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## **Electronic Services System Coordinating Committee**

### **Meeting Summary**

**February 10, 2010**

#### **Participants**

Deb Winke, Allamakee County Recorder  
Liz Kenison, Worth County Recorder  
Sue Vande Kamp, Story County Recorder  
Marilyn Dopheide, Carroll County Recorder  
Denise Meeves, Crawford County Recorder  
Megan Clyman, Davis County Recorder  
Joyce Jensen, Cass County Recorder  
Joan McCalmant, Linn County Recorder

Steve Mangan, Clinton County Recorder  
Deb Roberts, Floyd County Recorder  
Scott Williams, Marshall County IT  
Frank Feilmeyer, Iowa Bar Association  
Kelly Wallace, Alliance Technologies  
Phil Dunshee, Enterprise MidAmerica  
Lisa Long, Iowa Land Records

#### **Welcome**

This meeting was held via teleconference, and was called to order by Chairperson Deb Roberts. Introductions were made. The January 13, 2010 Meeting Summary was reviewed; Frank Feilmeyer made a motion to approve. Sue Vande Kamp seconded and the motion was approved.

#### **Project Financial Reports**

The Finance Subcommittee held a meeting on February 9, 2010 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823 Accounts Payable tables. The Finance Subcommittee also reviewed the Fund 832 Expenditure Policy and recommended approval.

### **Fund 823 Expenditure Policy**

A policy outlining allowable expenditures from Fund 823 was reviewed and discussed. Joyce Jensen made a motion to approve. Frank Feilmeyer seconded and the motion was approved.

### **Fund 255 Accounts Payable**

Twelve invoices have been submitted for payment from Fund 255—Enterprise MidAmerica, \$10,625.00 and \$4,912.43; Iowa County Recorders Association, \$15,885.94; ABC Virtual, \$14,437.50; Alliance Technologies, \$13,335.00; Cott Systems, \$19,250.00; Fidlar Technologies, \$12,500.00; Imagetek, \$45,000.00; Lightedge Solutions, \$8,250.00 and 44,663.50; R & D Industries, Inc., \$1,621.41; and Tyler Technologies, \$14,125.00. Joan McCalmant made a motion to approve. Joyce Jensen seconded and the motion was approved.

### **Fund 823 Accounts Payable**

Two invoices have been submitted for payment from Fund 823—Bremer County, \$884.74; and Fayette County, \$4,579.00. Sue Vande Kamp made a motion to approve. Liz Kenison seconded and the motion was approved.

### **Financial Reports**

The Project Office received the State Treasurer's reports regarding Fund 255 and Fund 823. All accounts were reconciled and balanced to the reports received from the Treasurer's Office for the month of January, 2010. The Balance Sheet and Profit & Loss statement were reviewed and discussed. Liz Kenison made a motion to approve the Financial Reports. Joan McCalmant seconded and the motion was approved.

### **Metrics**

Discussion of metrics was deferred to the March meeting. The Project Manager advised metrics reports were being generated and would be distributed to the committee electronically.

### **Credit Card Expenditures**

As the ILR project has matured, the Iowa County Recorders Association has gradually assumed more direct responsibility for processing project expenditures. For example, many bills were paid by the Project Manager and then reimbursed by the project or by the Association. In recent months some project bills have been paid by writing a check from the Association's account, and then the Association seeks reimbursement from Fund 255. Further progress toward internal management can be made if the Association permitted the use of a credit card for certain expenditures. For example, the renewal for the Verisign digital certificate could have been paid directly by the Association. Because a credit card was not available, the Project Manager paid for this expense and then sought reimbursement from the project. Authority to secure a credit card through the Treasury Management provider was requested. All credit card transactions will be reviewed monthly by the Finance Subcommittee and be included in all financial reports to the ESS Committee.

Joan McCalmant made a motion to authorize the necessary steps to secure a credit card for the project. Sue Vande Kamp seconded and the motion was approved.

### **Contracts & Agreements**

#### **Esubmission Integration Agreements**

The Project Manager advised he has communicated with Simplifile regarding the renewal of their contract with ILR; Simplifile will continue to submit documents, but it is hoped that a formal renewal of the Agreement will be completed soon.

First American Title is a current Esubmission customer that would like to proceed with an integration agreement to become an external submitter through the ILR web service. The terms of the agreement would be similar to those with Ingeo and Simplifile. Sue Vande Kamp made a motion to approve. Denise Meeves seconded and the motion was approved.

The Department of Revenue wishes to electronically submit state tax liens and releases through ESubmission. The Project Manager has met with the Department of Revenue and advised that most issues surrounding the agreement have been resolved. The agreement differs from previous agreements in that it is with a government agency instead of a private entity. The fees and processes outlined by the agreement are the same as for other integration agreements. The Department of Revenue will have a drawdown account and will issue a check quarterly to ILR equal to the amount of estimated quarterly fees with a minimum balance of \$2,000. The agreement has been returned to the Department of Revenue and will be reviewed by the Attorney General's office and by Nate Bonnett at ISAC. A copy of the draft agreement was distributed to the Committee for preliminary review. It is hoped that a final agreement will be ready for approval in March.

#### **ILR Office Planning**

In the past year the association has hired staff and moved away from being dependent on external service providers. The Project Manager asked for direction on how to proceed regarding a location for the team. While ISAC has plans to relocate to a new office, and ILR could collocate with ISAC, a date or location for the office has not been determined. The Project Manager is currently bearing the expenses for housing ILR staff. This was referred to the Management Subcommittee for review; a recommendation will be made to the ESS Committee at the April 2010 meeting.

#### **ILR Redaction Implementation Project - System Installation & Migration**

Kelly Wallace provided an update of the project; Kelly advised that uploads to the portal have been enabled for almost all counties; work continues with local service providers to enable uploads for the remaining counties. Testing is nearing completion with CSI; the exception being the validation of annotations being processed and redacted documents being returned in both PDF and TIFF formats. A couple more modifications to the redaction process are required; Kelly is working with CSI to resolve. The completion of the send audit function has consumed the majority of the team's time recently. Kelly advised the team's goal is to have full forward files going to CSI for redaction by April 1, 2010; this goal represents most counties uploading daily, documents being redacted and returned to the portal for public viewing.

#### **ILR Indexing Standards**

Legal descriptions are not consistently indexed for releases. After some discussion this was referred to the Standards Subcommittee to draft a policy and provide a recommendation to the ESS Committee.

Mapping Partial Release of Tax Liens was discussed; per IRS standards social security numbers on these documents will be truncated by CSI during the redaction process if the documents are mapped as a tax lien or release of tax lien. If the documents are delivered to the portal mapped as different document types, social security numbers will be fully redacted. This was referred to the Standards Subcommittee for review.

#### **County Redaction Download Policy**

All local service providers have been enabled to test the downloading of a redacted document; none of the local service providers is ready to move to production at this time. The Project Manager will work with user groups of each service provider to determine how redacted documents will be returned to the county.

#### **Other Planning Activity Update**

##### **Administrative Assistant Position Authorization**

The Project Manager requested permission to post a job opening for an administrative assistant; additional work associated with the accounting, customer service, quality control and the redaction process will require more human resource capacity. This position was included in the budget previously approved by the Committee. Joan McCalmant made a motion to approve. Scott Williams seconded and the motion was approved.

**County Update—Hamilton, Hardin, Winneshiek**

Three counties (Hamilton, Hardin and Winneshiek) have not yet paid the annual maintenance fees billed in March, 2009. Marilyn Dopheide will follow up with Hardin County and attempt to set up a meeting with the Hardin County Recorder by the end of February. Deb Winke spoke to the Winneshiek County Attorney about Senate File 465 and followed up with a letter to both the Winneshiek County Recorder and Attorney. Deb Winke advised she emailed the Hamilton County Recorder and Attorney requesting a response but had not yet received a response.

**CREW Update**

No update was available.

**Other Updates**

Sue Vande Kamp advised she had been contacted via e-mail by Mike St Clair with the Iowa Land Title Association. The association is proposing a new subsection be added to Section 331.603 of the Iowa Code as it relates to who can receive copies of unredacted documents on a batch basis. Discussion centered on how to determine who is a participating member of the title guaranty program. The issue was referred to the Executive Committee of the Iowa County Recorders Association.

**Closing**

The meeting was adjourned at noon.

The next meeting is scheduled for March 10, 2010 at 10 a.m.