

# Electronic Services System Coordinating Committee

## Meeting Summary

December 7, 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  
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  
Kim Painter, Johnson County Recorder  
Deb Winke Allamakee County Recorder  
Marilyn Dopheide, Carroll County Recorder  
Bob Rafferty, Brick Gentry  
Phil Dunshee, Enterprise MidAmerica  
Lisa Long, Iowa Land Records

### Participants Monitoring Via VOIP Web Conference

Angie Horton, Wayne County Recorder  
Janelle Schneider, Adair County Recorder  
Kurt Brown, O'Brien County Recorder  
Deb Kupka, Tama County Recorder  
Tracy Casady, Monroe County Recorder  
Kim Anderson, Hamilton County Recorder

Melissa Bird, Keokuk County Recorder  
June Brady, Hancock County Recorder  
Anita Van Bruggen, Sioux County Recorder  
Travis Case, Marshall County Deputy Recorder  
Cindy Messersmith, Chickasaw County Recorder

### Welcome

This meeting was held via teleconference. The meeting was called to order by Deb Roberts and introductions were made. The Project Manager advised the meeting was being recorded. The November Meeting Summary was reviewed. Frank Feilmeyer made a motion to approve. Joyce Jensen seconded and the motion was approved.

### Project Financial Reports

The Finance Subcommittee held a meeting on December 6, 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 \$5,312.50 and \$3,904.09, Iowa County Recorders Association \$24,651.05, CSI \$18,557.00, Alliance Technologies \$1,100.00 & Lightedge Solutions \$4,448.50.

Bills as specified in the BOA Accounts Payable Table were reviewed and discussed. Bills included Enterprise MidAmerica \$5,312.50.

Sue Vande Kamp made a motion to approve the Fund 255 and Bank of America Accounts Payable tables. Liz Kenison seconded and the motion was approved.

### Financial Reports

The Project Office received the State Treasurer's reports for November regarding Fund 255 and Fund 823. All accounts were reconciled and balanced with the State Treasurer's Office. The reports were received after the Finance subcommittee meeting and were not reviewed by the Finance subcommittee. The Bank of America account reconciliation for October and November was reviewed; the account was successfully reconciled for both months. The Drawdown Account was successfully reconciled for November. The Bank of America credit card 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. With the exception of the Fund 255 & Fund 823 all reports were reviewed by the Finance Committee and the consensus was to recommend approval.

### **Metrics**

Metrics were reviewed & discussed; over 9,000 documents were recorded through Esubmission.

Dean Hoag made a motion to approve all financial reports except Fund 255 and Fund 823 until after review by the Finance Subcommittee in January. Steve Mangan seconded and the motion was approved.

### **Contracts & Agreements**

#### **Brick Gentry**

Bob Rafferty from Brick Gentry will meet with Sue Vande Kamp and Kathy Flynn-Thurlow prior to the beginning of the legislative session to determine the best way to work with the legislature this year. County Recorders will be encouraged to meet with their legislators.

#### **DOV Project Update**

The Project Manager advised the DOV Project is on hold as the Department of Revenue is working on an updated DOV form and scope of work.

#### **LightEdge Hosting Service Agreement**

The Project Manager advised the contract was renegotiated for an additional three years at an estimated cost of \$2,884.50 per month. There were no other changes to the agreement. Liz Kenison made a motion to approve the contract. Scott Williams seconded and the motion was approved.

#### **Alliance Technologies Work Authorization**

The Project Manager requested approval to enter into a work authorization with Alliance Technologies for up to 350 hours to augment the work of Kelly Wallace and Tom Hawbaker. This expense would be paid for from the operating reserve fund. Joyce Jensen made a motion to approve the request and move the required funds for both this expenditure and the lobbying expenditure with Brick Gentry to the budget. Sue Vande Kamp seconded and the motion was approved. The Finance Subcommittee will review the change to the budget.

#### **CSI Redaction Contract Extension**

The Project Manager advised preliminary discussions have begun with CSI regarding redaction services after the end of the current contract on June 30, 2012. The Project Manager advised a formal request for approval of a contract extension will be presented at a future meeting.

#### **ILR Redaction Implementation Project**

##### **Report to the General Assembly**

The Project Manager advised the Committee concerning the report to the legislature due December 31, 2011. The draft report is in process and will be forwarded to the Committee on December 16 for review. Prior to submitting the report to the legislature a conference call will be scheduled to allow formal approval by the ESS Committee. Redaction progress metrics were discussed as part of the report to the legislature.

### **Administrative Actions**

#### **Public Access**

The Project Manager advised that document images prior to 2003 are not available to the public at this time. The ILR staff will continue to work with Recorders on quality assurance prior to making these images available to the public.

### **Non US IP Addresses**

The Project Manager advised that going forward non U.S. IP addresses will not be allowed to search the ILR site and will be redirected to Google.

### **PII Reporting Mechanism**

An icon allowing users to report to the ILR team documents with PII has been added to the ILR site.

### **Beacon External Links**

The Project Manager advised the link from the Beacon website has been disabled and he is working with Beacon on the best way to move forward. The Project Manager estimated that the links could again be functional in February 2012.

### **Record Transfer Deferment Requests**

Record Transfer Deferment Requests have been received from Shelby, Hancock, Marion, Jefferson and Tama counties. The requests were reviewed and discussed. Frank Feilmeyer made a motion to approve deferment until December 31, 2013. Sue Vande Kamp seconded and the motion was approved.

### **Other Planning Activity Updates**

#### **Software Authorization**

The Project Manager requested approval to purchase an update to the current Adobe Communications Suite software and updates to Adobe Acrobat Professional for use by the Administrative Assistant and the Customer Account Manager. Kim Painter made a motion to approve the purchase. Steven Mangan seconded and the motion was approved. The expense will be included in a budget amendment.

#### **Stakeholder Communications**

The Project Manager advised status updates have been provided to the Iowa State Bar Association Real Estate Committee, and the Iowa Bankers Association.

#### **County Update**

The following updates were provided by the Project Manager.

- Hardin County and Hamilton County. Following formal adoption of policies and procedures a formal written notice was sent to the County Recorders, the County Attorneys and the Boards of Supervisors. Formal responses have not been received from either county. However an e-mail was received from Hardin County Recorder Barb Nuss advising a response will be sent soon. A meeting is scheduled December 9, 2011 with Brick Gentry to discuss next steps with Hamilton and Hardin counties.
- Iowa County is experiencing technical problems resulting in some delays of documents being uploaded.
- Dallas County. There are no policy issues in Dallas County, but there has been a delay in the transfer of forward file documents to ILR.
- Bremer County. ILR staff continues to work with the Recorder and service providers to have all documents uploaded to ILR.

#### **2012 ESS Calendar**

The 2012 ESS calendar was discussed. Liz Kenison made a motion to approve. Kim Painter seconded and the motion as approved.

#### **PRIA Portal Survey**

The Project Manager provided the Committee with an update on the status of a pending PRIA white paper on electronic recording portals.

The meeting was adjourned at 12:15 p.m. The next meeting is scheduled for January 11, 2012.