduled November 18, 2008 in Coralville.

Joan McCalmant moved to adjourn the meeting and Sue Vande Kamp seconded. The motion was approved and the meeting was adjourned at 11:13 a.m.