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Electronic Services System Coordinating Committee

Meeting Summary

August 5, 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
Sue Meyer, Clayton County Recorder
Linda Fahn, Shelby County Recorder

Steve Mangan, Clinton County Recorder
Melissa Bird, Keokuk County Recorder
Mary Miller, Adams County Recorder
Hanna DeGroot, ISAC
Nate Bonnett, ISAC
Dan Moore, Iowa State Bar Association
John Eisenman, Iowa Land Title Association
Phil Dunshee, Enterprise MidAmerica
Lisa Long, Iowa Land Records

Welcome

This meeting is being held at Honey Creek Resort in conjunction with the ICRA Summer School. The meeting was called to order by Chairperson Deb Winke and introductions were made. The July 14th and July 17th Meeting Summaries were reviewed. Liz Kenison made a motion to approve. Megan Clyman seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on August 4, 2009 and recommended approval of all invoices submitted for payment from Fund 255.

Fund 255 Accounts Payable

Four invoices have been submitted for payment from Fund 255—Enterprise MidAmerica \$13,420.00, Enterprise MidAmerica \$38,060.26, Bearence Management Group \$6,794.27, Gegner Company PC \$260.00. Sue Vande Kamp made a motion to approve the Fund 255 Accounts Payable table. Sue Meyer seconded and the motion was approved.

Treasury Management Accounts Payable

The annual maintenance bill was received from Fidlar Technologies in the amount of \$4,120.00 and it is to be paid from the Bank of America account this month.

Financial Reports

The Project Office has not received the State Treasurer's reports for Fund 255 and Fund 823. The accounts will be reconciled and reports presented at the September meeting. Both the Profit & Loss statement and Balance Sheet were presented and discussed.

Metrics

Recording activity in July 2009 was lower than recording activity in June 2009 but still showed a significant increase over 2008 activity. Esubmissions continued to increase with approximately 12% of all documents being recorded electronically in July.

All financials and metrics were reviewed with the Finance Subcommittee on August 4, 2009 and approval was recommended. Joyce Jensen made a motion to approve. Denise Meeves seconded and the motion was approved.

Contracts & Agreements

Contracts were presented for Alliance Technologies, ABC Virtual and Source Allies for approval. The contracts match the RFP requirements and State of Iowa Terms of Service model, and they are a result of the Intent to Award approved in July for technical support and development. Liz Kenison made a motion to approve the contracts and work authorizations up to 850 hours for system support and development. Joyce Jensen seconded and the motion was approved.

Amendments to the contracts with Solutions, ImageTek, and Cott Systems to extend current maintenance agreements and for the supplemental work required for TIFF images were presented. Contracts for the other service providers will be presented at the September meeting. Joyce Jensen made a motion to approve. Sue Meyer seconded and the motion was approved.

A draft contract with CSI was presented for discussion. A final master contract will be presented at the September meeting.

A copy of the agreement between ISAC and County Case Management Services was provided for discussion. This is a result of a discussion between Bill Peterson from ISAC and the Project Manager to potentially have future ILR project staff be employees of ISAC under an agreement between ISAC and the ESS Committee. The committee requested the Project Manager continue to investigate options with ISAC and to provide an update at the September meeting.

ILR Redaction Implementation Project

System Installation & Migration. The new image repository has been installed and is operating however the software has not yet been migrated. Work continues on the migration process and the timeline to return images to the Portal.

Technical Lead and Developer Position Update. Applications have been received for both positions; the interview process will begin in later this month. It may be necessary to use a recruiter to assist in filling these positions.

Other Planning Activity Update

Groundwater Hazard Statements. Further discussion of Groundwater Hazard Statements was deferred to the September meeting.

Electronic Document Transfer. The requirements for the transfer of electronic documents were discussed. Following the July meeting an update was sent to all recorders suggesting they followup with their County Attorney regarding the transfer of electronic documents. The update included suggested language to be used in an agreement with recipients of documents electronically. This agreement would be signed by abstractors or others receiving documents in batches.

CREW Update

No update was provided.

Closing

The meeting was adjourned at 5:00 p.m. The next meeting is scheduled for September 9, 2009.