

Electronic Services System Coordinating Committee

Meeting Summary

May 11, 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
Steve Mangan, Clinton County Recorder
Deb Winke, Allamakee County Recorder
Deb Roberts, Floyd County Recorder
Kim Painter, Johnson County Recorder

Frank Feilmeyer, Iowa Bar Association
Ranee Slings, Iowa Land Title Association
Scott Williams, Marshall County IT
Paul Drey, Brick Gentry Law Firm
Steve Brick, Brick Gentry Law Firm
Bob Rafferty, Brick Gentry Law Firm
Phil Dunshee, Enterprise MidAmerica
Lisa Long, Iowa Land Records
Kelly Wallace, Iowa Land Records

Welcome

This meeting was held at the project offices. The meeting was called to order by Deb Roberts and introductions were made. Scott Williams and Kim Painter participated by phone. The April Meeting Summary was reviewed. Liz Kenison made a motion to approve. Kim Painter seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on May 10, 2011 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823.

Accounts Payable Tables

Fund 255 and 823 Accounts Payable Tables

Nine 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, service providers for development and hosting services and Gegner & Co for accounting services. One invoice was submitted for payment from Fund 823; an invoice for maintenance expenses on behalf of Emmet County.

Financial Reports

The Project Office received the State Treasurer's reports for April regarding Fund 255 and Fund 823. All accounts were reconciled and balanced with the Treasurer's Office reports. The Balance Sheet and Profit & Loss statements were reviewed and discussed. The Bank of America account was successfully reconciled for April. The Drawdown account was successfully reconciled for April. The Bank of America credit card was also successfully reconciled. The audit by Denman & Company was completed in May and will be presented at a future meeting.

Joyce Jensen made a motion to approve the Accounts Payable Tables and the financial reports. Denise Meeves seconded and the motion was approved.

Status of Local Maintenance Invoices

Invoices were mailed to all counties for FY 2012 maintenance in March 2011. Statements will be mailed to all counties with a letter advising legislation for a proposed supplemental project fee of \$2 per recording will not be approved by the General Assembly this year and it will be necessary for the county to pay the full maintenance amount.

FY 2011 & FY 2012 Final as Adopted

An amendment to the FY 2011 budget was reviewed and discussed; the amendment reflects actual equipment purchase costs approved in April, 2011. A revised budget for FY 2012 was reviewed and discussed. The Project Manager's compensation will be split and paid from both Fund 255 and the Bank of America operating account. Sue Vande Kamp made a motion to approve the amendments with the contingency that legal counsel reviews how payments will be made to the Project Manager. Joyce Jensen seconded and the motion was approved.

Designation of Reserve Funds

The Project Manager advised the balances in Fund 255 will be allocated to three reserve funds to be established for the redaction of backfile documents, equipment replacement and general contingency expenses. Discussion of the amount of each fund was deferred to the June meeting. Joyce Jensen made a motion to approve the establishment of the reserve funds. Denise Meeves seconded and the motion was approved.

Metrics

Overall recording activity was down in April statewide; this was reflected in E-Submission totals as well. Esubmission numbers should increase in the future with the addition of Indecomm Global as a new submitter and Pottawattamie County beginning to accept E-Submissions.

FY 2012 Local Maintenance Agreements

Amendments to agreements with local service providers Imagetek, Cott, Solutions, Tyler DBS, ACS and Fidlar were reviewed and discussed. The amendments reflect a three percent increase in charges as allowed by the master agreement. The amendments include the addition of web service specifications for processing of documents; web services are not in the master agreement. Additionally all exhibits are updated to include web services. The amendments include a provision for the auto transfer of documents to ILR with Recorder approval. Local service provider Tyler expressed hesitation about implementing the auto upload requirement. Frank Feilmeyer made a motion to approve the amendments. Liz Kenison seconded and the motion was approved. If necessary, a further amendment relating to Tyler services will be brought back to the Committee.

Enterprise MidAmerica Contract

A draft amendment to the contract with Enterprise MidAmerica was reviewed and discussed. Further discussion was deferred until the June meeting.

ILR Redaction Implementation Project

Upload and Redaction Process Progress Report

Kelly Wallace advised that 180,000 back file documents are at CSI for redaction. Tom Hawbaker is working with CSI to ensure documents are being returned correctly. ILR personnel are working with Cott to compare county redacted and locally redacted document totals to ensure nothing is overlooked. Over 220,000 backfile documents were released for public viewing in early May.

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.

Other Planning Activity Update

Legislative Update

Sue Vande Kamp advised the proposed supplemental project fee of \$2 per recording will not be approved by the General Assembly this year.

Local Archive of Redacted Documents

Work continues with Solutions, Imagetek and Cott to have redacted documents returned to the local county systems.

Registration Renewal Update

Kelly Wallace advised changes to the User Registration are in place. Over 8,000 users have completed the re-registration process. Prior users who did not complete the re-registration process by the end of March were deleted from the system and will need to complete the registration process again.

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

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

- Bremer County - images were received on a hard drive from the county's service provider and are being uploaded to ILR.
- 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.
- Pocahontas County - No additional contacts have been attempted. Images are not being uploaded to ILR.
- Hamilton County - Further attempts to contact the county attorney were unsuccessful.
- Hardin County. No change.
- Iowa County has not uploaded images for forward or back file documents and only limited backfile indexes.

DOV Project

Deb Roberts, Deb Winke and the Project Manager met with the Department of Revenue April 13 for further discussion of the DOV project. If the DOV is to be indexed a new form would be required to meet document formatting standards and meet both electronic and over the counter recording requirements. Indexed DOVs would be held in the ILR private image repository, would not be redacted and would need to be archived in local systems.

CLRIS Policies & Procedures

Steve Brick and Paul Drey from the Brick Gentry firm reviewed state law requiring all counties to participate in and abide by the policies of CLRIS. The Project Manager presented a draft of an ESS/CLRIS policy manual that would bring all adopted policies and procedures together in a single document. This was referred to the Standards Subcommittee for review prior to the next ESS meeting.

CLOSED SESSION Pursuant to Iowa Code Section 21. 5(c)

Joyce Jensen made a motion to enter a Closed Session of the ESS Committee. Sue Vande Kamp seconded and the motion was approved.

Joyce Jensen made a motion to leave the Closed Session of the ESS Committee. Sue Vande Kamp seconded and the motion was approved.

Hamilton County Request for Information

Liz Kenison made a motion to have Brick Gentry send a letter to Hamilton County Recorder Kim Anderson, the Hamilton County Attorney and the Hamilton County Board of Supervisors regarding their lack of participation in CLRIS and to request information under the Open Meetings law. Sue Vande Kamp seconded and the motion was approved.

Joyce Jensen made a motion to have Brick Gentry send a letter to the recorder, county attorney and board of supervisors of the other nonparticipating counties (Iowa, Hardin, Pocahontas) regarding their lack of full participation in CLRIS. Megan Clyman seconded and the motion was approved.

The next meeting is scheduled for June 7, 2011.

