

Electronic Services System Coordinating Committee

Meeting Summary

March 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

Deb Winke Allamakee County Recorder
Deb Roberts, Floyd County Recorder
Scott Williams, Marshall County IT
Frank Feilmeyer, Iowa Bar Association
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 Deb Roberts and introductions were made. The February Meeting Summary was reviewed. Joyce Jensen made a motion to approve. Liz Kenison seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on March 8, 2011 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823.

Accounts Payable Tables

Fund 255 Accounts Payable Table

Six 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 service providers for development and hosting services. Joyce Jensen made a motion to approve. Sue Vande Kamp seconded and the motion was approved.

Fund 823 Accounts Payable Table

Two invoices have been submitted by Clarke County for payment from Fund 823. Included are invoices for a scanner and a label writer.

Bank of America Accounts Payable Table

One invoice from Imagetek has been submitted for payment from the Bank of America account. The invoice is for work required to return redacted images to counties. Half of the invoice was approved and paid in February; this request represents a portion of the balance due. Joyce Jensen made a motion to approve the Fund 255, Fund 823 and Bank of America Accounts Payable Tables. Kim Painter seconded and the motion was approved.

Financial Reports

The Project Office received the State Treasurer's reports for February 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 February. The Bank of America credit card was successfully reconciled. Kim Painter made a motion to approve the financial reports. Denise Meeves seconded and the motion was approved.

The Project Manager advised the FY 2012 budget is being prepared and will be presented at the April meeting for approval.

Metrics

Over 6,000 documents were processed through Esubmission in February. Esubmission totals continue to increase over the previous year totals.

ILR Redaction Implementation Project

Upload and Redaction Process Progress Report

Kelly Wallace advised ten million documents have been uploaded to ILR and more are expected to be uploaded. The Project Manager advised the average page count per document is approximately one page higher per document than originally estimated and resources may not be available to redact all backfile documents. Funds were budgeted for ten million documents at the lower average page count. A conference call with CSI is scheduled for March 9, 2011 to resolve outstanding issues and discuss a pause in the redaction process for back file documents until all pending documents are returned. Forward file documents will continue to be processed daily.

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 upload problems, verify the total number of documents uploaded for each year and review redacted documents. The Project Manager, Kelly Wallace and Tom Hawbaker are working with CSI to ensure the timely return of redacted documents.

Contracts & Agreements

Maintenance Notice of Intent

The Project Manager advised all service providers have been informally notified of the intent to renew contracts for the next fiscal year. All counties will be invoiced for FY 2012 before the end of March. Sue Vande Kamp made a motion to approve formal notification to service providers regarding the intent to renew. Liz Kenison seconded and the motion was approved.

Other Planning Activity Update

Local Archive of Redacted Documents

Work continues with Imagetek and Solutions to have redacted documents returned to the local county systems. Imagetek has successfully tested the process in two counties. Going forward as redacted documents are made public on the ILR site the document may be pulled down to the local system. The project to provide TIF images in the format specified Solutions continues on schedule.

Organization Registration Policy Update

Kelly Wallace advised changes to the User Registration are in place. Over 4,000 users have completed the registration renewal process. Current users who do not complete the registration renewal process by the end of March will be deleted from the system.

Terms of Use and Privacy Policy Update

The updated portal Terms of Use was presented by the Project Manager and reviewed by the committee. The updated Terms of Use and Privacy Policy include references to the redaction of driver license numbers, what information is gathered from users and how this information is 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.

- Pottawattamie County continues to work on the integration of E-Submission with their local system. A webinar to provide training on E-Submission procedures will be scheduled.
- Winneshiek County and their service providers continue work to have back file documents uploaded.
- Pocahontas County was contacted by Liz Kenison twice but she was not able to speak with the Recorder. Liz will continue to followup with the Recorder and hopes to speak to him at ISAC spring school.
- Attempts to contact the Hamilton County attorney has been made by Paul Drey but calls have not been returned. Paul will continue to follow up. Megan Clyman advised she talked to Hamilton County Recorder Kim Anderson on March 7.
- Hardin County. No change.

DOV Project

The Project Manager will be arranging a meeting with the Department of Revenue for further discussion of the DOV project.

Legislative Update

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

Portal White Paper

A copy of the draft outline of a PRIA Portal White Paper was provided to the committee.

Closing

The meeting was adjourned at 12:30 p.m.

The next meeting is scheduled for April 13, 2011.