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## **Electronic Services System Coordinating Committee**

### **Meeting Summary**

**November 10, 2009**

#### **Participants**

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

Denise Meeves, Crawford County Recorder  
Megan Clyman, Davis County Recorder  
Scott Williams, Marshall County ICIT  
Phil Dunshee, Enterprise MidAmerica  
Lisa Long, Iowa Land Records

#### **Welcome**

This meeting held via teleconference, was called to order by Chairperson Deb Winke and introductions were made. The October 7, 2009 Meeting Summary was reviewed; Sue Vande Kamp made a motion to approve. Liz Kenison seconded and the motion was approved.

#### **Project Financial Reports**

The Finance Subcommittee held a meeting on November 10, 2009 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823 Accounts Payable tables.

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

Four invoices have been submitted for payment from Fund 823—Jefferson County \$1,237.48, Chickasaw County \$896.99, Emmett County \$2,500.00, Cherokee County \$1,764.63.

#### **Fund 255 Accounts Payable**

Eleven invoices have been submitted for payment from Fund 255—Enterprise MidAmerica \$12,405.00, Enterprise MidAmerica \$1,628.96, Iowa County Recorders Association \$9,666.24, ABC Virtual \$21,157.50, Alliance Technologies \$9,375.00, \$1,397.67 and \$14,138.00, LightEdge Solutions, \$8,320.00 and \$8,221.00, Source Allies \$18,525.00 and MSI Systems \$25,000.00.

Sue Meyer made a motion to approve the Fund 255 and Fund 823 Accounts Payable tables. Denise Meeves 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.

### **Metrics**

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

All financials and metrics were reviewed with the Finance Subcommittee on November 10, 2009 and approval was recommended. Liz Kenison made a motion to approve. Sue Meyer seconded and the motion was approved.

### **Contracts & Agreements**

The contract with Merit Resources for third party employment services has been executed and is working as planned. Two employees, Lisa Long and Vishal Patel are covered under the contract at this time. Vishal Patel is currently working at Alliance Technologies and will move to the ILR offices in the near future. The Project Manager advised that Morgan Sheets, who had previously accepted an offer as Technical Lead, subsequently declined due to issues relating to the relocation from Kansas City; a new search for a Technical Lead is underway.

The current work authorizations with Alliance Technologies, Source Allies and ABC Virtual include work to be completed through the first week of December 2009. In the absence of a technical lead, additional support from the three companies will be required for deployment of the reconfigured system. The Project Manager requested additional hours for each company to be used through December 31, 2009, Alliance Technologies 100 hours, Source Allies 100 hours, ABC Virtual 250 hours. These hours exceed the original budget for system reconfiguration however some of the development work scheduled for later in the year has been completed earlier than previously scheduled. Sue Vande Kamp made a motion to approve the additional hours. Sue Meyer seconded and the motion was approved.

### **ILR Redaction Implementation Project**

The Project Manager met with CSI on November 6, 2009 to discuss how documents will be delivered to CSI for redaction and how redacted documents will be returned to the counties. The Project Manager is working with local service providers on the transmission of TIFF images. Local service providers will continue testing through the end of the month. The reconfigured system is currently set for deployment during the first week of December.

Following deployment, recently recorded documents will be available on the ILR site first followed by archived documents becoming available throughout 2010; uploading of archived documents for redaction and display on the ILR site will be a very controlled process.

A county redaction download policy was discussed; the policy would determine if counties would receive redacted documents in their local system. A meeting with local service providers is scheduled for November 17, 2009 in conjunction with fall school. A conference call option will be made available to recorders and other interested parties not able to attend the meeting in person. Discussion will focus on the approach to making redacted documents available on county systems. Some recorders advocate receiving redacted documents in their local system as it seems to complete the process. Local service providers are currently evaluating options or testing how to download redacted documents to the county systems.

## **Other Planning Activity Update**

### **County Update—Hamilton, Hardin, Winneshiek**

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 a resolution had been identified. Following Summer School attempts to communicate with the Hamilton County Recorder were unsuccessful. In October, a letter was sent to the Recorder addressing the payment of the annual maintenance fees and included the provisions in Senate File 465 requiring all counties to participate in the project. The letter requested a response by November 2, 2009. Deb Winke reported a letter had been received from the Hamilton County attorney requesting an extension. The extension was granted until November 20, 2009.

At a recent district meeting the Hardin County Recorder, Barbara Nuss, advised her office is experiencing equipment issues after a storm in their area, but she is ready to meet with members of the committee to discuss participating in Esubmission and payment of the maintenance fees due. Marilyn Dopheide will followup with the Hardin County Recorder.

Winneshiek County has not paid the full \$2060 of the maintenance fees due to Solutions, Inc.. The county has paid \$787 - the amount due to DBS for imaging. Two recorders met with the Winneshiek County Recorder earlier this fall and discussed timely processing of Esubmissions and uploading of indexing information to the ILR site. Deb Winke will attempt to set up a meeting with the Winneshiek County Recorder to discuss further.

### **ESS Committee Appointments**

The terms of some members of the ESS Committee will expire at the end of 2009. The following members have been nominated by their districts to continue on the ESS Committee during 2010; Worth County Recorder Liz Kenison, Cass County Recorder Joyce Jensen, and Marshall County ICIT Scott Williams. Clinton County Recorder Steve Mangan has been nominated to replace Clayton County Recorder Sue Meyer on the committee. The Executive Committee must appoint these people to the ESS Committee. Deb Winke will followup with subcommittee members to determine if they will continue.

### **CREW Update**

The CREW committee met on November 9, 2009. Dues will be assessed next year for hosting services.

### **Closing**

The meeting was adjourned at 12 P.M.  
The next meeting is scheduled for December 9, 2009.