

**Electronic Real Estate Recording Task Force  
Minutes: 10 June 2004**

Present: (Members) Chair and Secretary of State Mary Kiffmeyer, Denny Kron, Jeanine Barker (via telephone), Mike Cunniff, Larry Dalien, Cindy Koosman, Carol Leonard, Gail Miller, Marty Henschel (via phone), Al Juhnke, Joe Witt (via phone) .  
(Guests) Rick Kvien (via phone), Kaye Wrucke, Rick Kvien (phone), Bert Black, Joel Beckman, Luci Botzek, Greg Hubinger, Erin Hultgren, John Lally, Scott Loomer, Beth McInerny, Bill Mori (via phone), Pam Trombo, Steve Mouritsen, Jason Lambert (via telephone), Brent Warren

**1. Call to Order**

Secretary Kiffmeyer called the meeting to order at 9.10.

**2. Approval of 13 May 2004 minutes**

The minutes were approved with the addition of Denny Kron's name.

**3. Project coordinator report**

The task force's budget was reviewed as distributed. The surcharge total so far equals \$2,722,165.91. For Phase II, \$1,423,665.91 is available.

**4. Status of ERERTF legislation**

The regular session for 2004 has closed with no action on the status of the ERERTF. If there is a Special Session, discussions with Senator Kelley indicate that a one year extension of the current task Force and funding mechanism for one year, to June 30, 2005, would have the best chance of passing in a Special Session.

In the absence of any further legislation, the task force's authorization will expire on 30 June. All pilot county contracts and vendor contracts, McInerny's and SKYTEK's, will expire. With the expiration of the task force and of the pilot county contracts it will no longer be legal to file real estate documents with Minnesota counties. Secretary Kiffmeyer suggested that the task force authorize a blanket one year extension to all pilot contracts in the event that a Special Session is held before June 30<sup>th</sup> and legislation passes that extends the Task Force. This would allow for a seamless continuation of work by not allowing contracts to terminate or requiring counties to close down electronic processes in order to renegotiate contracts. Pilot counties instead suggested that they would go back to their county boards and see if they could ask for pre-approval of contracts with the task force first. Counties were not sure if it would be possible to accept an automatic one year contract extension. Some counties suggested that as long as the Task Force or equivalent authorizing group approved, that a contract was not necessary as long as the function was authorized in law and by the governing body. Bert offered his services to any county in their discussions with their boards on this matter. Larry Dalien moved and Cindy Koosman seconded the motion to have a meeting on June 30<sup>th</sup> when it will be clear what the status of the task force will be. Motion was unanimously accepted.

Secretary Kiffmeyer asked McNerny to continue working with pilot counties to complete their invoice processes regarding pilot work. The LCC web site will remain the repository of all task force information and on June 30 will be updated with a statement detailing the status of the task force.

## **5. Updates from pilot counties**

Pilot county development work continues and testing is moving forward. Dakota County reports that just the other day they received a batch filing of 593 documents that were processed together. They were processed in approximately 90 minutes for the entire batch. Hennepin reports that they are processing with a manual review and as a result their processing time has not been reduced but anticipate that in the future they will see savings.

## **6. Pilot Activity – Status from SKYTEK**

SKYTEK has completed its first draft of the Implementation Guide that was sent to the Phase II Planning committee for their review before going to the full task force. Comments are due back to Beth and Erin by end of day Monday, June 14<sup>th</sup>. At that time comments will be incorporated and a second draft will be sent to the full task force.

## **7. Technology Subcommittee Meeting**

This committee was asked to review changes to the schema identified at the May task force meeting. As a result of this discussion it was noted that a policy was necessary to direct how change requests would be considered by this committee. The Technology Subcommittee recommended the following policy to the task force.

1. If a schema issue affects all documents being filed using the schema, a change could be considered for implementation during the testing phase. A vote by the ERERTF would be required to authorize implementation of that change, with specific documentation to support that need.
2. A schema issue that affects only a portion of documents being filed would be assessed for the volume of documents affected and would be considered on that basis to be modified or documented for review after testing. A vote by the ERERTF would be required to authorize implementation of that change, with specific documentation to support that need.

Cindy Koosman moved and Denny Kron seconded this policy. Motion was unanimously accepted.

It was next identified that the CRV schema fit the first policy statement. The Date of Birth field on the CRV would prevent each and every CRV document from being recorded as Revenue would need to reject documents with that information for security reasons. Carol Leonard moved and Mike Cunniff seconded the motion to remove this field. Motion unanimously passed.

The Relationship Status element issue fit the second policy statement. The Relationship Status element was discussed as an issue in that it did not include all the selections needed by some submitters. An OTHER selection was discussed as an addition to the list of selections, as following MISMO processes. Further discussion will take place on this element at the end of Phase I testing as this does not affect all filings.

### **Other Topics**

Mike Cunniff is working with Ingeo as they have issues with the schema. Hennepin has entered into a formal agreement with Ingeo regarding the sharing of their code. Mike asked for task force approval to share this information with Ingeo. The task force will obtain a copy of the agreement with Ingeo, Hennepin's code and schema and will retain this for their records. Cindy Koosman moved and Larry Dalien seconded Hennepin's sharing of this information with Ingeo and the task force. Motion unanimously passed with Mike Cunniff, Gail Miller and Janine Barker abstaining from the vote.

### **8. Adjournment**

The meeting adjourned at 11.45