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Electronic Services System Coordinating Committee

Meeting Summary

May 12, 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
Scott Williams, Marshall County IT
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 held via teleconference; Joyce Jensen and Mike St. Clair participated at the Enterprise MidAmerica office. The meeting was called to order by Chairperson Deb Roberts and introductions were made. The April 14, 2010 Meeting Summary was reviewed. Liz Kenison made a motion to approve. Sue Vande Kamp seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on May 11, 2010 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823 Accounts Payable tables.

Fund 823 Accounts Payable

Two invoices have been submitted for payment from Fund 823—Hancock County, \$300 and Washington County, \$1,368.00, Joyce Jensen made a motion to approve. Liz Kenison seconded and the motion was approved.

Fund 255 Accounts Payable

Eight invoices have been submitted for payment from Fund 255—Enterprise MidAmerica \$10,965.00 and \$6,357.02, Iowa County Recorders Association \$32,629.11, Computing Systems Innovations (CSI) \$70,000.00 & \$5,276.75, Alliance Technologies \$1,148.75, Imagetek, \$2,500.00, Lightedge Solutions \$804.50. Frank Feilmeyer made a motion to approve. Steve Mangan seconded and the motion was approved.

The Project Manager advised the invoice for Imagetek is for work completed to facilitate the uploading of images. The smaller than normal invoice from Lightedge Solutions represents charges due after all negotiated credits were applied to the current invoice.

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 for the operating account were reviewed and discussed; the Project Manager advised income is less than expected. Liz Kenison made a motion to approve the financial reports. Joyce Jensen seconded and the motion was approved.

Metrics

Metrics were reviewed and discussed; recording activity continues to be at levels lower than in previous years. Documents recorded through Esubmission have increased in recent months.

Contracts & Agreements

Esubmission Integration Agreement - Simplifile

The integration agreement with Simplifile was reviewed and discussed. Changes to the previous contract include updated contact and address information. The contract start date is May 1, 2010. Security relating to the integration with Simplifile and other submitters may be addressed in future meetings. Frank Feilmeyer made a motion to approve the agreement. Steven Mangan seconded and the motion was approved.

Local Archiving of Redacted Images - Imagetek

A meeting with the Imagetek user group in the fall confirmed the counties want to receive images of redacted documents for storage in their local systems. Following this meeting, the Project Manager met with Imagetek to determine the cost of the work necessary to allow counties to download images of redacted documents. The cost is estimated to be \$16,750 for all Imagetek counties. The expense would be the responsibility of the individual counties; the cost per county is approximately \$450. The counties would be invoiced by the Association and work would begin in July, 2010. Joyce Jensen made a motion to approve the agreement with the contingency that the Recorders affected would each approve the agreement prior to work beginning. Megan Clyman seconded and the motion was approved.

Local Service Provider Maintenance Agreement Amendments

Solutions, Cott, Tyler, Imagetek, ACS, Fidler, DBS

Amendments for Fiscal Year 2011 were reviewed and discussed. The amendments extend the current agreements by one year and include a three percent inflation adjustment. Contracts have been forwarded to the service providers for review. Sue Vande Kamp made a motion to approve. Frank Feilmeyer seconded and the motion was approved.

ILR Redaction Implementation Project

Redaction Process Progress Report

Kelly Wallace provided an update for the project. Kelly advised both forward file and back file documents have been successfully sent to CSI for redaction and returned to ILR. The number of documents sent are:

Forward file, March 2010-30,000, April 2010-50,000, May 2010-10,000

Back file, 140,000 back file documents processed with an additional 800,000 back file documents ready for CSI to pull for redaction.

All counties are set to upload back file documents back to January 1, 2006. Five counties have been set to upload all documents from all date ranges. The ILR team is working with the local service providers to ensure all documents are received.

Redaction rules have been clarified with CSI and a more detailed checklist is now in place. All redacted documents are inspected by ILR team prior to being released for viewing. There is a known bug preventing some images from being flagged as complete and ready for redaction. Kelly advised the team is working on the problem.

Security Modifications

Kelly advised that he met with the Alliance Technology team regarding the approved security modifications. A timeline is in place for the work to be completed. The modification requires an adjustment to the current security connection and will require data to be moved; additional storage will need to be purchase at a cost of \$22,000. The work will require minimal downtime in June and includes patches added to the firewall, additional firewall zones and moving virtual servers to appropriate zones with security testing. Frank Feilmeyer made a motion to approve the purchase of additional storage and to request staff to identify how resources were reallocated to cover this expense. Sue Vande Kamp seconded and the motion was approved.

Other Planning Activity Update

Legal Counsel Selection Process

The Project Manager advised preliminary interviews had been completed with four law firms that could provide ongoing legal counsel for the project and for the Association. All four firms are interested. The committee directed the Project Manager to create and post an advertisement in the Iowa Lawyer Magazine. The Project Manager will circulate a draft ad to the members of the special committee that will first approve the ad and participate in the selection process at a later date. The members of the committee are: Frank Feilmeyer, Marilyn Dopheide, Deb Roberts, Joyce Jensen and Deb Winke.

County Update—Hamilton, Hardin, Pottawattamie

Hamilton County has not paid maintenance dues for 2009-10, does not participate in E-submission and has not recently uploaded documents to the portal. Additionally a 28E agreement has not been signed by the county. In April, a letter was sent to the Attorney General requesting advice and assistance; the county attorney and recorder were both copied on the letter. No response has been received from the Attorney General, the county attorney or the recorder.

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 as directed under Senate File 465. Solutions has been working with the county on the upload process but they do not accept Esubmissions.

Pottawattamie County does not currently participate in the ILR system. A face to face meeting with the Project Manager and Kelly Wallace has been requested by the County Recorder and the meeting will be scheduled in June.

CREW Update

A meeting is scheduled for the end of June; Deb Roberts will attend and provide an update at the next ESS Committee meeting. Deb advised the CREW IT staff had contacted ILR requesting access to images again. Kelly Wallace will follow up.

Closing

The meeting was adjourned at 12:40 P.M.

The next meeting is scheduled for June 9, 2010 at 9:00 A.M.