

Electronic Services System Coordinating Committee

Meeting Summary

September 7, 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
Kim Painter, Johnson County Recorder
Steve Mangan, Clinton County Recorder
Deb Winke Allamakee County Recorder
Deb Roberts, Floyd County Recorder
Scott Williams, Marshall County IT

Frank Feilmeyer, Iowa Bar Association
Dean Hoag, Iowa Land Title
Melissa Bird, Keokuk County Recorder
Cindy Gray, Muscatine County Recorder
Dwight Reiland, Wright County Recorder
Polly Glascock, Warren County Recorder
June Brady, Hancock County Recorder
Kim Anderson, Hamilton County Recorder
Steve Brick, Brick Gentry Law Firm
Phil Dunshee, Enterprise MidAmerica
Lisa Long, Iowa Land Records

Welcome

This meeting was held at Stoney Creek Inn; six recorders participated via teleconference. The meeting was called to order by Deb Roberts and introductions were made. The August Meeting Summary was reviewed. Frank Feilmeyer made a motion to approve. Joyce Jensen seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on September 6, 2011 and recommended approval of all invoices submitted for payment from Fund 255 and the Bank of America Account Payable tables.

Accounts Payable Tables

Fund 255 Accounts Payable Table & Bank of America Accounts Payable

Bills as specified in the Fund 255 Accounts Payable Table were reviewed. Bills included: Enterprise MidAmerica \$6,162.50 and \$2,899.87, Iowa County Recorders Association \$25,098.24, CSI \$6,638.13, Alliance Technologies \$400.00 & Lightedge Solutions \$4,448.50.

Two invoices have been submitted for payment from the Bank of America account. Enterprise MidAmerica in the amount of \$6,162.50 and Imagetek in the amount of \$1,000.

Kim Painter made a motion to approve both the Fund 255 and Bank of America Accounts Payable tables. Liz Kenison seconded and the motion was approved.

Financial Reports

The Project Office received the State Treasurer's reports for August regarding Fund 255 and Fund 823. All accounts were reconciled and balanced with the Treasurer's Office. The Balance Sheet and Profit & Loss statement were reviewed and discussed. The Bank of America account and Drawdown Accounts were successfully reconciled for August. The Bank of America credit card was successfully reconciled. Sue Vande Kamp made a motion to approve the financial reports. Kim Painter seconded and the motion was approved.

The account receivable report was reviewed and discussed.

Metrics

Metrics were reviewed and discussed; statewide recording volume in August was 2011 lower than August 2010. Esubmission volume continues to increase.

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 and make as many documents public as possible by year end. The Project Manager advised 125,000 backfile documents will be released to CSI weekly for redaction until the end of the year. Forward file documents continue to be processed daily.

ESS Standards Committee

Indexing Trust Names

The indexing of documents with trust names was discussed; trusts and estates are indexed as human names. If a county indexes these documents as non-human names, then the policies provide that the documents be indexed both ways using a separate line for each name.

Indexing Instrument Dates

Indexing of documents to include the instrument date was discussed; this became an issue as part of the DOV project with the Department of Revenue. The instrument date of the conveyance document must be passed to both the Assessor and the Department of Revenue with the DOV. The Project Manager reported that all service providers have been advised of the requirement to have the instrument date uploaded to ILR going forward; no objections have been received from service providers.

CLRIS Policies & Procedures

The Project Manager advised the Policy & Procedure manual reflects in most respects existing policy approved by the ESS Committee, and assembles all existing policies in one document. The manual has been reviewed by Brick Gentry. The manual was reviewed and discussed with the Iowa County Recorders Association membership at summer school with discussion centering on Chapter 8, Policy and Procedure Compliance.

Scott Williams made a motion to approve the manual as written with direction and authorization to change the format to clarify Iowa Code references, to make the information easier to read, and to make other non-substantive corrections and changes. Frank Feilmeyer seconded.

Kim Painter made a motion to amend the Policy and Procedure manual by removing Section 8.3(4) from the Policy & Procedure manual. Megan Clyman seconded. The motion failed by a voice vote.

The original motion, to approve the manual as written with direction and authorization to change the format to clarify Iowa Code references, to make the information easier to read, and to make other non-substantive corrections and changes, was approved with a voice vote.

Contracts & Agreements

DOV Agreement & Project Parameters-Department of Revenue

The Project Manager advised the new DOV form has been approved by the director of the Department of Revenue. The new DOV form will be a fillable PDF document. The phases of the project were discussed with implementation dates to be determined. DOVs will be uploaded to ILR but will not be redacted or become public.

The contract with the Department of Revenue for DOV was reviewed and discussed. The responsibilities of ILR and the Department of Revenue are defined in the contract. Joyce Jensen made a motion to approve the contract with the Department of Revenue as written. Frank Feilmeyer seconded and the motion was approved.

Other Planning Activity Update
County Update—Bremer, Cerro Gordo, Hamilton, Hardin, Pottawattamie

The following updates were provided by the Project Manager.

- Pocahontas County no update, indexes are being uploaded; images are not uploaded to ILR. The Project Manager will follow up.
- Hardin County. The Project Manager met with the Hardin County Recorder and IT Director in August and will follow up.
- Iowa County is uploading indexes and some images to ILR.
- Hamilton County is not uploading images or indexes to ILR.

The meeting was adjourned at 2 p.m.

The next meeting is scheduled for October 12, 2011.