

Electronic Services System Coordinating Committee

Meeting Summary

November 14, 2007

Participants

Deb Winke, Allamakee County Recorder
Denise Meeves, Crawford County Recorder
Sue Meyer, Clayton County Recorder
Megan Clyman, Davis County Deputy Recorder
Joyce Jensen, Cass County Recorder
Joan McCalmant, Linn County Recorder
Marilyn Dopheide, Carroll County Recorder

Scott Williams, Marshall County IT
Jared Baker, ABC Virtual
Phil Dunshee, Enterprise MidAmerica
Julie DenOuden, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the meeting. The October 10, 2007 ESS Coordinating Committee Meeting Summary was reviewed. Megan Clyman moved to approve the summary and Joan McCalmant seconded. The motion was approved.

Subcommittee Reports

Management Subcommittee

The Management Subcommittee has not held a meeting recently and had no news to report.

Standards Subcommittee

The Standards Subcommittee last held a meeting on October 10th. There was no news to report.

- **E-Submission Metrics**

The Project Office has been assembling metrics to illustrate how the system is running. Six different reports were reviewed and discussed. The metrics documents illustrate the number of documents processed through the E-Submission Service by county and by number of documents. In October, most counties received at least one e-submission.

Participants discussed delays and the Recorders' work process. The Customer Service Manager is no longer calling Recorders about delayed responses to e-submissions. Standard reports are now being prepared to keep track of Recorders' response times.

Finance Subcommittee

The Finance Subcommittee convened via conference call on November 8th. Items discussed by members are included on today's agenda and will be discussed by the Coordinating Committee.

Project Financial Reports

All of the financial reports have been recommended for approval by the Finance Subcommittee.

Fund 255 Accounts Payable

The invoices submitted by ABC Virtual and Enterprise MidAmerica were reviewed and explained.

Joan McCalmant made a motion to approve the Fund 255 Accounts Payable table. Sue Meyer seconded and the motion was approved.

Fund 823 Accounts Payable

One invoice from IMAGETek, Inc. for service to Carroll County and one invoice from Business Solutions Group, Inc. for service to Benton County were reviewed.

Denise Meeves moved to approve the Fund 823 Accounts Payable table. Megan Clyman seconded the motion and it was approved.

Financial Reports

Participants reviewed and discussed the current financial reports.

The reports lend encouragement about the operating account. It was noted that the line of credit has not yet been used.

Concerning the "ILR – Fund 255 / Profit & Loss / October 2007," it was noted that budget adjustments may be needed after RFQ responses are received and the insurance coverage costs are known.

Joan McCalmant moved to approve the financial reports and Scott Williams seconded. The motion was approved.

Audit Report

The final report from Denman & Company, LLP, "Financial Information / December 31, 2007" was reviewed and discussed. There were no significant findings. Participants were briefed on what the auditor reviewed and what was the scope of work. This report establishes a template for subsequent years.

The report will be filed with the Office of the State Auditor as dictated by the 28E agreement. The Chairperson will e-mail the report, in PDF, to all Recorders prior to mailing it to the Boards of Supervisors.

Megan Clyman moved to approve the final audit report. Denise Meeves seconded and the motion was approved.

Contracts and Agreements

Service Provider Acceptance Agreements

- **ACS**
The "ILR / Recorder's Association File Transfer Module / FINAL – ACCEPTANCE AGREEMENT" was reviewed for discussion purposes. ACS recently completed their work and the Project Office is prepared to make final payment to them. Members should be prepared to vote on approval of this agreement at the December meeting.
- **Fidlar**
Fidlar has been cooperating and working toward completion of their assignment. The Coordinating Committee may be asked to approve their acceptance agreement as early as January 2008.

Service Provider Maintenance Agreements

- **Final RFQ/Scope of Work**
Participants reviewed the "ILR / ICRA / Request for Quote / Maintenance and Support / November 7, 2007" document. This was distributed to service providers on November 7th and the deadline for response is November 30th. Some discussion with service providers may occur at Fall School the week of November 26th.

Insurance RFQ Phase 2 Status

Marsh requested, and was granted, a short conference call on October 15th. The identical information provided to Marsh and True North is currently being reviewed by both companies' underwriters. The goal is to have an agreement in place and for coverage beginning in January 2008.

First American / Data Tree Draft Agreement

The "Integration Agreement / Data Tree, LLC and CLRIS / January 1, 2008" was discussed. A new section on page 9, "Data and Image Information Support," was reviewed. ISAC legal counsel has reviewed this document.

Currently, the Project Office is in position to accept the terms given by Data Tree. If, at anytime, it is discovered that Iowa Land Records is not getting fair market price, the Project Office will negotiate again with Data Tree representatives. There has been communication between the Project Office and Data Tree representatives about using the "Most Favored Terms" specified in the agreement.

Adobe Connect/Premiere Global Subscriptions

The Project Office has investigated other teleconferencing services due to the ongoing and frequent need to teleconference and because of problems associated with Genesys.

Adobe Connect charges an annual \$500 subscription for a web hosting module. Premiere Global telephone service costs \$0.06 per minute per user, compared to Genesys' charge of \$0.18. If Adobe Connect and Premiere Global were used in the next year just as Genesys has been in the last year, the project would save over \$1,000.

The Adobe and Premiere services were shown to the Participants. During the Project Office's current two week trial, there have been no issues. It was noted that Adobe Flashplayer is needed to use these services.

Scott Williams made a motion to change teleconferencing services from Genesys to Adobe Connect and Premiere Global. Joan McCalmant seconded and the motion was approved.

The new teleconferencing services will be implemented this week and will be used for the December 12th Coordinating Committee conference call meeting.

ILR Version 2.11 Development Update

Project staff provided the Committee with an update on development activities. The staging environment for Version 2.11 is now live and was shown to Participants. The target date for installation is mid-January 2008.

ESS Bylaws

Two corrected sets of bylaws were reviewed and discussed. There was general agreement that the monthly Coordinating Committee meeting should be changed from the second week to the third week of the month. Members were asked to review their 2008 calendars and be prepared to schedule the monthly meetings at the December 12th meeting.

ESS Subcommittee Nominations

A draft document regarding ESS Subcommittee Volunteers was distributed for discussion. Members were reminded that the Coordinating Committee District Representatives are nominated by district members but appointed by the Executive Board. Subcommittee Members are chosen by the Coordinating Committee.

Closing

The ESS Coordinating Committee will hold a teleconference on December 12th. The meeting was adjourned at 1:40 p.m.