

Electronic Services System Coordinating Committee

Meeting Summary

December 7, 2005

Participants

Sue Vande Kamp, Story County Recorder
Joyce Jensen, Cass County Recorder
Marty Minnick, Calhoun County Recorder
Judy Cosgrove, Webster County Recorder
Deb Winke, Allamakee County Recorder
MidAmerica
Marilyn Dopheide, Carroll County Recorder
Tony Colacino, Iowa State Bar Association

Dave Ellis, Warren County Assessor
Scott Williams, Marshall County IT
Mary Jo Vogl, Bankers Trust Company
Steve Erickson, ABC Virtual
Phil Dunshee, Enterprise

Terri Selberg, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the meeting and Mary Jo Vogl was introduced as a visitor representing the Iowa Bankers Association. Participants were asked to review the November 13th Meeting Summary. Joyce Jensen made a motion to approve the summary. Marty Minnick seconded the motion and it was approved with a friendly amendment noting the correct spelling of Tony Colacino's name.

CLRIS.com

The website will soon be modified with an updated look and redesigned to be more aligned with iowalandrecords.org. A new area specific to the Electronic Services System Coordinating Committee will be added. Meeting summaries and documents will be posted in this area. Historical data will be filed off the website.

HF 882 Implementation Update

882 Committee

The HF 882 Committee held a meeting during Fall School and Participants reviewed what was discussed and it was noted that a report was filed with the Governor on November 1st. The affiliates are communicating well with one another and while the Committee is interested in creating links between systems, it does not want to interfere with work already completed by the Recorders and Treasurers. The use of parcel identification numbers proved to be a lengthy discussion. Some members want to set a state standard for when and how to place the PIN on a document. Also to be considered is what office should be responsible for putting the PIN on a document. This topic is sure to be discussed at future meetings.

A Policy Statement has been drafted by the 882 Committee. Amendments will be made to this draft and the final version will be distributed to Committee Members as well as posted on the CLRIS website.

The next meeting of the HF 882 Committee is scheduled for December 8th. (Note: This meeting was postponed due to the weather.)

Disposition of County Funds

• **Status of Fund Transfers**

Approximately six counties have not transferred their outstanding funds to the Office of the State Treasurer. There are no more barriers or issues and the remaining counties should transfer funds by December 31st.

Data Security Audit Update

As a requirement of HF 882, a data security audit was performed and results were submitted to the Government Oversight Committee on December 1st. It was noted that the Project Team did not have a substantive editorial role in writing the report. Participants reviewed the Iowa Land Records Data Security Audit documents; TAI Contract and Scope of Work, TAI Peer Review, and Intrusion Test ICRA.

The Peer Review revealed that ABC Virtual meets industry security standards. This is a public document and may be sent to legislators and other interested parties.

CLRS Application Development E-Submission Production Update

The E-Submission Service has now been moved to a production environment and is officially operating under the iowalandrecords.org domain. The service is also now live with EDS.

The initial two pilot counties, Allamakee and Crawford, will soon be operating the ESS beginning with satisfactions of mortgages. Cass, Franklin and Greene Counties will be the next pilot counties. As each county begins to operate the system, the same steps of testing will occur to ensure reliability.

Recorders and Service Providers will need to take deliberative steps with e-submitters and it was noted that documents must be submitted in PDF image format. Daily transactions will be closed at 2:00 p.m. The distribution of funds to county bank accounts will occur at 5 p.m.

There was a demonstration of some new functions and pages such as the “Customer Service/Help” and “View Reports.”

Groundwater Hazard Document Indexing

The Project Team and Service Providers have discussed at length how Groundwater Hazard Documents should be managed. In order to have a simple, non-labor intensive, searchable system, the following procedures have been determined:

- Declaration of Value Documents will be ignored and not indexed in the local systems.
- Groundwater Hazard Documents will not be recorded but will be indexed in the local systems for in-house use.
- Groundwater Hazard Documents will be given a unique sequential number preceded by the letters GWH.
- It is recommended that Groundwater Hazard Documents received by traditional means be scanned and entered using the numbering system noted above. This is not yet an ICRA policy.

These decisions will be discussed with the Association Members in detail at Spring School.

The Project Team will hold future discussions with the Department of Revenue about signature copies and with the Assessors about procedures for processing Declaration of Value Documents.

Dynamic Linking

Dynamic linking may be done on a county by county basis due to resource and management issues. This element must be thoroughly designed if it is to be sustained. Pilot projects are being planned with Warren County and Marshall County.

Cott

The Project Team is currently in a substantive contract dispute with Cott regarding their deliverables. A notice of default is being considered. This dispute will impact the budget, development costs and time frame for e-submission in counties served by Cott Systems.

Project Financial Reports

Fund 255 Accounts Payable

The current invoices were explained. The invoice for the State Audit has not yet been received but will not exceed \$5,000. Marty Minnick made a motion to approve the Fund 255 Accounts Payable. Joyce Jensen seconded the motion and it was approved.

Project Expenditure Logs/Financial Reports

Updated expenditure logs for ABC Virtual and Enterprise MidAmerica were distributed and reviewed.

CLRIS Licensing Authorization

Chester County, PA

Participants received, and there was much discussion about, the Management and Project Teams' draft RFP Response to the Chester County Recorder of Deeds. A final response is due December 16th. The Association's Executive Committee conditionally approved sending a response to the Pennsylvania RFP which was very similar to the Iowa RFP issued in 2003. It was noted that any new contract in association with Iowa Land Records must be approved by the Executive Committee.

In the draft response to the RFP, Pennsylvania would pay hosting and storage fees. Also, they would pay for any developmental changes and we would be able to use these changes on the ILR system. Pennsylvania has asked for several elements which are not currently a part of Iowa Land Records; Level 3 E-Submission, PIN verification, and a messaging/help service.

Participants discussed the response and whether or not it should be delivered. Some Recorders have voiced their concern that working for Pennsylvania will distract the Project Team from Iowa Land Records. The Project Manager assured the Committee that the Project Team's priority is Iowa Land Records, with or without the Pennsylvania project.

Other points discussed included the taxpayers' response to financing the Iowa system but then being used in Pennsylvania and also what could be done with the money if we were to charge more for licensing the system.

The Committee asked the Project Manager to write an e-mail memo of FAQ responses to the Association Membership.

Pennsylvania invited ILR to submit a proposal, and this could be viewed as a validation of the value of the Iowa Land Records system. Many Participants believe the more the system is used the better it will be.

Participants also discussed the possibility of a multiple-state consortium.

Service Provider Contracts/Agreements

ABC Virtual - Work Authorization to June 30, 2006

Participants reviewed the ABC Virtual Work Authorization 11.0 and Amendment Number 5. This extension is a continuation of development beginning January 1, 2006, and ending June 30, 2006.

Joyce Jensen moved to approve the ABC Virtual Work Authorization 11.0 and six month contract extension. Judy Cosgrove seconded and the motion was approved.

Acceptance Agreements - IMAGETek, Incode, Solutions

Participants examined the Acceptance Agreements. The Service Providers must complete all work by December 31, 2006.

Sue Vande Kamp made a motion to approve the Recorder's Association File Transfer Module Acceptance Agreements as presented for IMAGETek, Incode and Solutions. Marty Minnick seconded the motion and it was approved.

Cooperative Agreement - Office of the State Treasurer

The Project Manager and Stefanie Devin, the Office of the State Treasurer, have worked together to prepare a new cooperative agreement. The original agreement expired and the extension was never formally approved. This current document was distributed and reviewed by the Participants. It was noted that subsection 6, *Compensation*, would be deleted at the request of the Office of the State Treasurer.

Joyce Jensen moved to approve, with the noted deletion, the Cooperative Agreement with the Office of the State Treasurer. Judy Cosgrove seconded and the motion was approved.

Accounting

Bookkeeping & Tax Preparation Service Provider

The Association previously was notified of a penalty for filing the 2004 tax return late. The IRS has now waived the penalty.

Joyce Jensen made a motion to continue to retain Gegner Company, at the stated hourly rates, as our accounting and tax preparation provider. Sue Vande Kamp seconded the motion and it was approved.

In the future, the Committee will need to consider retaining an auditing firm. Participants suggested the possible retention of the firm used by the ICRA.

Closing

The next meeting of the ESS Coordinating Committee will be held on Wednesday, January 11, 2006, at the ISAC Offices.