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## **Electronic Services System Coordinating Committee**

### **Meeting Summary**

**June 9, 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

Joan McCalmant, Linn County Recorder  
Frank Feilmeyer, Iowa Bar Association  
Scott Williams, Marshall County IT  
John Eisenman, Iowa Land Title Association  
Phil Dunshee, Enterprise MidAmerica  
Lisa Long, Iowa Land Records  
Kelly Wallace, Iowa Land Records  
Vishal Patel, Iowa Land Records

#### **Welcome**

This meeting was held via teleconference. The meeting was called to order by Chairperson Deb Roberts and introductions were made. The May 12, 2010 Meeting Summary was reviewed; Liz Kenison made a motion to approve. Frank Feilmeyer seconded and the motion was approved. John Eisenman, past president of the Iowa Land Title Association has been appointed to a two year term on the ESS Committee. John's term will expire December 31, 2011. John was welcomed to the board.

#### **Project Financial Reports**

The Finance Subcommittee held a meeting on June 8, 2010 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823 Accounts Payable tables.

### **Fund 823 Accounts Payable**

Twenty invoices have been submitted for payment from Fund 823, Linn County \$541.40, Henry County \$1,445.48, Wright County \$1,445.48, Jefferson County \$1,445.48, Boone County \$1,165.65, Butler County \$1,060.90, Chickasaw County \$1,060.90, Clarke County \$1,060.90, Monona County \$1,060.90, Poweshiek County \$1,060.90, Iowa County \$1,060.90, Webster County \$1,445.48, Humboldt County \$1,060.90, Hancock County \$895.00, Calhoun County \$156.88, Hancock County \$1,445.48, Poweshiek County \$750.00, Emmett County \$1,445.48, Harrison County \$806.75, Decatur County \$241.84. Scott Williams made a motion to approve. Denise Meeves seconded and the motion was approved.

### **Fund 255 Accounts Payable**

Nine invoices have been submitted for payment from Fund 255—Enterprise MidAmerica \$8,925.00 and \$7,050.02, Iowa County Recorders Association \$14,234.27, Computing Systems Innovations (CSI) \$70,000.00 & \$5803.68, Alliance Technologies \$2,625.00, Lightedge Solutions \$21,900.00 and \$4,448.50, MSI Systems \$2,974.98. Joyce Jensen made a motion to approve. Steve Mangan seconded and the motion was approved.

### **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. The Project Manager advised that over the counter credit card usage continues to increase. Accounts receivables recognize invoices sent to counties for annual maintenance but accounts payable does not yet recognize corresponding expenses as invoices have not been received from local service providers. New computer equipment has been recognized as an asset. Income continues to be lower than expected and does not reflect increased real estate transactions being reported. Sue Vande Kamp made a motion to approve the financial reports. Joyce Jensen seconded and the motion was approved.

### **Metrics**

Metrics were deferred to the July meeting.

### **Contracts & Agreements**

#### **Local Archiving of Redacted Images - Solutions**

A contract amendment addresses the return of redacted images to the counties local systems. The approval is contingent upon the participation of no less than 20 Solutions counties. Each county would be responsible for costs of \$750.00. Joan McCalmant made a motion to approve. Sue Vande Kamp seconded and the motion was approved.

#### **Advanced Systems**

Bremer County has selected Advanced Systems as their image provider. A non-disclosure agreement has been prepared to facilitate the sharing of technical information with Advanced Systems. Frank Feilmeyer made a motion to approve. John Eisenman seconded and the motion was approved.

### **ILR Redaction Implementation Project**

#### **ILR Staff Appointment**

The Project Manager requested approval to hire Debra Kastantin as a full time Administrative Assistant for the project beginning Monday June 14, 2010. Debbie was interviewed by the Project Manager and Lisa Long; her references were checked and a background check was completed. Joyce Jensen made a motion to approve. Scott Williams seconded and the motion was approved.

### **Redaction Process Progress Report**

Kelly Wallace provided an update on the project; Kelly advised both forward file and back file documents have been successfully sent to CSI for redaction and returned to ILR. The forward file date is being moved back daily with a goal of making all documents recorded in 2010 viewable in the coming weeks. Approximately 200,000 back file documents have been pulled by CSI for redaction but the majority has not been returned. Kelly will follow up with CSI to determine if problems exist. An additional 574,000 back file documents have been uploaded by the counties and are ready to be pulled for redaction by CSI.

### **Security Modifications**

Kelly advised the equipment has been received from EMC and took approximately two weeks for installation. Security work will continue in July. Kelly advised the server for the ILR team will be installed soon.

### **County Redaction Download Policy**

Discussion was deferred to the July meeting. Cott and Tyler Technologies have not yet responded to requests from the Project Manager to discuss archiving redacted images in the local systems.

### **Other Planning Activity Update**

#### **Legal Counsel Selection Process**

An ad was placed in the June issue of the Iowa Lawyer Magazine. Firms previously interviewed were advised of the intent to place the ad; no additional firms have expressed interest at this time. The members of the selection committee are: Frank Feilmeyer, Marilyn Dopheide, Deb Roberts, Joyce Jensen and Deb Winke.

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

Bremer County has selected Advanced Systems as their imaging provider. Kelly Wallace will work with their team to ensure the integration is working correctly.

Cerro Gordo County. Kelly Wallace has been working with the county's IT staff on changes necessary so the county can again accept Esubmissions.

Hamilton County. There has been no communication from the Attorney General, the county attorney or the recorder in response to a letter sent to the all parties in March regarding the counties refusal to participate in the ILR project. Solutions has been notified that no maintenance will be paid by the project effective July 1, 2010.

Hardin County. A response has not yet been received to a letter sent to the Recorder and the County Attorney regarding the county not participating in the ILR project. Solutions and ImageTek have been notified that no maintenance will be paid by the project for Hardin effective July 1, 2010.

Pottawattamie County does not yet participate in Esubmission; a face to face meeting involving the County Recorder, Pottawattamie County IT staff, the Project Manager and Kelly Wallace is scheduled for June 28, 2010.

#### **Department of Revenue**

Kelly advised testing continues with the Department of Revenue; recording of state tax liens is projected to begin Fall, 2010.

#### **ESS Committee Public Information**

Kelly and Vishal will begin work to create a new web page on ILR.org tentatively named "About ILR" where information, meeting summaries and agreements would be posted.

**CREW Update**

A meeting is scheduled on June 29, 2010; Deb Roberts will attend and provide an update at the next ESS Committee meeting.

**Closing**

The meeting was adjourned at 10:30 a.m.

The next meeting is scheduled for July 13, 2010 at 3 p.m.