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Electronic Services System Coordinating Committee

Meeting Summary

April 8, 2009

Participants

Joyce Jensen, Cass County Recorder	Deb Roberts, Floyd County Recorder
Megan Clyman, Davis Co. Deputy Recorder	Joan McCalmant, Linn County Recorder
Denise Meeves, Crawford County Recorder	Frank Fellmeyer, Iowa Bar Association
Deb Winke, Allamakee County Recorder	Henry Sal, CSI, President
Liz Kenison, Worth County Recorder	Glen Johnson, CSI, Vice President
Sue Meyer, Clayton County Recorder	Trey Pickett, CSI, Project Manager
Sue Vande Kamp, Story County Recorder	Jim Erlandson, CSI, Product Manager
Marilyn Dopheide, Carroll County Recorder	Phil Dunshee, Enterprise MidAmerica
Scott Williams, Marshall County ICIT	Lisa Long, Iowa Land Records
Diane Swoboda Peterson, Woodbury County Recorder	

Welcome

This meeting held at the ISAC offices was called to order by Chairperson Deb Winke and introductions were made. Frank Fellmeyer participated by phone. The March 17th Meeting Summary was reviewed. Joyce Jensen made a motion to approve and Sue Meyer seconded. The motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on April 7, 2009 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823.

Fund 255

Four invoices have been submitted for payment from Fund 255—ABC Virtual \$22,510.00, Enterprise MidAmerica \$13,000.00, Enterprise MidAmerica \$2,568.11, Gegner Company PC \$455.00. Joyce Jensen made a motion to approve, Sue Vande Kamp seconded and the motion was approved.

Fund 823

Invoices have been submitted for payment from Fund 823. Franklin County presented an invoice for \$5,000.00 for computer equipment. Invoices for FY 2010 maintenance expense were sent to all counties in late March; several counties presented invoices for these expenses. Marilyn Dopheide made a motion for approval. Sue Meyer seconded and the motion was approved.

Financial Reports

Project financial reports were not received from the State Treasurer's office this month as the preparer is out of the office until late April. Financials will be reconciled and presented at the May meeting. A preliminary Profit & Loss statement and preliminary Balance Sheet were presented and discussed. Because the financial reports were not received the statements do not reflect expenditures during the last month and do not yet accurately reflect the current financial position of the project.

Metrics

As a result of decreased real estate transactions recording activity continues to be at levels lower than experienced in prior years. However, E-Submissions continue to grow and were at an all time high with over 5,700 documents recorded in March 2009.

All financials and metrics were reviewed with the Finance Subcommittee on April 7, 2009 and approval was recommended. Joyce Jensen made a motion to approve. Sue Meyer seconded and the motion was approved.

Redaction Services Update

A summary of the redaction services process to date was provided.

The Redaction Committee met on April 7, 2009 and recommends approval of a Notice of Intent to Award to Computing Systems Innovations (CSI) for Redaction Services. A contract will be prepared contingent upon the enactment of the Privacy legislation.

Legislative Update

Sue Vande Kamp provided a summary of the Privacy legislation to date and advised the bill has passed out of committee in both the House and the Senate and is eligible for debate in both houses.

Declaration of Value Update

This project with the Department of Revenue continues to move forward. The Project Office is working with the local service providers to determine what changes will be required to transfer information from counties to the Department of Revenue. The Department of Revenue desires the index information from the conveyance document along with images of the conveyance document and the Declaration of Value document. Cost estimates have been requested from the service providers with a response date of April 17th. A reply to the Department of Revenue is due by April 30th. An update will be provided to the committee at the May meeting.

Declaration of Value statements will not be indexed or archived.

Management Subcommittee Planning

A possible modification of the existing organizational structure of the Iowa Land Records system was discussed. This modification includes but is not limited to a new provider for hosting services, a proposal to have support services through a third party different from the hosting company, third party development services, internal project staff, and replacing the image repository and servers. Initial cash flow figures to fund these changes are being developed and will be presented in the future.

These changes are necessary to implement the redaction project, and will also improve system operations.

Redaction Integration/TIFF Project Planning

The Project Office is working with the local service providers to determine what changes will be required to upload TIFF images for the redaction process. Cost estimates have been requested from the service providers with a response date of April 17th. For redaction purposes, local service providers will need to send images in TIFF format instead of PDF format, and images will be converted to PDF prior to being uploaded to the Portal.

CREW Update

Scott Williams advised a project manager has been assigned and the next meeting is scheduled for April 24.

Closing

The meeting was adjourned at 10:45 a.m.
The next meeting is scheduled for May 13, 2009.