

Electronic Services System Coordinating Committee

Meeting Summary

February 8, 2006

Participants

Sue Vande Kamp, Story County Recorder
Joyce Jensen, Cass County Recorder
Marilyn Dopheide, Carroll County Recorder
Judy Cosgrove, Webster County Recorder
Colleen Pearce, Cerro Gordo County Recorder
Joan McCalmant, Linn County Recorder
Deb Winke, Allamakee County Recorder
Tim Brien, Polk County Recorder
Carmie Zenti, Polk Co. First Deputy Recorder

Mary Jo Vogl, Bankers Trust Company
Tony Colacino, Iowa State Bar Assoc.
Dave Ellis, Warren County Assessor
Jeff Rodda, Polk County ICIT
Robin Harlow, ISAC
David Vestal, ISAC
Bob Rafferty, The Rafferty Group
Phil Dunshee, Enterprise MidAmerica
Terri Selberg, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the meeting and Robin Harlow, the new IT Project Manager at ISAC, was introduced.

Joyce Jensen made a motion to approve the ESS Coordinating Committee January 11, 2006, Meeting Summary. Judy Cosgrove seconded the motion and it was approved.

ILR Application Development

E-Submission Installation Update

Twenty-two counties are "live" on the e-submission service. By the end of the week, an additional six counties will be on the system. The Project Office is maintaining an aggressive installation schedule with Recorders. Solutions and Incode have been very assertive in keeping on our schedule which will have all of their client counties on the system by March 31st. This does not include Dickinson County which is not yet on the portal.

It has been noted that some Recorders are very excited and eager to be a part of the e-submission service; other Recorders are resisting the change.

Participants reviewed a PDF document which Recorders can use in word format. The document provides information aimed at potential customers. It was suggested that Recorders include this document along with the return mail to customers.

Currently, 12 companies have signed-up or applied to become e-submitters.

ESS Committee Structure and By Laws

Appointment of By Laws Subcommittee

The "RESOLUTION – Delegation of Authority – Electronic Services System Coordinating Council" was reviewed and discussed. This resolution was adopted on October 11, 2005, and mandates the creation of the Electronic Services System Coordinating Committee. Also, it provides for the establishment of by laws to guide the operation of the Committee.

Page two of the resolution document is a draft of elements that could be a part of the Committee by laws. It is now necessary to appoint a subcommittee which will address the by laws issues and later report to the full Committee. These by laws will not have to be approved by the

Executive Committee of the ICRA. ISAC legal council will be asked to review the by laws and the Project Office will assist in writing the by laws.

The subcommittee will consider operational procedures for the Coordinating Committee including possible changes to meeting procedures and Project Office procedures.

Participants discussed the idea of a subcommittee and the following volunteers emerged; Joyce Jensen, Mary Jo Vogl, Marilyn Dopheide and Tim Brien. Judy Cosgrove made a motion to appoint Joyce Jensen, Mary Jo Vogl, Marilyn Dopheide and Tim Brien to the By Laws Subcommittee. Joan McCalmant seconded the motion and it was approved.

A deadline for by laws was not set but the committee was encouraged to act expediently. The subcommittee tentatively agreed to meet on March 8, 2006.

The 28E Agreement has been approved by 97 counties. Participants reviewed a letter written by the Project Office which requests the Hamilton County Board of Supervisors to approve the 28E Agreement.

ILR Policy Issues

Compliance with ILR Terms of Use

A Data Tree representative has been in communication with ISAC and the Project Office. This data mining corporation believes the ILR Terms of Use is not valid and should be changed.

The Project Office and ISAC legal representatives have communicated to Data Tree that automated programs used to run large searches and to extract, copy and repackage the data are prohibited.

Committee members will consider this situation at the March PRIA conference and report their conclusions at the March Committee Meeting. For now, Data Tree will be allowed to continue accessing portal information. It was noted that Data Tree user accounts could be terminated at anytime.

Because of this situation, the Committee may wish to consider a service fee for companies outside of Iowa seeking to access large amounts of data. This will be reviewed at the ESS Coordinating Committee Meeting scheduled for March.

Policy Topics for ICRA Spring School

The draft document "Iowa Land Records Operational Policies" was distributed. The 28E Agreement stipulates that policies of this kind must be approved by the ICRA Membership and the Project Office would like to present some of these suggested policies to their members at Spring School.

Each of the eight points listed was reviewed and discussed at length. The Committee decided to delete item 5 relating to parcel identification numbers.

The Project Manager will prepare a cover memo to be attached to the amended draft procedures. The memo and draft procedures will be sent to all Recorders prior to Spring School.

- **Data Upload and E-Submission Processing Schedules**

Users have called the Project Office asking why some Recorders are not uploading in a timely manner. Also, some Recorders have indicated that they may not load images from previous year's data because they want to receive copy fees in their offices. It was noted that the ICRA Membership had been informed since the inception of the project that they would be expected to upload all historical data which is stored in an electronic format.

- **ILR Fees and Services**

The document "CLRIS / Electronic Payment Policies / November 15, 2004" was distributed and discussed.

In deference to the provisions of HF 882, the Association did not charge for services provided through the portal during fiscal year 2006.

The Committee may wish to consider implementing or amending the 2004 policy and discussing any fee policies with stakeholders.

The Committee decided to briefly discuss the possibility of charging fees for certain services at Spring School, and to discuss it in greater depth at Summer School.

- **Parcel Identification Number Indexing**

The Committee reviewed recent discussions of the "882" Committee concerning parcel ID numbers. A suggestion for entering parcel ID numbers in the local indexes was also discussed and deferred.

- **Groundwater Hazard Document Indexing**

The Project Team reported that they have been working with service providers to create a method for including Groundwater Hazard Documents in local indexes.

ILR Data Integration Update

Auditor and Assessor Web Site Update

The Auditors are in contract negotiations with Iowa Interactive to set-up a portal with Auditor's information.

The Assessors have created a task force to consider creating a database of assessor information but a formal plan has not been finalized.

Reciprocity Agreements

Participants read and discussed the "Information Reciprocity Agreement / Marshall and Warren County." Revisions noted on the document were suggested by Dave Ellis. Soon, Dave will meet with Scott Williams and the Project Manager to discuss this agreement. There is much detail work to be done and the project will not progress unless all parties work collaboratively and agree.

882 Committee Update

- **Implications of "Fifth" Portal**

Phil Dunshee, ILR Project Manager, and Kim Painter, Johnson County Recorder, have been appointed to a subcommittee which will help create a portal among the affiliates. At this time, there is no clear answer as to how the ILR, Treasurers', Auditors' and Assessors' portals will work together or integrate.

Legislative Update

- **Pending Legislation**

The technical bills proposed by the ICRA are now study bills and are expected to be considered soon.

ILR Educational Activities

Exhibit Display

Participants reviewed ILR display quotes from Exhibit Resources. Graphic design work and art will be needed therefore an additional \$400 to \$500 should be added to each of the three quotes. The proposed exhibit would be used at tradeshow and meetings of ILR stakeholders.

Sue Vande Kamp moved to authorize the expenditure of up to \$2,000 on an exhibit display to be used at workshops, conferences and exhibits to provide information about ILR. Joyce Jensen seconded and the motion was approved.

Service Providers Retreat

A one day Service Providers retreat has been scheduled for June 1st. Representatives from Incode, Solutions, IMAGETek and Cott have approved of this date. Members of the Committee are invited to the retreat. A Des Moines area location has not yet been chosen. A dinner/reception will be held on May 31st.

A third party facilitator will be hired for \$1,500 to \$2,000. Service provider representatives will be reimbursed for their time, travel and lodging expenses.

Maintenance Agreements will expire in approximately 18 months. The retreat will offer a time and place to deal with, and put to rest, past issues and problems. Another discussion at the retreat will be about how to work together as a team in the future.

The Committee Members gave the Project Office consent to proceed with retreat arrangements.

ILR Spring Workshops

The Burlington workshop originally planned for October has been rescheduled for February 22nd. Several spring workshops, facilitated by Terri Selberg, will be scheduled. Committee Members approved reimbursing her for using her own vehicle for travel.

Nine counties are not yet connected to the portal. In-house counties are Black Hawk and Pottawattamie. ACS counties are Union and Ringgold. Fidler counties are Clayton and Audubon. Dickinson County uses Incode and R&D. Cott counties are Polk and Jasper. A workshop will be held in Black Hawk County once they are connected to the portal.

Upcoming Conferences

The Iowa Bar Association Annual Meeting will be held in June. The Project Office plans to participate in this meeting.

Project Financial Reports

Fund 255 Accounts Payable

The invoices and expenses were explained to the Participants. It was noted that invoices are not distributed at meetings but are available upon request.

Judy Cosgrove moved to approve the Fund 255 Accounts Payable. Joan McCalmant seconded the motion and it was approved.

Fund 823 Accounts Payable

Joyce Jensen moved to approve the Fund 823 Accounts Payable and Sue Vande Kamp seconded. The motion was approved.

Invoices from Kossuth and Madison Counties were received in the Project Office after meeting materials had been prepared. These Fund 823 requests were explained. Joan McCalmant made a motion to approve Fund 823 requests from Kossuth County and Madison County assuming standard forms and letters will be produced accordingly. Colleen Pearce seconded the motion and it was approved.

Budget

The "Long-Range Business Plan & Integration Plan / November 1, 2005" was distributed and reviewed. The "ILR FY 2007 Base Budget" conforms to the 2006 budget. In fiscal year 2007, most developmental work will be done and the project will be in a maintenance mode. The proposed budget for 2007 will be submitted for approval at the March meeting.

Gegner Company will periodically reconcile accounts with Bank of America and the merchant accounts. In the future, the Association and Committee may require in-house bookkeeping.

Maintenance Agreements with Service Providers may eventually be incorporated in agreements between individual counties and their Service Providers.

Project Expenditure Logs/Financial Reports

Expenditure Logs for ABC Virtual, Solutions, Incode and Enterprise MidAmerica were distributed and reviewed.

Closing

Participants reviewed a nominating application prepared by the Project Office for the "National Association of Counties / 2006 / Achievement Award Program." Committee Members were asked to send revisions to the Project Office this week. Judy Cosgrove has signed the cover letter and the application will be mailed at the end of the week.

Phil Dunshee, Project Manager, will attend the March PRIA Conference in Washington D.C. Committee Members agreed to reimburse him for his travel and lodging expenses.

The next meeting of the ESS Coordinating Committee will be at Spring School on Sunday, March 19th from 5:00 to 7:00 p.m. Committee Members agreed it was a good idea to have the meeting at this time, making it more convenient for other Recorders to attend.