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Electronic Services System Coordinating Committee

Meeting Summary

May 13, 2009

Participants

Joyce Jensen, Cass County Recorder
Megan Clyman, Davis Co. Deputy Recorder
Denise Meeves, Crawford County Recorder
Deb Winke, Allamakee County Recorder
Liz Kenison, Worth County Recorder
Sue Vande Kamp, Story County Recorder
Marilyn Dopheide, Carroll County Recorder
Scott Williams, Marshall County ICIT

Deb Roberts, Floyd County Recorder
Frank Feilmeyer, Iowa Bar Association
Kerry Wright, Iowa Senate Democratic staff
Mary Beth Mellick, Legislative Services
Agency, Fiscal Services Division
Mike St. Clair, Iowa Land Title Association
Phil Dunshee, Enterprise MidAmerica
Lisa Long, Iowa Land Records

Welcome

This meeting held at the ISAC offices and was called to order by Chairperson Deb Winke and introductions were made. The April 8th Meeting Summary was reviewed; Megan Clyman made a motion to approve, Deb Roberts seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on May 12, 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 \$5,253.71, Gegner Company PC \$275.00.00. Joyce Jensen made a motion to approve, Scott Williams seconded and the motion was approved.

Fund 823

Seventeen invoices have been submitted for payment from Fund 823; all are invoices for FY 2010 maintenance expenses sent to all counties in late March. Liz Kenison made a motion for approval, Sue Vande Kamp 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 have been reconciled and balanced to the reports received from the Treasurer's Office for both March and April 2009. Both the Profit & Loss statement and Balance Sheet were presented and discussed. Liz Kenison made a motion to approve, Joyce Jensen seconded and the motion was approved.

An audit of the ILR accounts was recently completed by Denman & Company; the audit report is expected in June and the auditor has been invited to present the report at the June meeting if schedules permit. A preliminary report indicated there were no major findings in the audit.

Metrics

Recording activity in April 2009 was higher than April 2008; this is the first increase in recording activity in 2009 over the previous year. April Esubmissions were at an all time high with over 6700 documents recorded during the month.

All financials and metrics were reviewed with the Finance Subcommittee on May 12, 2009 and approval was recommended. Joyce Jensen made a motion to approve, Sue Meyer seconded and the motion was approved.

Budget

An amendment to the FY 2009 budget was presented and discussed. Sue Vande Kamp made a motion to approve, Scott Williams seconded and the motion was approved.

The budget for FY 2010 will be presented at the June meeting.

Legislative Update

Sue Vande Kamp provided a summary of the privacy legislation to date. The bill is pending Governor Culver's signature. Sue thanked Kerry Wright, Iowa Senate Democratic staff and Mary Beth Mellick, Legislative Services Agency, Fiscal Services Division for their assistance during the Legislative session.

ILR Redaction Implementation Project Phase 1

In preparation for the redaction process, participants were asked to review several policy issues and specifications relating to redaction. Decisions on these topics will guide the work of CSI, the selected redaction service provider.

1. Redaction Indicator

The Redaction RFP specified that the redaction technique shall be capable of replacing an image segment with black space, white space or other substitute information such as redaction codes used to specify the reason for the redaction. What redaction indicator should be implemented?

Joyce Jensen made a motion to redact personally identifiable information with black space. Frank Feilmeyer seconded and the motion was approved.

2. Truncation

The Redaction RFP specified that the redaction technique shall be capable of truncating information - retaining certain information such as the last four digits of a number. For numbers which require redaction as specified in Senate File 465, shall the complete number be redacted, or should the number be truncated except for the last four digits?

Liz Kenison made a motion to truncate numbers expect for last four digits. Sue Vande Kamp seconded and the motion was approved with the condition CSI confirm that, if required in the future, this information could be completely redacted through the CSI “futureproofing” method.

3. Information Coordinates and Validation

The CSI redaction service provides for identifying the coordinates of other information which may be redacted in the future. This would facilitate a redaction process should the laws concerning personally identifiable information be changed. Some “futureproofing” may be included in the scope of work of the ILR redaction projection. However, some might also require additional expenditures.

A Redaction Project Checklist was presented for discussion and approval. The checklist is based on planning discussions with CSI representatives and confirms information to be redacted immediately and which information coordinates would be saved for future redaction if necessary due to changes in legislation. Sue Vande Kamp made a motion to approve the checklist presented with the addition of fingerprint coordinates to be added for futureproofing if possible. Liz Kenison seconded and the motion was approved.

4. Annotations

Based on preliminary planning work with local service providers, the programming required to capture image annotation metadata has had an impact on the cost of modifying systems to deliver TIFF images to the ILR system. Does the Committee wish to sustain the commitment to preserving annotation information on images in the Iowa Land Records system?

Members of the Committee wished to give further consideration to this issue and requested cost information relating to transferring annotation information as a part of the redaction process. A motion to defer a decision until the June meeting was made by Denise Meeves. The motion was seconded by Megan Clyman and it was approved.

Technical Support Services

An RFP for ILR Technical Support Services was presented for discussion. The purpose of the RFP is to secure Development, Database and System Support Services for the ILR system. Megan Clyman made a motion to approve the issuance of the RFP. Scott Williams seconded and the motion was approved.

Acquisition of Equipment and Hosting Services

In conjunction with the redaction project it will be necessary to reconfigure the ILR system. Given the significance of the changes to be made, it was recommended that the Committee proceed with the installation of new equipment including a new image repository. The migration to a new, independent hosting environment was also recommended at this time. An Authorization to Purchase/Lease Image Repository and Related Equipment was presented for discussion and approval. Joyce Jensen made a motion to approve up to \$150,000 for this purchase including up to \$5,000 for monthly hosting pending Governor Culver’s signature on Bill 465 and approval of the ESS Committee after his signature. Sue Vande Kamp seconded and the motion was approved.

ILR Redaction Implementation Project Phase 2

The current and a possible proposed organization structure for ILR were presented for discussion. This follows a meeting of the Management subcommittee at which this topic was reviewed in greater depth. The proposed organizational structure provides for the development of internal technical staff to handle day-to-day technical issues. External consulting organizations would be used for supplemental development work and more specialized technical assistance, as reflected in the RFP for Technical Support Services.

Job descriptions for technical lead and developer positions were presented for discussion. The Committee was asked for authorization to post the positions and to begin the search for

candidates. Megan Clyman made a motion to approve posting both positions. Liz Kenison seconded and the motion was approved.

Contracts & Agreements

Contract amendments for maintenance services provided by all local service providers were presented for approval. Included were amendments for ABCV Annual Maintenance and ILR Development (TIFF/Annotations), and maintenance amendments for Cott, Imagetek, Tyler, Solutions, Fidlar, ACS and DBS. Sue Vande Kamp made a motion to approve. Liz Kenison seconded and the motion was approved.

A contract for Hosting Services with LightEdge Solutions, as referenced in the earlier discussion, was presented for approval. Liz Kenison made a motion to approve. Joyce Jensen seconded and the motion was approved.

A contract with EDS to extend the agreement for payment services and to modify the schedule of service fees was presented for approval. The agreement would also provide for programming work to expand the capabilities of the payment system. Joyce Jensen made a motion to approve. Liz Kenison seconded and the motion was approved.

A Notice of Intent to terminate the Agreement with Enterprise MidAmerica for Project Management Services was present for approval. This action referenced a provision in the so-called "standings" legislation which required the project to terminate the current project management agreement and to issue a request for proposals for project management services. Scott Williams made a motion to accept the termination and to issue a RFP for Project Management Services as soon as possible. Frank Feilmeyer seconded and the motion was approved.

Deb Winke was authorized to appoint members of a committee to review the responses to the RFP for Project Management.

Declaration of Value Update

This project with the Department of Revenue continues to move forward. The Project Office is preparing a proposal for review by the Department of Revenue.

CLRIS.COM Domain Registration

Some questions had been raised about the registration and ownership for clris.com and clris.org. Documentation was presented to confirm the domains clris.com and clris.org have been transferred to the Association effective May 13, 2009.

CREW Update

Deb Roberts advised she had attended the April 24th meeting of the CREW project;

Closing

The meeting was adjourned at 2:20 p.m.
The next meeting is scheduled for June 17, 2009.