

Electronic Services System Coordinating Committee

Meeting Summary

April 13, 2011

Participants

Liz Kenison, Worth County Recorder
Sue Vande Kamp, Story County Recorder
Denise Meeves, Crawford County Recorder
Megan Clyman, Davis County Recorder
Marilyn Dopheide, Carroll County Recorder
Steve Mangan, Clinton County Recorder
Deb Winke Allamakee County Recorder

Deb Roberts, Floyd County Recorder
Scott Williams, Marshall County IT
Paul Drey, Brick Gentry Law Firm
Kellee Grimsley, Gegner Co. P.C.
Phil Dunshee, Enterprise MidAmerica
Lisa Long, Iowa Land Records
Kelly Wallace, Iowa Land Records

Welcome

This meeting was held at project office in Johnston. The meeting was called to order by Deb Roberts and introductions were made. The March Meeting Summary was reviewed. Liz Kenison made a motion to approve. Steve Mangan seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on April 12, 2011 and recommended approval of all invoices submitted for payment from Fund 255.

Fund 255 Accounts Payable Table

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, other providers for technical services and Winm@il for email services. Sue Vande Kamp made a motion to approve. Scott Williams seconded and the motion was approved.

Financial Reports

The Project Office received the State Treasurer's reports for March 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 March. The Drawdown account was successfully reconciled for March. The Bank of America credit card was also successfully reconciled. Sue Vande Kamp made a motion to approve the financial reports. Scott Williams seconded and the motion was approved.

Metrics

The number of E-Submission documents in March was 6,885.

FY 2011 Budget Amendment

An amendment to the FY 2011 budget was reviewed and discussed; the amendment reflects actual income and expenses through March, 2011 and a portion of April, 2011. In addition to modifying the budget to more closely align with actual expenditures and revenue, provision was made for several year-end equipment expenditures for storage equipment, servers and software enhancements. The budget will end the year with a positive balance to be carried forward for the equipment replacement reserve, a redaction services reserve, and a general operating reserve. Megan Clyman made a motion to approve. Scott Williams seconded and the motion was approved.

Note: As a part of the motion regarding the proposed FY 2012 Budget, the Committee also made an adjustment to fully pay the remaining balance of the De Lage Landen amount for storage equipment from FY 2011.

FY 2012 Budget

Three options for the FY2012 budget were reviewed and discussed. Option C assumed that the proposed supplemental project fee of \$2 per recording would be approved by the General Assembly. Option A and B assumed that the supplemental project fee of \$1 would continue as provided under current law. Under Option B, certain expenses would be shifted to the Bank of America operating account in lieu of funding through Fund 255. Sue Vande Kamp made a motion to approve Budget Option B with Budget Option C as a contingency if the \$2 fee passes the legislature. Additionally the remaining payments to De Lage Landen for FY 2012 will be paid in FY 2011. The budgeted amount for the compensation of the Project Manager was set at an average of \$9,000.00 per month, subject to further review by the Committee if resources allow. Liz Kenison seconded and the motion was approved.

ILR Redaction Implementation Project

Upload and Redaction Process Progress Report

Kelly Wallace advised that ten million documents have been uploaded to ILR and more are expected to be uploaded. Additional backfile documents will not be sent to CSI for redaction until all pending documents have been processed. At that time options for processing additional back file documents will be reviewed. 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. 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 with the goal of making as many documents public as soon as possible.

Contracts & Agreements

Maintenance Specifications

The Project Manager advised that maintenance contracts for all service providers will be presented at the May meeting; all contracts will address the addition of web services for processing documents. Language will be added to all contracts to authorize the automatic uploading of documents if approved by the Recorder. Megan Clyman made a motion to approve. Scott Williams seconded and the motion was approved.

ISBA Online Directory

Information regarding the Iowa State Bar Association online directory was reviewed and discussed. Megan Clyman made a motion to approve participation in the directory. Scott Williams seconded and the motion was approved.

ILR Staff Compensation Adjustments

The Project Manager presented recommendations to the Committee regarding the adjustments in the compensation for Kelly Wallace, Technical Lead, and Lisa Long, Customer Service Manager. The adjustments are associated with their respective anniversary dates, and their excellent performance during the period. Megan Clyman made a motion to approve. Denise Meeves seconded and the motion was approved.

Other Planning Activity Update

Local Archive of Redacted Documents

Work continues with Solutions to have redacted documents returned to the local county systems. For Imagetek counties as redacted documents are made public on the ILR site the document will be imported by the local system.

Organization Registration Policy Update

Kelly Wallace advised that changes to the User Registration process have been implemented. Over 6,500 users have completed the re-registration process. Current users who did not

complete the reregistration process by the end of March were deleted from the system and will need to set up a new account.

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 image provider has a fix in place and will forward images to ILR on a hard drive.
- Pottawattamie County continues to work on the integration of E-Submission with their system. E-Submission testing has started and has been successful to date.
- Winneshiek County has made significant progress with the uploading of backfile documents.
- Pocahontas County. No additional contacts have been attempted.
- Hamilton County Attorney has been contacted by Paul Drey, but calls have not been returned. Hardin County. No change.
- Iowa County has not upload images for forward or backfile documents, and only limited backfile indexes.

ESS Request for Information

Requesting information from the Hamilton County attorney under the open records law was discussed. Megan Clyman made a motion to approve the request be made to the Hamilton County Attorney. Scott Williams seconded and the motion was approved.

ESS Policy Administration

The Committee discussed options for establishing a process to codify ESS policies and procedures and to exercise authorize to enforce the policies and procedures. Further discussion was deferred until the May meeting.

DOV Project

Deb Roberts, Deb Winke and the Project Manager will meet with the Department of Revenue on April 13 to discuss the status of the DOV project.

Legislative Update

Sue Vande Kamp updated the Committee on the status of the bill to establish the supplemental \$2 recording fee. Sue advised almost every legislator has been contacted by Kathy Flynn Thurlow, Bob Rafferty or herself and the support seems to be there to pass the bill however no one seems to want to take a stand on the bill. Without a champion the bill will probably not pass this year.

Closing

The meeting was adjourned at 2:15 p.m.
The next meeting is scheduled for May 11, 2011.