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Electronic Services System Coordinating Committee

Meeting Summary

September 9, 2009

Participants

Megan Clyman, Davis County Recorder
Deb Winke, Allamakee County Recorder
Liz Kenison, Worth County Recorder
Sue Vande Kamp, Story County Recorder
Marilyn Dopheide, Carroll County Recorder
Joan McCalmant, Linn County Recorder
Sue Meyer, Clayton County Recorder

Steve Mangan, Clinton County Recorder
Deb Roberts, Floyd County Recorder
Frank Feilmeyer, Iowa Bar Association
Scott Williams, Marshall County ICIT
Matt White, Iowa Finance Authority
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 August 5th Meeting Summary was reviewed; Liz Kenison made a motion to approve. Sue Meyer seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on September 8, 2009 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823 Accounts Payable tables.

Fund 823 Accounts Payable

Three invoices have been submitted for payment from Fund 823—Boone County \$8,157.75, Butler County \$551.19 and Washington County \$598.00. Frank Feilmeyer made a motion to approve. Sue Meyer seconded and the motion was approved.

Fund 255 Accounts Payable

Four invoices have been submitted for payment from Fund 255—Enterprise MidAmerica \$14,440.00, and \$30,175.14 - separately, Bearence Management Group \$550.00, Gegner

Company PC \$185.00, PRIA \$500.00, ABC Virtual \$11,943.75, LightEdge Solutions, \$7,084.50, \$7,109.50 and \$50.00 - separately. Sue Vande Kamp made a motion to approve the Fund 255 Accounts Payable table. Liz Kenison seconded and the motion was approved.

Financial Reports

Prior to the August meeting, the Project Office had not received the State Treasurer's reports for Fund 255 and Fund 823. Statements for both July and August were received & reconciled. Both the Profit & Loss statement and Balance Sheet were presented and discussed.

Metrics

Recording activity continues to decline but still showed a significant increase over 2008 activity.

All financials and metrics were reviewed with the Finance Subcommittee on September 8, 2009 and approval was recommended. Joan McCalmant made a motion to approve. Scott Williams seconded and the motion was approved.

Contracts & Agreements

The master contract for redaction services with CSI was reviewed. An amendment to the contract for the scope of work to be completed will be presented at a future meeting. The agreement incorporates changes to the draft agreement made at the request of CSI. A work authorization will be issued prior to any work being started. Sue Vande Kamp made a motion to approve. Joan McCalmant seconded and the motion was approved.

Following the August meeting, the Project Manager continued the discussion with Bill Peterson from ISAC about the possibility of future ILR project staff being employees of ISAC under an agreement between ISAC and the ESS Committee. When it was determined this will not be an option, the Project Manager investigated third party employment services and presented information from two companies. After discussion, Sue Vande Kamp made a motion to forward the materials presented to the Management Subcommittee for review and recommendation to the ESS Committee at the October meeting. Megan Clyman seconded and the motion was approved. A conference call or face to face meeting will be scheduled.

Amendments to the work authorizations approved at the August meeting for ABC Virtual, Alliance Technologies and Source Allies were presented. The amended work authorizations represent the increased hours required to return images to the Portal. The Project Manager advised that most of the new equipment has been installed, the software and information is being migrated to the new system but the process required to complete this work is more complicated and requires more hours than originally anticipated. Joan McCalmant made a motion to approve. Liz Kenison seconded and the motion was approved.

Three counties (Hamilton, Hardin and Winneshiek) have not yet paid the annual maintenance fees billed in March, 2009. The Finance Committee met with the Hamilton County Recorder at Summer School in August 2009. It was hoped that an agreement could be reached to have the bill paid. Deb Peyton has reported that she had emailed the Hamilton County Recorder but had not yet received a response. Deb Winke indicated that she would contact the Winneshiek County Recorder.

The credit card pilot has been successful and the Project Manager advised that the opportunity to accept credit cards can now be offered to all counties. A draft of the Credit Card Service Request form was presented and discussed. The agreement formalizes the relationship between the counties and the Recorders Association with regards to accepting credit cards, the credit card equipment and the receipt and distribution of funds associated with credit card transactions. Members of the committee were asked to review the request form and forward changes to the Project Manager. Sue Meyer made a motion to make the cost of the credit card equipment be a county expense. Frank Feilmeyer seconded and the motion was approved.

ILR Redaction Implementation Project

System Installation & Migration

The new image repository has been installed and is operating; the software and index information is being migrated. Work continues on the process and timeline to return images to the Portal.

Technical Lead and Developer Position Update

The process of hiring a technical lead and developer continues. Two members of the ESS Committee, Sue Vande Kamp and Scott Williams, volunteered to assist with the review of final candidates for these positions prior to a hiring decision being made.

County Download Redaction Project

A conference call with CSI will be held to determine the scope of work necessary to necessary to return images of redacted documents to the counties.

Other Planning Activity Update

Declaration of Value Project

A design component for this project may be incorporated in the work plan for the redaction project.

Electronic Document Transfer

The requirements for the transfer of electronic documents were discussed and participants reported on how the issue was being addressed in their areas.

CREW Update

No update was provided. The next scheduled meeting for the project is in November.

Closing

The meeting was adjourned at 2:30 p.m.

The next meeting is scheduled for October 7, 2009.