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## **Electronic Services System Coordinating Committee**

### **Meeting Summary**

**October 7, 2009**

#### **Participants**

Joyce Jensen, Cass 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  
Steve Mangan, Clinton County Recorder  
Denise Meeves, Crawford County Recorder  
Scott Williams, Marshall County ICIT  
Phil Dunshee, Enterprise MidAmerica  
Lisa Long, Iowa Land Records

#### **Welcome**

This meeting was held at the Enterprise MidAmerica offices and was called to order by Chairperson Deb Winke. Introductions were made. The September 9th, 2009 Meeting Summary was 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 October 6, 2009 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823 Accounts Payable tables.

#### **Fund 823 Accounts Payable**

Fifteen invoices have been submitted for payment from Fund 823—Winneshiek County \$297.06, Chickasaw County \$300.00, Madison County \$300.00, Calhoun County \$3,731.33, Clay County \$3,989.27, Shelby County \$195.84, Keokuk County \$300.00, Boone County \$300.00, Franklin County, \$300.00, Linn County \$300.00, Cherokee County \$300.00, Poweshiek County \$1,710.00, Poweshiek County \$180.00, Calhoun County \$300.00 and Polk County \$20,824.64.

### **Fund 255 Accounts Payable**

Eight invoices have been submitted for payment from Fund 255—Enterprise MidAmerica \$15,927.40, Enterprise MidAmerica \$1,652.86, ABC Virtual \$22,653.75, LightEdge Solutions, \$7,109.50, Source Allies \$12,492.50 and \$16,387.50, Alliance Technologies \$19,362.50 and Iowa County Recorders Association \$ 4,213.72. The ICRA invoice represents bills paid from the Treasury Management account during the month of September requiring reimbursement from the project.

Sue Vande Kamp made a motion to approve the Fund 255 & Fund 823 Accounts Payable tables. Sue Meyer 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 were reconciled and balanced to the reports received from the Treasurer's Office. Both the Balance Sheet and Profit & Loss statements were reviewed and discussed.

Actual expenditures versus budgeted amounts were presented and discussed. Income is higher than projected and expenses are lower than projected.

### **Metrics**

Recording activity continues to decline but reflects a meaningful increase over 2008 activity.

All financials and metrics were reviewed with the Finance Subcommittee on October 6, 2009, and approval was recommended. Joyce Jensen made a motion to approve. Denise Meeves seconded and the motion was approved.

### **Contracts & Agreements**

After reviewing both options presented for third party employment services, the Management Subcommittee has recommended Merit Resources as the vendor for this service. The contract with Merit Resources Employment Services Agreement was reviewed & discussed. Deb Winke and Diane Svoboda Peterson reviewed benefit options with a Merit Resources representative and agreed upon a proposed benefit package for all employees. A decision regarding PTO accrual and holiday schedule was deferred until the November meeting. Sue Vande Kamp made a motion to approve. Scott Williams seconded and the motion was approved.

Amendments to the work authorizations for ABC Virtual, Alliance Technologies and Source Allies were presented. The Project Manager advised the majority of the coding relating to the rework of the system was nearing completion and the team is moving to testing with local service providers with the hope that the redaction process will begin in early November, 2009. Based on the work completed to date and the estimated work remaining amended work authorizations for Alliance Technologies, Source Allies and ABC Virtual were presented. Joyce Jensen made a motion to approve. Sue Vande Kamp seconded and the motion was approved.

Amendments to the agreements with the local service providers were presented. The amendments include the work necessary to implement the switch to TIFF images and handling annotations on documents. The amendments include updating the maintenance agreements and supplemental compensation and performance specifications. These amendments do not address redaction work to be completed at the county level. A new contract was also presented for ImageTek; this contract is consistent with contracts in place for other service providers. Liz Kenison made a motion to approve the amendments and contract. Sue Meyer seconded and the motion was approved.

## **ILR Redaction Implementation Project**

### **ILR Staff Appointments**

The Project Manager presented two candidates for employment, Vishal Patel as a developer at annual salary of \$62,500 and Morgan Sheets as the Technical Lead at an annual salary of \$90,000. A referral fee of 15% will be paid to Source Allies. Both candidates would be employed by the Recorder's Association under the agreement with Merit Resources. Sue Vande Kamp and Scott Williams participated in the interview process and voiced their confidence in the abilities of both candidates. Sue Vande Kamp made a motion to approve the hiring of both candidates. Scott Williams seconded and the motion was approved. Joyce Jensen made a motion to move Lisa Long's employment from Enterprise MidAmerica to the Recorder's Association under the agreement with Merit Resources. Sue Meyer seconded and the motion was approved.

### **Ongoing System Support**

The Project Manager advised that with the addition of these two team members, going forward it will still be necessary to work with external developers on special projects and to use Alliance Technologies for system support and monitoring on a limited basis for a period of one year.

### **County Redaction Download Policy**

A county redaction download policy was discussed; the policy would determine if counties would receive redacted documents in their local system. Some Recorders advocate receiving redacted documents in their local system as it seems to complete the process. Further consideration was deferred until the November meeting to allow time for discussion at upcoming district and service provider meetings.

### **Other Planning Activity Update**

#### **Declaration of Value Project**

Further discussion with the Department of Revenue indicates the Department of Revenue wants stamp placement to be consistent on all documents. It was noted that this may not be feasible at this time.

### **Electronic Document Transfer**

Discussion was deferred to a future meeting.

### **Hamilton County Policy**

Three counties (Hamilton, Hardin and Winneshiek) have not paid the annual maintenance fees billed in March, 2009. The Finance Committee met with the Hamilton County Recorder Kim Anderson at Summer School in August, 2009 and believed that a resolution had been identified. Following Summer School attempts to communicate with the Hamilton County Recorder were unsuccessful. A letter will be sent to the Recorder addressing the payment of the annual maintenance fees and it will include the provisions in Senate File 465 requiring all counties to participate in the project. The letter will request a response by November 2, 2009.

### **CREW Update**

No update was provided.

### **Closing**

The meeting was adjourned at 3:00 p.m.  
The next meeting is scheduled for November 10, 2009.