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Pilot framework and scope subcommittee minutes  
4 January 2002

Present: Angela Burrs, Mike Cunniff, Susan Dioury, Bob Horton, Paul Kiltinen, Cindy Koosman, Beth McInerney, Gail Miller, Mark Monacelli, Steven Rohlik.

## 1. Update on business analyst contract

Beth McInerney and Bob Horton said that contract negotiations were underway with BenNevis and that they may be concluded by the next meeting of the task force on the 10<sup>th</sup>. In order for the business analyst to meet the task force's deadlines, it would have to begin work immediately after finalizing the contract. The survey is scheduled to begin one week later, so it was all important to identify and schedule the participants as quickly as possible.

## 2. Review of criteria

Beth McInerney went over the proposed criteria for selecting participants in the survey process.

- volume of filings
- geographic location
- population size
- back office procedures (e.g., use of paper, imaging and/or microfilm; workflow; off-site or out-of-state storage)
- back office technology (e.g., TriMin system, customized system)
- budget
- IT infrastructure
- logistics and locations of county officers and offices
- percentage of torrens filings, use of off-site legal assistance for torrens

Beth also noted these additional concerns:

- commitment to participating in the survey
- commitment of other county officers to the survey
- authorization of county commissioners (if necessary)
- availability of local partners in the private sector
- determination of document types to include in the pilots
- some analysis of state agency workflow
- interest in being one of three pilots
- prior experience with workflow and business analysis (already existing documentation and models would be very helpful)

Bob Horton added that the key criterion is the willingness to participate, since the surveys will take at least one day and will include representatives of all the functions associated with recording. The information technology functions especially have to be involved. He also mentioned that, ideally, the three pilot sites will ultimately be selected from among the participants in the survey, as it will be that much easier and efficient to establish the pilots in counties that have already been analyzed.

In discussion, subcommittee members noted that even counties that will not or cannot be pilot sites should be able to participate in the survey. As well, many counties will need to get the approval of their colleagues or commissioners, so that process should get underway immediately. One of the prime goals of the survey is to define the scope of the pilots. This subcommittee will need to work with the legal subcommittee closely to do that.

### 3. Selection of counties

Considering the criteria, the subcommittee identified these counties as the best possible mix for the survey. Following each county is the name of the subcommittee members who will contact the recorder about participating.

1. Anoka (Cunniff)
2. Big Stone (Miller)
3. Carver (Koosman)
4. Clay (Miller)
5. Crow Wing (Koosman)
6. Dakota (Cunniff)
7. Douglas (Koosman)
8. Fillmore (Burrs)
9. Hennepin (Cunniff)
10. Lyon (Miller)
11. McLeod (Miller)
12. Olmstead (Burrs)
13. Pennington (Cunniff)
14. Pipestone (Monacelli)
15. Ramsey (Cunniff)
16. Renville (Miller)
17. St. Louis (Monacelli)
18. Scott (Koosman)
19. Stearns (Miller)
20. Steele (Rohlik)
21. Traverse (Miller)
22. Wabasha (Burrs)
23. Washington (Koosman)
24. Watonwan (Miller)
25. Wright (Koosman)

This list comprises a variety featuring geographic location; volume of filings; types of filings; use of major software packages; organizational structures; and population. Four counties immediately indicated that they would participate: Hennepin, Renville, St. Louis and Washington. The survey will only include 21 counties, but the list of counties to contact is longer, because it is highly unlikely that all of the counties identified will be able to participate.

Subcommittee members will begin contacting counties immediately, with the goal of calling all of them by the end of next week. As the MACO conference is scheduled for 15 January, all the

counties interested in the survey will have an opportunity to meet then and learn more about the process. Beth McInerny will draft a list of talking points for use in their conversations, as well as a letter detailing more about the project to send as a follow up after the initial contact.

At this point, the task force could start scheduling surveys visits immediately for the confirmed participants and then proceed with the others as counties agree to participate. This should allow the business analyst to move forward without any delay.

At the task force meeting next week, Beth McInerny will speak to the representative of the department of Revenue and contact the department of Health to discuss their participation in the survey. Health gets only a single document in the recording process– well inspection certification - and there is a set standard for the information that includes. Revenue gets a variety of documents, so a survey of its needs will be more complex than Health's.

#### 4. Private sector

The survey plan allows for six private sector participants. Joe Witt will identify one bank and Susan Dioury one realtor. Bob Horton will contact Chuck Hoyum about two title companies participating; one should have a wide variety of interests and the other should work in the secondary mortgage field. Horton will also contact Chuck Parsons about a law firm that can take part. If fewer than 21 counties agree to play a part in the survey, the subcommittee will identify more participants in the private sector.

#### 5. Adjournment

The meeting adjourned at 11.45.

Subsequent to the meeting it was noticed that the NW quadrant of the state of MN was sparcely represented. This was discussed between Gail Miller and Mark Monacelli and the county of Beltrami will be added in order to round out the look and feel of this survey.

## Script To Use When Inviting Counties To Participate In the County In-Depth Survey.

I am a committee member of the ERE Task Force and I'm calling to see if you could participate in the very important task of gathering information about how different counties record real estate transactions. Here is a brief synopsis of what our Task Force is striving to accomplish.

### **Brief Summary of Initiative and Time Frame**

In April 1999, Senator Steve Kelley asked Secretary of State Mary Kiffmeyer to convene a group of persons interested in Minnesota's land record system, to study the possibility of electronic real estate transactions.

The time line for the ERE Task Force defines the critical path that the project must follow to be successful. It has four primary phases.

**1. Analysis of the current environment:** The Task Force will survey current practices and technologies in Minnesota county recorders' offices; evaluate electronic real estate recording systems in other jurisdictions; and develop a high-level model of public and private real estate recording processes in Minnesota. This phase is targeted for completion in June of 2002.

**2. Determination of appropriate features and standards:** The Task Force will establish the business rules for an electronic real estate recording system, with a definition of the legal, technological, operational, and functional context for making a system work. This phase is targeted for completion in August of 2002.

**3. Testing the system:** The Task Force will translate the business rules into a working pilot project. This phase is targeted for completion in January 2003.

**4. Final evaluation:** The Task Force will review the pilot project and finalize its definition of the necessary features and standards for electronic real estate recording systems in Minnesota. At the end of phases 2 and 4, the Task Force will produce and submit a progress report to the Legislature. Those reports will describe the work done on the project and recommend whatever further actions the Task Force considers necessary.

We are on a search to recruit a representative selection of counties that best depicts a range of recording variables (i.e. volume of recordings, recording software used, location of offices, and such items) in the State of Minnesota. We are asking counties to participate in the Analysis phase of this initiative through an interview / survey of your county (or private sector) office. From this group will eventually emerge a smaller subset that will be asked to pilot test the standards / business rules that have been developed from this survey.

The members of the task force identified you as a representative county (or private sector office) .

To participate you will be asked to spend time talking to a consulting team at your office location. They will need to spend time talking with the Recorder, Auditor, Treasurer (or private individuals involved in real estate documents to be recorded with the counties), IT support and any other staff that will help detail how you record real estate documents (or work with real estate records) in your office.

This will require a walkthrough of your recording needs and processes, for Torrens and Abstract, and a detail of who is involved and what happens at each stage of your process.

The survey will include but will not be limited to:

- A discussion of the technology you use and its contribution, limitations and any issues surrounding that technology.

- A discussion of business processes, current recording standards, workflow needs between private and public institutions, fees and other filing functions, the use and preservation of real estate records and any other issues surrounding those processes.

The results of this survey will be combined with information from the other counties being interviewed. This information will be the basis upon which Minnesota standards for electronic real estate recording are based.

### **County Follow-Up Questions.**

**If the county response with “yes” to be in the survey and “yes” to consider being a participant in the pilot then please ask the following questions. I have tested these on a County Recorder and it took approximately 1.5 minutes to complete.**

- 1. What real estate software, if any, does your county use?**
- 2. Do you have a computerized tract index?**
- 3. Do you image or microfilm documents?**
- 4. Do you use off-site storage for backups?**
- 5. Do you have an IT staff? Are they on-site or off-site?**
- 6. Does your county record Torrens? (could also check spreadsheet for this information) If yes, where is your examiner located? Are they easily accessible? Do they have email or internet access?**
- 7. Are the Auditor-Treasurer-Recorder offices located in the same building?**

# MN County Selection

