



# Minnesota Electronic Real Estate Recording Commission (ERERC)

<b>Date and Time Meeting Scheduled:</b>	Nov 19, 2009 1:30 PM	
<b>Meeting Location:</b>	MSRS Building, 60 Empire Drive, St. Paul MN	
<b>Attendees:</b>	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
<b>Observers/Guests in Attendance:</b>	Kris Basilici, Carlton County Bill Mori, TriMin Teresa Mitchell, Dakota County Kay Wrucke, Martin County Jennifer Wagenius, Washington County Jinnelle Weis, Burnet Title Dallen Miner, Simplifile Dave Stevenson, Simplifile Christine Berger, MN Association of Realtors <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 1:40 pm. A quorum was present.

## 2. Approval of Agenda

The proposed agenda was reviewed.

## 3. Approval of Minutes

Ryan Tangen moved approval of the October 15, 2009 meeting minutes. Jeanine Barker seconded the motion. **The motion prevailed.**

## 4. Subcommittee Reports

### a. Trusted Submitter

Mr. Carlson advised that they are looking to do their first e-recording no later than February using the eCRV in Dakota County. He also advised that the MLTA spring seminar is scheduled to be held in April in St. Cloud and explained the seminar could provide an opportunity to further educate interested parties about electronic recording developments including the eWell certificate.

## **b. County Recording**

### **i. Schema Discussion**

Mr. Cunniff informed the group that Pam Trombo, Kris Basilici and Larry Dalien met to discuss the other attributes that would be necessary for schema development. The updated standard document will be posted to the ERERC website for comments. Comments will be shared with Dean Pass and other technical members for their consideration. Following the comment period, Dean Pass will draft a schema write-up that will be submitted to the ERERC for consideration.

## **5. Process for Vendor Validation/Model III**

Ms. Trombo has had conversations with a colleague that might be interested in providing the vendor validation services necessary for Model III. She will be discussing possible prices for test scripts and for execution certification with the colleague. Ms. Barker asked if it would be possible to locate the test scripts that were developed under the ERER Task Force. Diane Henry-Wangensteen advised that the electronic documents that were given by the Office of the Secretary of State to the Legislative Coordinating Commission did not contain the test scripts. Mr. Cunniff advised that it was likely the test scripts were never converted to electronic documents. Discussion ensued that vendors certified in Model III (West Central Indexing, TriMin Systems, Inc and Fidlar Software) might have the test scripts as part of the validation process that they had gone through. Mr. Cunniff expressed that he thought it was important that any county's vendor be presented with the opportunity to become validated under Model III.

## **6. eCRV Update**

Teresa Mitchell shared that Dakota County had received 12 submitted eCRVs. Although the transition has been slow, few glitches have been experienced with going live with the Department of Revenue server. Ms. Mitchell's group is meeting internally next week to consider expanding to all submitters in December. Department of Revenue is planning to present eCRV at the next prep meeting on December 10, 2009. Mr. Cunniff advised that Hennepin County is seeking to do internal testing soon. Bill Mori advised that the Department of Revenue will be meeting with Sherburne County in December. Dallen Miner shared some concerns regarding the roll out of the eCRV and offered to share a demo of some work around ideas to interested parties. Mr. Mori suggested documenting a proposal and sharing it with the Department of Revenue. Discussion ensued.

## **7. Year-end Report Discussion**

Although the ERERC is not required by statute to submit an annual year-end report to the legislature, Mr. Cunniff thought that the ERERC should complete a report this year. The report should briefly review the history of the group transitioning to a commission, the adoption of the Model II standards highlighting the economic benefit to the state, the development of the eWell certificate by the Department of Health, and the importance of rolling out the eCRV by the Department of Revenue to all counties within the state. The survey of counties e-recording that has been coordinated by Kris Basilici could also be included in the report. Mr. Cunniff will meet with Sally Olson and Ms. Henry-Wangensteen to discuss the organization of the report.

## **8. 2010 Board Meeting Schedule**

The 2010 meeting schedule of the EREC was discussed. It was decided that the meetings would be scheduled the third Thursday of each month for the current duration with consideration to going to a quarterly or a bi-monthly basis after the first quarter in 2010. The meetings will be held at the Minnesota Counties Insurance Trust building for the duration. Ms. Barker encouraged the ERERC to have a set time period to meet to allow interested parties to bring matters of relevance to the attention of the commission.

**9. Other Business Items**

No other business items were addressed.

**10. Adjournment**

There being no further business to discuss, Mr. Carlson moved to adjourn the meeting. Teresa Bulver seconded the motion. **The motion prevailed.**

Respectfully submitted,

Michael Cunniff, Chair