

# Electronic Services System Coordinating Committee

## Meeting Summary

November 13, 2005

### Participants

Sue Vande Kamp, Story County Recorder  
Joan McCalmant, Linn County Recorder  
Joyce Jensen, Cass County Recorder  
Colleen Pearce, Cerro Gordo Recorder  
Dwight Reiland, Wright County Recorder  
Marty Minnick, Calhoun County Recorder  
Judy Cosgrove, Webster County Recorder  
Deb Winke, Allamakee County Recorder  
Marilyn Dopheide, Carroll County Recorder  
Megan Clyman, Davis County Deputy Recorder  
Janelle Schneider, Adair Co. Recorder

Denise Meeves, Crawford Co. Recorder  
Steve McDonald, Lancaster County, PA  
Tony Colacino, Iowa State Bar Assoc.  
Rick Ellars, Cedar Rapids City Assessor  
Jeff Rodda, Polk County ICIT  
Mitch Tollerud, Scott County ICIT  
Steve Erickson, ABC Virtual  
Phil Dunshee, Enterprise MidAmerica  
Terri Selberg, Enterprise MidAmerica  
Lisa Sinclair, Enterprise MidAmerica

### Welcome

Participants were welcomed to the meeting which was held in conjunction with Fall School. It was announced that portal demonstrations would occur at Fall School.

Tony Colacino, a new member, and Rick Ellars, from the Cedar Rapids Assessor's Office, were welcomed to the Committee Meeting. Also welcomed was Steve McDonald from Lancaster County, Pennsylvania.

Marty Minnick moved to approve the Electronic Services System Coordinating Committee October 11<sup>th</sup> Meeting Summary. Joan McCalmant seconded the motion and it was approved.

### HF 882 Implementation Update

#### Disposition of County Funds

- **Status of Fund Transfers**

As directed by the legislature, all ICRA funds have been transferred to the State Treasurer as of October 31<sup>st</sup>. Participants will review a draft final acceptance agreement for Incode, Solutions and IMAGETek at the December meeting.

Ten counties have not transferred their local funds to the State Treasurer as of this date. This is due to various issues. Counties are able to spend the remainder of their funds which are in Fund 823.

#### **Audit Update**

The formal audit report has been posted on the State Auditor's website, and also has been posted at [www.clris.com](http://www.clris.com). The State Auditor's invoice is expected to be presented at the December meeting and should not exceed \$5,000.

The Auditor's Office reviewed the management of funds and contracts and made sure the money was used as intended and without irregularities. The Project Office kept the State Treasurer and Auditor apprised concerning the status of all funds prior to transfers.

Phil Dunshee has requested an exit interview so he can secure advice for the future management of funds.

The funds to be managed through the ACH Service will be the responsibility of the ICRA prior to transfer to each county.

### **ILR Long-Range Business Plan**

The “Long-Range Business Plan & Integration Plan” was distributed and discussed. This three-year plan is a HF 882 requirement and benefits the Coordinating Committee by outlining how to sustain, maintain and improve the ESS. Suggestions to the plan’s content are welcome. This document also outlines a plan for integrating other information and services into the system.

The 2007 & 2008 Budgets are included for illustrative purposes. There are designated funds to assist an affiliate in participating in the ESS but not to develop a new portal.

### **Data Security Audit Update**

The Technology Association of Iowa has agreed to conduct a peer review of ILR. TAI representatives have visited the hosting environment at ABC Virtual and will conduct a site visit at the IMAGETek facilities. A data intrusion or penetration test review will also be performed.

The Data Security Audit Report is due December 1<sup>st</sup> and therefore will be submitted before being reviewed by the Coordinating Committee. A draft may be sent to Committee Members before the end of November and feedback is welcome.

The Peer Review Report will be sent to the Project Office. A cover letter will be written and submitted with the report to the appropriate legislative agencies.

### **Project Financial Reports**

#### **Fund 823 Accounts Payable**

Counties with remaining balances may draw from Fund 823. The Project is tracking balances and will adjust the Project Plans as needed. Recordors will not receive notice of payment to Service Providers but the Project Office will receive periodic reports from the State Treasurer’s Office.

Dwight Reiland moved to approve the Fund 823 Accounts Payable. Colleen Pearce seconded and the motion was approved.

Invoices for service to Pottawattamie County were received late and could not be processed with the other Fund 823 bills. In-house staff are managing Pottawattamie County IT services and their local funds have been transferred to the State Treasurer’s Office. To prevent delay in processing the invoices, the Committee Members were asked to consider approval of the Pottawattamie County invoices:

- Dell Computer Corporation – Invoice #664010586P for \$1,279.21
- Pottawattamie County InformationTechnologies - for \$1,905.60
- CDWG – Invoice #UW60872 – for \$16,285.79
- CDWG – Invoice #UX19868 – for \$9,297.16

Joyce Jensen made a motion to approve the Pottawattamie County invoices to be paid from Fund 823. Joan McCalmant seconded and the motion was approved.

#### **Fund 255 Accounts Payable**

Fund 255 is the primary account for project expenses. Extra expenses for October included the payments for the Account Manager position, reimbursement for workshop expenses and for conference calls. There is also an instance of a local Service Provider listed on the Accounts Payable. This must occur because all money is now deposited with the State Treasurer’s Office.

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

A separate Fund 255 Accounts Payable table was created for a late-coming Incode invoice. Colleen Pearce moved to approve this second Fund 255 Accounts Payable. Sue Vande Kamp seconded and the motion was approved.

### **Account Manager Equipment/Software**

The Committee Members were asked to approve the purchase of computer equipment for the CLRIS Account Manager. An outline and list of possible equipment to be purchased was reviewed by the Participants. Exact dollar amounts will be included in the Fund 255 Accounts Payable at a future meeting.

Joyce Jensen made a motion to grant the Project Office authorization, using budgetary discretion, to purchase the outlined computer equipment for the CLRIS Account Manager. Marty Minnick seconded the motion and it was approved.

### **Project Expenditure Logs/Financial Reports**

Participants received and reviewed updated expenditure logs for ABC Virtual, Enterprise MidAmerica and Gegner Company.

### **CLRIS Application Development**

#### **E-Submission Update**

There is still electronic submission testing to be done in Allamakee and Crawford Counties. Some visual and internal Electronic Submission Service changes have occurred.

“Date of recordation” and “date of document” were defined. The “date of document” is the date the document is signed and not the date the document is submitted for recording.

Account reconciliation and billing cannot be done in the Project Office because of staffing issues. In the future, it is planned to allow users to use debit cards to pay for ESS fees. Exploration of a billing system will occur in the future.

Participants discussed the current policy mandating a Recorder to return a submitted document to the submitter when a change in fee occurs. The submitter must then resubmit the document. After much discussion, Participants agreed that version 1.1 of ESS should incorporate an element for users to authorize a change in fee without review.

Sue Vande Kamp made a motion to authorize the development of alternatives which will allow users to waive the procedure of returning documents to the submitter when a change in fee occurs after submission to the Recorder’s Office. Colleen Pearce seconded and the motion was approved.

### **Groundwater Hazard Document Indexing**

Declaration of Value and Groundwater Hazard Documents have been posted on the ILR site. A standardized system for the Groundwater Hazard Documents is still being planned.

### **ESS Operations**

#### **Bylaws Subcommittee**

This is the first official meeting of the expanded committee which includes new members, Tony Colacino and Scott Williams (absent). Potential additional members include representatives from the Bankers, Iowa Land Title and the Realtors Associations. The Assessors have indicated that they do not intend to pursue a voting position at this time.

Participants discussed the formation of a Bylaws Subcommittee responsible for developing bylaws for the Coordinating Committee. The Project Office could help draft the bylaws once given directions by the Coordinating Committee. A draft of the bylaws would have to be approved by the Executive Committee of the ICRA.

The Project Office will gather examples of bylaws for Committee Members to study and the formation of a subcommittee will be discussed at the December Meeting.

It was suggested David Vestal from ISAC be a member of the subcommittee.

**882 Advisory Committee**

Sue Vande Kamp reported on the 882 Advisory Committee Meeting held earlier in the day. The three agenda items were:

1. Iowa Interactive demonstration
2. Final report to legislature
3. Comments, suggestions and goals

**Closing**

Recorders' photos may be taken at Spring School and used for educational materials and on county areas of the ILR system.

Participants requested a press release about the portal which could be distributed to local media.

The next meeting of the ESS Coordinating Committee will be at the ISAC Offices on Wednesday, December 7<sup>th</sup>. Meetings in 2006 will be scheduled for the second Wednesday of each month.