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Electronic Services System Coordinating Committee

Meeting Summary

July 13, 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
Steve Mangan, Clinton County Recorder
Deb Roberts, Floyd County Recorder
Mike St. Clair, Iowa Land Title Association

Phil Dunshee, Enterprise MidAmerica
Lisa Long, Iowa Land Records
Kelly Wallace, Iowa Land Records
Vishal Patel, Iowa Land Records
Debbie Kastantin, Iowa Land Records
Dave Ellis, Denman & Company
Judy Henning, Gegner & Company P.C.
Kelli Grimsley, Gegner & Company P, C.
Darren O'Brien, Madison County Abstract

Welcome

This meeting was held at Stoney Creek Inn, Johnston, IA. The meeting was called to order by Chairperson Deb Roberts and introductions were made. The June 9, 2010 Meeting Summary was reviewed; Megan Clyman made a motion to approve. Liz Kenison seconded and the motion was approved. Debbie Kastantin was introduced as the Administrative Assistant for Iowa Land Records. Debbie started on June 19, 2010.

Project Financial Reports

The Finance Subcommittee held a meeting on July 13, 2010 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823 Accounts Payable tables.

Fund 823 Accounts Payable

Fifteen invoices have been submitted for payment from Fund 823; all invoices are within the approved expenditure policy of Fund 823. Liz Kenison made a motion to approve. Sue Vande Kamp seconded and the motion was approved.

Fund 255 Accounts Payable

Seventeen 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 and service providers for 2011 maintenance. Liz Kenison 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 income has increased over prior months but continues at a level lower than expected. Sue Vande Kamp made a motion to approve the financial reports. Liz Kenison seconded and the motion was approved.

2009 Audit Report

Dave Ellis distributed copies of the 2009 Audit Report to the committee; Dave advised the audit is considered "clean" and a good separation of duties exists. The assets and liabilities are fairly stated. Sue Vande Kamp made a motion to accept the audit. Megan Clyman 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 E-Submission have increased in recent months but not to the level of 2009.

Contracts & Agreements

Web Services Agreement

Local service providers are in some cases being allowed to use web services to communicate with ILR instead of through the LCM. Specifications governing the use of web services are being developed, and these specifications will need to be incorporated within the contracts with local service providers. This will help ensure that the respective parties understand their mutual duties and responsibilities. The Project Manager advised that contract amendments for some services providers may be presented for discussion and approval at a future meeting.

ILR Redaction Implementation Project

Redaction Process Progress Report

Kelly Wallace provided an update of the project. Kelly advised CSI is pulling forward file documents daily for redaction. The redaction of back file documents has increased recently as the queues were split allowing forward and back file documents to be pulled more easily. Over 250K forward file documents, from January 1, 2010 have been sent to CSI for redaction. These documents become viewable on the ILR site upon return. Over 1.3 million back file documents, prior to January 1, 2010, have been sent to CSI for redaction. Work continues to ensure back file documents are consistently returned by CSI. Redacted documents, both forward and back file, are reviewed for correct redaction prior to being made public; only forward file documents are viewable on the ILR site at this time. CSI is pulling 200K back file documents weekly for redaction.

Solutions requested ILR setup on FTP site to allow back file documents to be more easily uploaded to ILR and then sent to CSI for redaction. Five counties are setup and Solutions is testing the site. ACS has provided back file documents on CD for upload to the ILR site prior to being pulled for redaction. Kelly will upload these documents soon.

Security Modifications

Kelly advised work continues on the security modifications. Recent work includes the allocation of space for data and building walls to separate the environments. It is hoped that this work will be completed by July 31, 2010.

County Redaction Download Policy

A meeting is scheduled on July 14 with Cott to discuss the download of redacted documents to the local systems. Solutions and Imagetek have indicated they will be ready to begin work in late July on modifications necessary for counties to receive and store redacted documents. The Project Manager reported he is awaiting a proposal from Tyler.

Insurance Coverage

Information about the current project insurance coverage was presented to the Committee for review. Insurance is provided through Bearance Management Group. Coverage includes Errors and Omissions. Premiums have increased for the next policy period due to the increase volume of transactions and the increased total amount of transactions projected for the year.

Other Planning Activity Update

Legal Counsel Selection Process

The Project Manager advised that nine firms responded to the ad in Iowa Lawyer. These firms, in addition to the four previously identified firms, will be reviewed with the selection subcommittee. A conference call will be scheduled in August to begin the selection process. The members of the committee are: Frank Feilmeyer, Marilyn Dopheide, Deb Roberts, Joyce Jensen and Deb Winke.

Developer Authorization

The Project Manager presented a list of open projects and updates to the ILR system currently being completed by Kelly Wallace and Vishal Patel. These projects are in addition to daily support issues they work to resolve immediately. The Project Manager advised that the greatest need is to be proactive instead of reactive and to engage in further development to improve the ILR system. The question presented to the committee was should an additional developer be added to the ILR staff. The position would be generally comparable with the job description and salary of current team member Vishal Patel. Sue Vande Kamp made a motion to authorize the search for a new developer on the condition that a final hiring decision be presented to the full Committee for action at a future meeting. Liz Kenison seconded and the motion was approved.

County Update

The Project Manager advised that activities are underway with Bremer, Hardin and Cerro Gordo counties to ensure full participation in both E-Submission and uploading of documents to the ILR portal. The Project Manager and Kelly Wallace met with representatives of Pottawattamie County recently to discuss E-Submission.

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. The Committee is awaiting a response from the Attorney General.

IMA Convention September 2, 2010

Volunteers are needed for the Iowa Mortgage Convention in Des Moines on September 2, 2010. Volunteers should contact Lisa Long for details.

CREW Update

A meeting is scheduled for mid-August, Deb Roberts will attend and provide an update at the next ESS Committee meeting.

Groundwater Hazard Statement Changes

Sue Vande Kamp advised the GWH form requires only the septic system certificate; drawings are not required.

Declaration of Value Project

The DOV project with the Department of Revenue pilot has started in Black Hawk County. Judy McCarthy and Sandie Smith will provide feedback to ILR as appropriate.

Closing

The meeting was adjourned at 5:40 p.m.

The next meeting is scheduled for August 4, 2010 as part of the ICRA Summer School.