

Electronic Services System Coordinating Committee

Meeting Summary

February 9, 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
Marilyn Dopheide, Carroll County Recorder
Kim Painter, Johnson County Recorder
Steve Mangan, Clinton County Recorder

Scott Williams, Marshall County IT
Frank Feilmeyer, Iowa Bar Association
Matt White, Iowa Finance Authority
Paul Drey, Brick Gentry Law Firm
Phil Dunshee, Enterprise MidAmerica
Lisa Long, Iowa Land Records
Kelly Wallace, Iowa Land Records

Welcome

This meeting was held via teleconference. The meeting was called to order by Liz Kenison and introductions were made. The January Meeting Summary was reviewed. Frank Feilmeyer made a motion to approve. Kim Painter seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on February 8, 2011 and recommended approval of all invoices submitted for payment from Fund 255.

Fund 255 Accounts Payable

Eight invoices have been submitted for payment from Fund 255; included are invoices from Enterprise MidAmerica for project management services and expense reimbursement, CSI for redaction services, and other service providers for development and hosting services. Joyce Jensen made a motion to approve. Sue Vande Kamp seconded and the motion was approved.

Bank of America Accounts Payable Table

An invoice from Imagetek has been submitted for payment from the Bank of America account. The invoice is for the work necessary to return redacted documents to the local systems. Half of the total will be paid this month, with the remainder to be paid in March, 2011 – subject to successful deployment. All participating counties have paid for their portion of the expense. Kim Painter made a motion to approve. Steve Mangan seconded and the motion was approved.

Financial Reports

The Project Office received the State Treasurer's reports for January regarding Fund 255 and Fund 823. All accounts were reconciled and balanced to the Treasurer's Office. The Balance Sheet and Profit & Loss statement were reviewed and discussed. The Bank of America account was successfully reconciled for November, December and January. Sue Vande Kamp made a motion to approve the financial reports. Kim Painter seconded and the motion was approved.

Metrics

Over 7900 documents were processed through E-Submission in January. This is a decrease from the total processed in December, but higher than the amount processed a year earlier. E-Submission totals continue to increase as percentage of the total number of documents recorded.

ILR Redaction Implementation Project

Upload and Redaction Process Progress Report

Kelly Wallace advised that nearly ten million documents have been uploaded to ILR; approximately one million documents are incomplete, either the image or index has not been received.

Progress Metrics

The "Master Complete Report" was reviewed; the report details the upload status of each county on a year by year basis and will be provided to all Recorders for review. The ILR team continues to work with counties and service providers to resolve any uploading problems. The Project Manager and Kelly Wallace are working with CSI to ensure the timely return of redacted documents.

Contracts & Agreements

Indecomm Global Services

The Project Manager presented a contract for Indecomm Global to integrate with the ILR system. Paul Drey has reviewed the contract. The contract was reviewed and discussed; a discounted startup E-Submission fees of \$1.25 will be presented to Indecomm for review. Sue Vande Kamp made a motion to proceed with the integration agreement. Frank Feilmeyer seconded and the motion was approved.

Other Planning Activity Update

Local Archive of Redacted Documents

Kelly Wallace reported that modifications to enable Solutions to return redacted documents to the counties systems is on schedule.

Organization Registration Policy Update

Kelly Wallace advised changes to the User Registration are ready to be deployed for new users. Changes to current user registrations will be deployed in the near future and will require the acceptance of the New Terms as well as an update of user information.

Terms of Use and Privacy Policy Update

The updated portal Terms of Use was presented by the Project Manager. The updated Terms of Use and Privacy Policy include a reference to the redaction of driver license numbers, and a description of the user information which is gathered from users. The Privacy Policy also explains how user account information may be used. Joyce Jensen made a motion to approve. Denise Meeves seconded and the motion was approved.

County Update—Bremer, Cerro Gordo, Hamilton, Hardin, Pottawattamie

The following updates were provided by the Project Manager and Kelly Wallace.

- Bremer County had a code mismatch issue so images and indexes didn't match when received by ILR, the county's service providers continue to work on a solution.
- Cerro Gordo County military discharge documents uploaded in error have been deleted from the portal, and E-Submission is working.
- Work continues slowly in Pottawattamie County to begin E-Submission, a demonstration of E-Submission has been requested.
- Work continues with the Winneshiek County Recorder and DBS to have backfile images uploaded. Deb Winke will follow up with Winneshiek County.
- No update was provided for Pocahontas County.
- Paul Drey initiated contact with the Hamilton County Attorney with hopes of beginning a new dialogue. Paul will also follow up with the Attorney General. Megan Clyman spoke to Hamilton County Recorder Kim Anderson at New Officers School. The Project Manager will provide information about the steps Hamilton County will need to take to restart participation in ILR.

DOV Project

The Project Manager will prepare to set up a meeting with the Department of Revenue for further discussion of the DOV project.

Legislative Update

Sue Vande Kamp advised the bill to retain the two dollar recording fee is SSB 1050. The bill has passed from subcommittee. Sue encouraged all recorders to speak to their legislators.

Closing

The meeting was adjourned at 12:05 p.m.
The next meeting is scheduled for March 9, 2011.