

Prepared By and Return To: Lisa Long, 5408 NW 88<sup>th</sup> Street, Suite 120, Johnston, IA 50131  
515-331-2246

## **Electronic Services System Coordinating Committee**

### **Meeting Summary**

**April 14, 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

Steve Mangan, Clinton County Recorder  
Deb Roberts, Floyd County Recorder  
Frank Feilmeyer, Iowa Bar Association  
Mike St. Clair, Iowa Land Title Association  
Phil Dunshee, Enterprise MidAmerica  
Lisa Long, Iowa Land Records  
Kelly Wallace, Iowa Land Records

#### **Welcome**

This meeting was called to order by Chairperson Deb Roberts and introductions were made. The March 10, 2010 Meeting Summary was reviewed; Liz Kenison made a motion to approve. Frank Feilmeyer seconded and the motion was approved.

#### **Project Financial Reports**

The Project Manager advised the auditor from Denman & Company is working on the annual audit of the project's financial records. The audit report will be presented to the committee at a future meeting. The Finance Subcommittee held a meeting on April 13, 2010 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823 Accounts Payable tables.

#### **Fund 823 Accounts Payable**

One invoice has been submitted for payment from Fund 823—Webster County \$300. Joyce Jensen made a motion to approve. Sue Vande Kamp seconded and the motion was approved.

### **Fund 255 Accounts Payable**

Invoices have been submitted for payment from Fund 255—Enterprise MidAmerica \$11,050.00 and \$2,820.68, Iowa County Recorders Association \$21,353.10, Computing Systems Innovations (CSI) \$70,000.00 & \$3,019.28, Alliance Technologies \$200.00, DBS \$ \$1,520.00, Gegner Company PC \$ 1,785.00, Lightedge Solutions \$27.50, \$17.50, \$1,613.85, \$4,448.50. Liz Kenison made a motion to approve. Steve Mangan seconded and the motion was approved. The Project Manager advised the invoices for CSI represents payment for redaction services for both backfile documents and forward file documents.

### **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. The Balance Sheet and Profit & Loss statement were reviewed and discussed. Sue Vande Kamp made a motion to approve the financial reports. Joyce Jensen seconded and the motion was approved.

### **FY 2010 Budget Amendment**

An amendment to the budget for FY 2010 was reviewed and discussed. Liz Kenison made a motion to approve the amended budget. Megan Clyman seconded and the motion was approved. Frank Feilmeyer made a motion to have the Management Subcommittee review how travel expenses are paid. Megan Clyman seconded and the motion was approved.

### **FY 2011 Local Maintenance Policy**

The payment of local maintenance was reviewed and discussed. Megan Clyman made a motion to have the counties and the ILR project split the cost of maintenance for FY 2011. Joyce Jensen seconded and the motion was approved. Bills for maintenance will be sent to the counties in May.

### **FY 2011 Budget**

Proposed budget options for FY 2011 were reviewed and discussed. Liz Kenison made a motion to approve Option B, which incorporated the approved policy for splitting the expense of local maintenance services between the ILR project and the counties. Joyce Jensen seconded and the motion was approved.

### **Metrics**

Metrics were reviewed and discussed.

### **Contracts & Agreements**

#### **Esubmission Integration Agreement**

##### **Simplifile**

The Project Manager discussed the renewal of the integration agreement with Simplifile at the recent PRIA conference and hoped to bring the final agreement to the committee for approval at this meeting. However Simplifile has not responded to the draft agreement or other communications. A formal termination notice may be sent in May.

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

A work authorization for \$20,000 was presented. This activity will provide security updates to the ILR system including establishing additional firewalls between development, staging and production. Kelly Wallace has developed a plan and will work with Alliance to complete this work by June 30, 2010. The ILR contract with the Department of Revenue requires that certain information be maintained as confidential and requires ILR to notify them if security has been breached. In part, these additional security measures are being implemented to conform to these security requirements. Megan Clyman made a motion to approve. Denise Meeves seconded and the motion was approved.

### **Office Facilities for ILR Staff**

The Iowa County Recorders Association currently employs three individuals to operate the Iowa Land Records system. A fourth position is expected to be filled soon. These employees have worked from the offices of the Project Manager/Enterprise MidAmerica. The Project Manager requested that the Management Subcommittee and ESS Coordinating Committee provide direction about how office space should be provided for the ILR staff. The issue was referred to the Management Subcommittee which held a conference call to review options. The Management Subcommittee recommended that the ILR staff be housed at the office of the Project Manager through the end of the current contract for Project Management services. Prior to the end of this period, the Subcommittee will evaluate other options for office space which may include possible office facilities co-located with ISAC, continued co-location with the Project Manager – if their services are retained, or identifying other options for leased office space.

An amendment to the contract with Enterprise MidAmerica was reviewed and discussed. The amendment was previously reviewed and recommended by the Management Subcommittee. The amendment provides that the ILR staff will be located in the offices of Enterprise MidAmerica through the duration of the Project Manager's contract. The contract allows for the reimbursement for the cost of space used by each employee, internet service and copy and print services. Joyce Jensen made a motion to approve. Liz Kenison seconded and the motion was approved.

### **Lightedge Agreement Modification**

A modification to the current agreement with Lightedge was reviewed and discussed. All hosting services provided by Lightedge were reviewed by Lightedge personnel and the Project Manager, and it was determined that some credits were due to the project. Future hosting bills are expected to average \$4,500.00 per month. Joyce Jensen made a motion to approve the agreement modification. Liz Kenison seconded and the motion was approved.

### **ILR Redaction Implementation Project**

#### **Redaction Policy Update**

An updated redaction policy was proposed for adoption to reflect current procedures for redacting personally identifiable information from document images, and to provide procedures for handling any images processed for redaction which may still include personally identifiable information. The previous policy was adopted shortly after the privacy event in September 2008. Legislation enacted in 2009 requires a redaction policy to be in place. The policy was reviewed by the Standards Subcommittee and approval was recommended. Sue Vande Kamp made a motion to approve. Joyce Jensen seconded and the motion was approved.

#### **Redaction Process Progress Report**

Kelly Wallace provided an update of the project. Kelly advised that documents have been successfully sent to CSI for redaction and returned to ILR. With few exceptions, counties are enabled to send documents from January 1, 2008 forward to the portal. Forward file documents, those indexed from March 1, 2010 forward are being pulled for redaction upon receipt and returned to ILR by CSI. Back file documents, indexed prior to March 1, 2010 will be pulled for redaction in the coming days; due to the volume of back file documents, the processing and posting of back file documents will take longer than the processing of forward file documents.

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

How counties will receive redacted documents for their local systems continues to be discussed. The Project Manager advised that Imagetek is the only service provider that responded with a cost proposal for this development work. The Project Manager and Deb Winke will follow up with the other service providers.

## **Other Planning Activity Update**

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

Winneshiek County has paid the maintenance invoice billed in March, 2009.

Hamilton County has not paid maintenance dues for 2008 and 2009, does not participate in Esubmission and has not recently uploaded documents to the portal. A letter was sent to the Attorney General requesting advice and assistance. A response has not been received at this time.

A letter is being prepared to be sent to the Hardin County Recorder and Attorney reminding them of their obligation to participate in the project under the provisions of Senate File 465.

Pottawattamie County does not participate in Esubmission; a face to face meeting with the Project Manager and Kelly Wallace has been requested by the county.

### **CREW Update**

A meeting is scheduled for April 16<sup>th</sup>, 2010. Deb Roberts will attend and provide an update at the next ESS Committee meeting.

### **Closing**

The meeting was adjourned at 2:15 p.m.

The next meeting is scheduled for May 12, 2010 at 10 a.m.