

Electronic Services System Coordinating Committee

Meeting Summary

January 11, 2006

Participants

Sue Vande Kamp, Story County Recorder
Joyce Jensen, Cass County Recorder
Dwight Reiland, Wright County Recorder
IT

Judy Cosgrove, Webster County Recorder
Colleen Pearce, Cerro Gordo County Recorder
Joan McCalmant, Linn County Recorder
Deb Winke, Allamakee County Recorder
MidAmerica

Marilyn Dopheide, Carroll County Recorder
Tim Brien, Polk County Recorder
Carmie Zenti, Polk Co. First Deputy Recorder

Mary Jo Vogl, Iowa Bankers Assoc.
Tony Colacino, Iowa State Bar Assoc.
Scott Williams, Marshall County

Marsha J. Carter, Shelby Co. Auditor
Marjorie A. Pitts, Clay Co. Auditor
Steve Erickson, ABC Virtual
Phil Dunshee, Enterprise

Terri Selberg, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Mary Jo Vogl, representing the Iowa Bankers Association, has been appointed to the ESS Coordinating Committee by the Recorders Association Executive Committee. Mary Jo was welcomed to the Committee.

Marsha J. Carter, Shelby County Auditor, and Marjorie A. Pitts, Clay County Auditor, were introduced.

Colleen Pearce made a motion to approve the ESS Coordinating Committee December 7, 2005, Meeting Summary. Judy Cosgrove seconded the motion and it was approved.

The project website, www.clris.com, has been updated and the format modified to be more aligned with the scheme of the Iowa Land Records portal. Currently, historical data previously found on the website cannot be viewed. There is an ESS Coordinating Committee area and an Electronic Submission service application form is available. Users can link directly to the Iowa Land Records portal and other links will be added in the future.

Project Financial Reports

Fund 823 Accounts Payable

Fund 823 is comprised of remaining county funds from the \$4 recording fee and is managed cooperatively with the State Treasurer's Office. Counties may spend their remaining balances on equipment and services upon approval from the ESS Coordinating Committee. It was noted that original invoices and request forms should be in the Project Office one week prior to the ESS Coordinating Committee meeting. Once the expenditures have been approved by the Coordinating Committee, the information is forwarded to the State Treasurer's Office and payment will be made in 30 to 45 days.

Fund 255 Accounts Payable

Fund 255 is the primary operating budget account and consists of accumulated resources from the remaining \$1 e-recording fee. The invoices on the Accounts Payable table from ABC Virtual, Enterprise MidAmerica and Gegner Company were explained.

Sue Vande Kamp moved to approve the Fund 255 Accounts Payable and the Fund 823 Accounts Payable. Dwight Reiland seconded the motion and it was approved.

Project Expenditure Logs/Financial Reports

Participants reviewed updated expenditure logs for ABC Virtual, Enterprise MidAmerica and Gegner Company.

Annual Audit

The 28E Agreement stipulates that an audit be conducted annually and filed with the State Auditor's Office. This audit will be performed by an auditing company other than Gegner Company. Gegner Company will be preparing financial reports and the tax return for 2005.

HF 882 Implementation Update

882 Committee Update

The 882 Committee will be reviewing policies concerning parcel identification numbers at a future meeting. This policy could have important implications for Iowa Land Records and County Recorders.

Legislative Update

- **Pending Legislation**

Sue Vande Kamp provided an overview of pending legislature. Technical bills being proposed by ICRA will likely be given new numbers for the 2006 session.

Disposition of County Funds

- **Status of Fund Transfers**

Participants reviewed the "CLRIS County Project Plan Account Balance as of 1.1.06" document. Two counties, Polk and Winneshiek, have not yet transferred their balances to the State Treasurer's Office under Fund 823. The Association is tracking the amounts for each county. The ESS Coordinating Committee and counties will discuss appropriate disbursement of interest when applicable.

The State Auditor's office is determining policy on disbursement of interest earned on the \$36,884.88 while in county accounts.

ILR Application Development

E-Submission Production Update

- **Installation Schedule**

The counties serviced by INCODE and Solutions have been scheduled to start using the Electronic Submission Service between December 22, 2005, and March 31, 2006. The schedule for each Service Provider was examined by the Participants. The goal is to connect the counties in the order listed. The remaining counties supported by other Service Providers will be connected as they become ready to process electronically submitted documents.

Recorders have been provided with a tutorial and each county will complete a testing process on the staging environment before going live on the system. The ESS will begin slowly in each county, allowing time for each Recorder to establish their business processes.

E-Submission Demonstration

An E-Submission demonstration was provided for the Participants. In the Administrator role, the "Maintain County Page", "Maintain Document Page" and the Payment Services functions were viewed. On a daily basis, the Administrator is submitting a payment report for each account in order for money to be dispersed to the ESS-active counties.

Participants were shown how an e-submitter can submit a paper document for electronic submission and view their own information on the “Maintain E-Submitter” page and the “Maintain Payment Account” page.

Customer Service Tracking

E-submitters can submit questions and comments on the Customer Service Page where a form is located and a category of issues is contained in a drop-down box. The e-submitter's question or comment is transferred to the Mantis System, an issue-tracking database. The Project Manager and Account/Customer Service Manager can review the status of several issues using Mantis.

Redaction Demonstration

Participants were shown a document before, during and after the redaction of a social security number. The Management Office has received only a few redaction requests and is able to redact using Redax, and Adobe Plug-In which was approved by the Task Force. Participants discussed whether a marking or code should be left on the redacted document to alert the customer that a redaction has been performed. At the future meeting, the Project Manager will formally present a consistent method of redaction to the ESS Coordinating Committee for discussion.

Groundwater Hazard Document Indexing

At Spring School, the Association will discuss the policy for indexing Groundwater Hazard Documents. The Project Team and Service Providers have recommended that Groundwater Hazard Documents be indexed into local systems at no-charge to the customer.

Future Application Development

Planning for Version 1.1 and Beyond

The ESS Coordinating Committee members have requested to view a preliminary list of improvements created by the Management Team at the February Meeting. The Service Providers will assist in completing this list, helping to determine time, costs and human hours necessary for each improvement. The ESS Coordinating Committee will eventually help to prioritize this list.

Reciprocal Agreement (Draft)

The draft document, "Information Reciprocity Agreement – Marshall and Warren County," was distributed to the Participants. This draft illustrates a possible structure for how projects could be organized with individual counties or affiliates and how data could be shared. This type of reciprocity would be considered on a case-by-case basis.

The Participants discussed this idea at length. It was determined that David Vestal from ISAC should legally review this draft document in addition to securing a review from Marshall and Warren County officials. Next steps may include a formal agreement between the ESS Coordinating Committee and a participating county.

Educational Activities

ILR Exhibit

Participants suggested the Management Team speak at stakeholder events throughout the state to educate potential customers about the ILR system.

The Management Team will soon present to the ESS Coordinating Committee a cost estimate for a display to be used at conferences and trade shows.

County Info Updates

The County Information page on the portal was examined and explained. The information on this page is completed by each Recorder.

Service Provider Retreat

The Management Team suggested holding a one-day Service Provider Retreat with a third-party facilitator and structured agenda. This retreat would be paid for from Fund 255, reimbursing Service Provider Representatives for their travel, lodging and time. The purpose of the retreat would be to discuss past challenges and to lay a stronger foundation for future work.

A specific proposal for a Service Provider Retreat will be presented at the February Meeting of the ESS Coordinating Committee.

Closing

The next meeting of the ESS Coordinating Committee will be held on Wednesday, February 8, 2006, at the ISAC Offices.