

ESS Standards Subcommittee

Meeting Summary

April 22, 2021

Participants

Joan McCalmant, Linn County Recorder
Deb Winke, Allamakee County Recorder
Mindy Fitzgibbon, Henry County Recorder

Jolynn Goodchild, Plymouth County Recorder
Janelle Schneider, Adair County Recorder
Ashten Wittrock, Carroll County Recorder

Other Participants

Kathy Jurries, Calhoun County Recorder
Phil Dunshee, Iowa Land Records
Lisa Long, Iowa Land Records

Welcome

A meeting of the ESS Standards Subcommittee was held via web conference.

October 13, 2020 Meeting Summary

The Subcommittee reviewed and approved the October 13, 2020 meeting summary. Janelle Schneider made a motion to approve. Jolynn Goodchild seconded and the motion was approved.

January 26, 2021 Meeting Summary

The Subcommittee reviewed and approved the January 26, 2021 meeting summary. Mindy Fitzgibbon made a motion to approve. Ashten Wittrock seconded and the motion was approved.

E-Submission Development Update

E-Submission API Published

The Project Manager reported the E-Submission API for local service providers had been published. A draft amendment to the service provider agreements was presented for discussion. The amendment would establish the goal of transitioning LCM installations for E-Submission to the new API by July 1, 2022. Development of a new API for the Iowa Land Records portal is expected to begin later in 2021.

Recorders' E-Submission Interface Update

The Subcommittee received an update on the development of the Recorders E-Submission interface. The re-stamp function is nearing completion and is being tested internally. An example of the workflow, and a demonstration of the process was presented. For a period of time both the new and the legacy re-stamp function will be available to county recorders. Development work to enable the re-stamping of the recording fee elements has not yet been completed.

Special Topic—Marshall County Request

The Project Manager provided information about a request from Marshall County to restamp 53 documents from October, 2019. The request is due to the recording time being incorrect. The stamp

reads AM instead of PM. The committee discussed the request and suggested the county record the documents at no fee to correct the time OR annotate the documents with the correct time but leave the original stamp.

Pending/In Progress - Reports, Image Management, Lock Functions

The Project Manager provided an update on remaining development required for the Recorders interface including reports, image management and the lock function.

E-Submission Submitter Development

The Subcommittee received an update on recent focus group discussions held with E-Submission customers. Suggestions for the new interface from the submitters were shared with the Subcommittee. An update on the development of the submitter interface was presented. This included screen shots of the pages developed to date.

Exemption Change Workflow-Recorder Actions

The Subcommittee reviewed the workflow for a recorder's action to change an exemption for a document in the E-Submission interface. Options for reducing the back and forth between a submitter and the recorder were discussed, including a method for the Recorder to delete a declaration of value or groundwater hazard statement when they are not needed. This action could be in lieu of declining the group and then asking the submitter to delete the unneeded documents. Possible workflows for this process were discussed. The Subcommittee was generally in favor of further study of the alternative workflows. The Subcommittee did not support enabling recorders to delete documents from groups. Consideration will be given to simply having the recorders reject documents and groups which do not have correct exemptions specified.

Deleting All Party Names and Declining E-Submission

The Subcommittee received information about scenarios when all party names are removed by the county before the document is declined in E-Submission. When this occurs, the submitter is not able to replace the declined image with a new image until a party name is re-entered. It was suggested that a warning message be added to the workflow for situations when a recorder is attempting to decline a document after deleting all party names.

ESS Software Development & Procurement

The Project Manager updated the Subcommittee on the status of the RFQ for software development services. The RFQ was published on April 12. Questions from potential vendors have been received; and answers to the questions will be posted by April 26, 2021. Subcommittee members were invited to volunteer and participate in the proposal evaluation process.

In anticipation of the selection of one or more vendors to assist with development work, a draft development "road map" has been prepared for consideration. In addition to continuing work on the E-Submission interface, a redesign of the ILR payment application, and updates to the legacy search engine and web site are on the list. The Subcommittee received information about likely changes to the search engine including programmatic tools to prevent abuse such as excessive searching which impacts

the website. Corresponding changes to the Terms of Use will be considered in conjunction with these changes.

A complete redesign of the ILR search engine will be considered if the pending budget flexibility legislation is approved and becomes law.

CY 2021 Legislation

The Subcommittee received an update on legislation advanced by ESS and ILR. It was reported that the bill to authorize and amendment to the ESS 28E agreement was approved by the legislature and has been sent to the Governor. HF 837, the budget flexibility bill, remains before the Senate Ways and Means Committee.

Recording Income and Expenses Study

The Subcommittee received an update on responses received for the recording income & expense study. Subcommittee members were asked to review a list showing the response status for each county, and to follow-up with the counties in their respective districts.

PRIA Policy Discussion Update

The Project Manager advised he is working with PRIA leadership and committees on PRIA operating rules, submitter best practices and emergent proposals in some states for the redaction or expungement of certain restrictive covenant information from the public record.

Other Project Updates

Subcommittee members were reminded of the importance of providing the ILR team with current COVID information for their offices so the COVID page has current information. It was noted that in the future the COVID page could be converted into a county information resource page.

The meeting was adjourned at 12:05PM.