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Electronic Services System Coordinating Committee

Meeting Summary

December 9, 2009

Participants

Deb Winke, Allamakee County Recorder
Liz Kenison, Worth County Recorder
Sue Vande Kamp, Story County Recorder
Marilyn Dopheide, Carroll County Recorder
Denise Meeves, Crawford County Recorder
Megan Clyman, Davis County Recorder
Joyce Jensen, Cass County Recorder
Joan McCalmant, Linn County Recorder

Sue Meyer, Clayton County Recorder
Frank Feilmeyer, Iowa Bar Association
Kelly Wallace, Alliance Technologies
Trey Pickett - CSI
Glen Johnson - CSI
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 November 9, 2009 Meeting Summary was reviewed; Liz Kenison made a motion to approve. Joyce Jensen seconded and the motion was approved.

Project Financial Reports

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

Fund 823 Accounts Payable

Two invoices have been submitted for payment from Fund 823—Webster County \$1124.44 and 2819.80. Frank Feilmeyer made a motion to approve. Sue Meyer seconded and the motion was approved.

Fund 255 Accounts Payable

Eight invoices have been submitted for payment from Fund 255—Enterprise MidAmerica \$11,390.00, Enterprise MidAmerica \$5,590.59, Iowa County Records Association \$13,943.26, ABC Virtual \$17,666.25, Alliance Technologies \$259.00 and \$16,055.00, LightEdge Solutions, \$220.00 and \$8,205.00, Source Allies \$9,500.00. Joyce Jensen made a motion to approve. Joan McCalmant seconded and the motion was approved.

Financial Reports

The Project Office did not receive the State Treasurer's reports regarding Fund 255 and Fund 823 prior to the meeting. All accounts will be reconciled, balanced and reviewed at the January meeting. The Balance Sheet and Profit & Loss statements for November and December will be reviewed and discussed at the January meeting.

Metrics

Metrics for November and December will be reviewed at the January meeting.

Contracts & Agreements

Two External Submitter Integration Agreements were presented for approval; the agreement with Ingeo Systems, Inc. is a three year extension of the current agreement with no change in terms. The agreement with eRecording Partners Network (EPN) is a new agreement establishing external submission and is modeled after the Ingeo agreement. Like Ingeo and Simplifile, EPN serves multiple clients. The EPN agreement includes a six month introductory rate of \$1.25 per document instead of the normal \$1.50 per document charge; this is consistent with the introductory rate offered to other external submitters. After the introductory period, per document fees are based on volume. A draft agreement has been sent to Simplifile renewing the current agreement for external submission; the final agreement should be ready for approval at the January meeting. The Project Manager continues to work with the Department of Revenue to establish an agreement for the external submission of liens and releases. Spring, 2010 is the projected date for this to begin.

Deb Winke will follow up with the IRS to determine if they would use Esubmission for liens. The most recent discussion with the IRS regarding this was one year ago.

Sue Vandekamp made a motion to approve the agreements. Sue Meyer seconded and the motion was approved.

Iowa Work Force Development contacted Marilyn Dopheide to ask how the association wants to handle unemployment insurance. Marilyn communicated with Merit Resources to gather more information and advised the association has two options for paying unemployment insurance. The first option is to self fund the insurance; requiring the association to make payments as claims arise. The second option is to make ongoing contributions to the fund; the consensus of the board was to select the second option. Paperwork associated with this decision will be completed and returned to Iowa Work Force Development.

ILR Redaction Implementation Project

Kelly Wallace provided an update on the project. Kelly advised that the schedule to deploy the new system has been delayed until December 7, 2009 based on observations and discussions with the local service providers that more testing is required and work remains to be completed. E-submitters will be asked to stop submitting documents at the close of business on December 9, 2009, recorders will be asked to process all documents on December 10, 2009. Esubmission will be disabled as soon as all documents have been processed. Local service providers continue to test this week; CSI is testing this week as well to determine if the process of receiving, redacting and uploading documents is successful.

Kelly advised the learning curve of why things work the way they do has been challenging and the team is in a constant cycle of development, testing, finding and correcting bugs. More testing is to be completed today and will allow a decision to be made regarding a final deployment date.

Representatives from CSI joined the call to discuss final redaction standards and requirements. Redacted information will be indicated by black space on images, annotations on documents will be preserved, tax identification numbers in a social security number format will be redacted though this is not required by Senate file 465. All financial institutions account information and associated customer number information will be redacted. Date of birth and driver's license numbers will not be redacted at this time. However, the coordinates for this information will be retained for future action if needed.

Social security numbers will be fully redacted except on state and federal tax liens and related documents; social security numbers on these documents will be truncated so the last four digits can be seen. Signatures will not be redacted. Joan McCalmant made a motion to approve these requirements. Sue Vandekamp seconded and the motion was approved.

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 set for deployment during the first week of December.

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. No update on payments was available.

ESS Committee Appointments

The by-laws of the association provide for the executive board to make appointments to the ESS Committee. The ESS Committee makes appointments to positions on subcommittees. Nominations for subcommittee members were discussed. Joan McCalmant made a motion to accept recommendations to subcommittees. Joyce Jensen seconded and the motion was approved.

CREW Update

An update was not provided.

Closing

The meeting was adjourned at 12:20 p.m.
The next meeting is scheduled for January 13, 2010.