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Electronic Services System Coordinating Committee

Meeting Summary

June 17, 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

Steve Mangan, Clinton County Recorder
Joan McCalmant, Linn County Recorder
Sue Meyer, Clayton County Recorder
Mary Beth Mellick, Legislative Services
Dave Ellis, Denman & Company
Katy Langgaard, Denman & Company
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. Joan McCalmant participated by phone. The May 13th and May 22nd Meeting Summaries were reviewed; Joyce Jensen made a motion to approve. Liz Kenison seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on June 16, 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, ABC Virtual \$403.75, Enterprise MidAmerica \$13,000.00, Enterprise MidAmerica \$3,783.10 and Alliance Technologies \$6,631.38. Liz Kenison made a motion to approve. Joyce Jensen seconded and the motion was approved.

Fund 823

Four invoices have been submitted for payment from Fund 823; Henry, Humboldt and Bremer counties submitted invoices for annual maintenance; Allamakee County submitted an invoice for computer equipment. Sue Meyer 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 May 2009. Both the Profit & Loss statement and Balance Sheet were presented and discussed. Sue Vande Kamp 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; two representatives of Denman and Company, Dave Ellis and Katy Langgaard reviewed the audit with the Committee. There were no major findings in the audit. A copy will be sent to the State Auditor and each county board of supervisors. Joyce Jensen made a motion to accept the audit report. Megan Clyman seconded and the motion was approved.

Metrics

Recording activity in May 2009 was higher than May 2008 and April 2009; Esubmissions continued to be at near record levels with over 10% of documents being recorded electronically.

All financials and metrics were reviewed with the Finance Subcommittee on June 17, 2009 and approval was recommended. Joyce Jensen made a motion to approve. Sue Meyer seconded and the motion was approved.

Budget

The FY2010 budget was reviewed and discussed. Joyce Jensen made a motion to approve. Sue Vande Kamp seconded and the motion was approved.

Application Development and Systems Support Service RFP Update

Ten responses were received to the RFP. The responding companies will be advised that the intent to award date has changed until the selection process is completed for the project manager. The RFP evaluation committee will consist of Scott Williams, Deb Roberts, the Project Manager and one additional ICIT to be named. Scott Williams is helping to identify the other participant.

Project Management RFP Update

Nine responses were received in response to the RFP. The evaluation committee will meet on June 18, 2009. The notice of intent to award a contract is to be issued by June 24, 2009 and requires approval of the ESS Committee. A special meeting of the ESS Committee will be scheduled by June 24 and it will be take place via conference call.

ABCV Annual Maintenance and ILR Development

Based on discussions with ABC Virtual the contract with ABC Virtual will be allowed to expire on June 30, 2009. This decision involved representatives of the Management Subcommittee ESS officers. All equipment has been moved to the LightEdge facility in Altoona. In preparation for this move, the Project Office has worked with both ABC and Lightedge to transfer as much knowledge as possible to Lightedge personnel.

Authorization to Finalize Hosting Services Agreement –LightEdge Solutions

The hosting services agreement was reviewed and discussed; Sue Vande Kamp made a motion to approve this agreement. Sue Meyer seconded and the motion was approved.

Authorization to Purchase/Lease Image Repository and Related Equipment

The purchase agreement from EMC was reviewed and discussed; Megan Clyman made a motion to approve the agreement. Liz Kenison seconded and the motion was approved.

The quote for the purchase of three servers from Alliance Technologies was reviewed. Sue Vande Kamp made a motion to approve. Joyce Jensen seconded and the motion was approved.

Technical Lead and Developer Position Update

Updated job descriptions were reviewed and discussed; these positions are ready to be posted.

Contracts and Agreements

An amendment to the contract with Enterprise MidAmerica was reviewed and discussed; the amendment allows expenses up to \$70,000 for the reimbursement of consulting services focused on the establishment of a new image repository, integration of redaction functions and other activities related to the reconfiguration of the ILR system.

A work order from Alliance Technologies, Inc was reviewed; the work order provides for Alliance to assist Enterprise MidAmerica with the transition of current ILR system and databases for interim use and storage.

Megan Clyman made a motion to approve the Enterprise MidAmerica contract amendment and the Alliance Technologies work order. Sue Meyer seconded and the motion was approved.

ILR Annotations Policy

This topic was originally discussed at the May 2009 meeting of the ESS Committee when the committee requested the Project Manager provide cost estimates relating to the processing of annotated documents. The additional cost to retain the ability to display annotated documents is marginal as part of the reconfiguration of the ILR system and going forward counties can be allowed to decide if they will annotate documents. Liz Kenison made motion to approve. Deb Winke seconded and the motion was approved.

Local Service Provider Agreements

Contracts for the local service providers (Cott, Imagetek, Tyler, Solutions, Fidar, ACS, DBS) were discussed. The Project Manager requested authority to proceed with negotiations with the local service providers; the actual contract will be brought to a future meeting. Sue Vande Kamp made a motion to approve, Liz Kenison seconded and the motion was approved.

Merchant Account - Bank of America

The testing of the credit card application should begin the end of June, 2009. A new merchant agreement with Bank of America for card present transactions was presented for approval. Joyce Jensen made a motion to approve. Sue Meyer seconded and the motion was approved.

Declaration of Value Update

The Department of Revenue has declined participation in the project at this time due to decreased revenue. The Department of Revenue may set up a web form that recorders would complete in lieu of the current or proposed process. Committee members expressed concern about any manual data entry requirements.

Return of Redacted Images to Counties

Local service providers have been asked to advise how redacted images should be returned to them. Plans for returning redacted images to county systems will be developed. Generally, the ILR project will address issues relating to the delivery of redacted images to county systems. Individual counties will be responsible for handling any storage issues and costs associated with redacted images which are archived locally.

Status of Surveys and Plats-Portal and Esubmission

The status of Surveys and Plats on both the Portal and Esubmission was discussed. On July 1, 2009, recording fees will increase to \$9.00 for the first page of all documents and \$5.00 for each additional page; recording fees for plats and surveys will remain at current levels of \$7.00 for the first page and \$5.00 for each additional page.

Current Esubmission programming does not allow for two different fee structures, for this reason, effective July 1, 2009, the ability to record surveys and plats through Esubmission will be disabled. The Committee discussed whether surveys and plats should continue to be displayed on the Iowa Land Records system if they are not participating in the required redaction process.

CREW Update

CREW has requested a written response from the Recorder's Association confirming commitment to the project as well as financial support. Marilyn Dopheide will send a letter to CREW confirming the recorder's commitment to the project.

Closing

The meeting was adjourned at 2:00 p.m.
The next meeting is scheduled for July 14, 2009.