



Minnesota Electronic Real Estate Recording Commission (ERERC)

Date and Time Meeting Scheduled:	August 20, 2009 1:30 PM	
Meeting Location:	MSRS Building, 60 Empire Drive, St. Paul MN	
Attendees:	X – In attendance E – Excused NA – Not in Attendance	
	Jeanine Barker, Lyon County	X
	Teresa Bulver, US Bank	X
	Jeff Carlson, US Recordings	X
	Michael Cunniff, Hennepin County	X
	Bob Horton, Minnesota Historical Society	E
	Eileen Roberts, William Mitchell College of Law	X
	Ryan Tangen, Becker County	X
	Pam Trombo, US Recordings	X
	Sally Olson, Staff - LCC	X
	Diane Henry-Wangenstein, Staff – LCC	X
Observers/Guests in Attendance:	Kris Basilici, Carlton County Dallen Miner, Simplifile Larry Dalien, Anoka County Sherrie Simpson, Hennepin County Jinnelle Weis, Burnet Title Jason Parker, Department of Revenue Gordon Folkman, Department of Revenue Holly LaRochelle, Department of Revenue Bill Mori, TriMin Michelle Ashe, Sherburne County Tom Fischer, West Central Indexing Dean Pass, West Central Indexing Teresa Mitchell, Dakota County Bill Peterson, Dakota County Kay Wrucke, Martin County Jennifer Wagenius, Washington County Bill Blincoe, WBE, Inc. <i>Note: Others may have been in attendance but did not sign the attendance sheet.</i>	

1. Call To Order

The ERERC meeting was called to order by Mike Cunniff, Chair, at 1:37 pm. A quorum was present.

2. Approval of Agenda

Mr. Cunniff noted the e-CRV presentation by the Department of Revenue would be moved to item four on the agenda. Ms. Barker moved approval of amended agenda. Mr. Carlson seconded the motion. **The motion prevailed.**

3. Approval of Minutes

Mr. Carlson moved approval of the July 16, 2009 meeting minutes. Ms. Bulver seconded the motion. **The motion prevailed.**

4. Department of Revenue (DOR) e-CRV presentation

Gordon Folkman, Director of the Property Tax Division, and Jason Parker, Project Manager of the Property Tax Division, gave an update on the progress of the e-CRV project. Mr. Folkman stated that he was comfortable with the support and resources provided by the Department and technical staff to complete the development of e-CRV. He noted the Department has placed the e-CRV project as a priority within the Department.

Mr. Parker reviewed the status of the e-CRV project. He noted that functionally the e-CRV form is 99% complete. He added that Dakota County and selected submitters are testing and reviewing the county edit process of e-CRV and that Dakota County has requested a production date of November 2, 2009. To date, they have received positive feedback and the remaining issues are being addressed in the county edit process. A final security review by the Office of Enterprise Technology (OET) and DOR will occur in September. Mr. Parker noted that Hennepin County has been reviewing the application and is in the process of planning a formal testing cycle for this fall. He also added the he is in the process of contacting early adopter counties to determine who will follow Hennepin County in the rollout. Mr. Folkman and Mr. Parker stood for questions. Member discussion ensued.

Members discussed the e-CRV project as it relates to Model II. Mr. Carlson proposed a work around to the e-CRV form to make the submit side of the form available to a broader community. Mr. Parker requested the Commission provide a document to DOR explaining the work around. It was decided to form a subcommittee to discuss the e-CRV work around proposal. Those identified to serve on the subcommittee were: Jeff Carlson, Bill Mori, Larry Dalien, Kay Wrucke and Dallen Miner. Mr. Carlson will serve as chair of the subcommittee.

5. Subcommittee Reports

a. Trusted Submitter

Mr. Carlson stated the committee is almost finished with the new trusted submitter agreement. He also informed the Commission that at the recent MLTA conference he informed attendees that the Model II standards were adopted and are available.

b. County Recording

Kris Basilici stated there were no new updates to report.

6. Model II Recording Standards - Press Release

Members reviewed the press release announcing the adoption of the Model II standards. Mr. Cunniff requested all Commission members' names be added to the press release and his e-mail address be added to the contact information. It was then decided to proceed with the press release.

7. Schema Discussion

Dean Pass, West Central Indexing, suggested the Commission develop the standards laid out in spread sheet format into a schema. Mr. Pass stated that the spreadsheet must first be reviewed to identify document type issues and then altered to maintain compliance to the current PRIA standards. Member discussion ensued.

Mr. Cunniff requested Ms. Trombo and Mr. Pass review the document types for issues and also requested that Mr. Pass put the standards into technical language for the Commission to review at the September meeting.

Due to the time, the remaining agenda items were laid on the table for the September 17th meeting.

There being no further business the meeting adjourned at 4:15 pm.

Respectfully submitted,

Michael Cunniff, Chair