



## Electronic Real Estate Recording Task Force

[www.commissions.leg.state.mn.us/lcc/erertf.htm](http://www.commissions.leg.state.mn.us/lcc/erertf.htm)

**September 11, 2003**

### ERER Task Force - Phase I County Status Reports

#### Pilot County Workgroup Meeting – September 3, 2003

- Dakota County is looking to implement with additional trusted submitters.
- Renville County brought up the idea of reconsidering the use of standardized style sheets.
- There is concern expressed that other TS may not be ready to file with pilot counties. Ingeo is the vendor for some of the bigger submitters (Well Fargo) and counties are waiting to hear when they will be ready to file in pilot counties. Wells Fargo is using Ingeo and Fidlar and Beth are working to get status from Ingeo on when they will be ready to file in Dakota or Lyon.
- Best Practice - Vendors that know the recording business are easier to work with. There is less time taken to get them up to speed on business practices.

#### Standards Evaluation Status

- The Navis Group has met with Dakota County and Fidlar to discuss an approach to the standards validation. A set of validation rules were reviewed by Beth, Fidlar and Dakota. These rules were distributed to the task force for review.
- The Navis Group is currently finalizing test case scenarios and XML documents to use in the validation project.
- For the standards validation of the Fidlar system, Dakota is not currently recording any COR's electronically. Fidlar would like to thoroughly test their system with real data (submitted by a trusted submitter) prior to conducting the standards validation for COR's. It is of concern that this could impact our testing timeline for Fidlar.
- Estimate that Satisfaction schema will be ready for testing with Fidlar product used in Dakota in the next few weeks.

#### Dakota County

Status Item	% Complete	Status
Baseline Measurements	80%	Narrative is not yet completed. Front end (manual) processing may change in the near future. Narrative will be created once potential changes are in place.
Pilot Measurements Matrix	0%	
Cost Benefit Table	0%	
Project Plan Status	NA	No update
Standards	NA	No update
Pilot Risks	NA	Dakota has not recorded any Pilot Measurements.
Implementation Findings	NA	No update
Best Practices	NA	No update
Issues	NA	<ul style="list-style-type: none"><li>• Through September 9, 2003 Dakota has done 1,214 electronic filings.</li><li>• Dakota has had contact from a company called E-Filings Inc. about possibly becoming a trusted submitter</li></ul>



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### Hennepin County

Status Item	% Complete	Status
Baseline Measurements	50%	Pre-pilot measurements 100% complete.
Pilot Measurements Matrix	0%	No Update
Cost Benefit Table	0%	No Update
Project Plan Status	NA	No Update
Standards	NA	No Update
Pilot Risks	NA	See Risks Table below.
Implementation Findings	NA	No Update
Best Practices	NA	Vendors that know the recording business are easier to work with. There is less time taken to get them up to speed on business practices.
Status Update	NA	<p>The transition from PMI standards to RUP methodology has been completed. Various RUP documents have been drafted including a software development plan, an inception iteration plan, an inception iteration assessment document and an iteration plan for the elaboration phase of the project.</p> <p>The software development plan describes the project in terms of two cycles and each cycle consists of four phases: inception, elaboration, construction, and transition. The inception phase was completed this month and the first iteration within the elaboration phase has begun. To date, all tasks are proceeding according to schedule.</p>

Risks Identified	Mitigation Strategy
Availability of the project sponsor	An alternate sponsor has been designated. He will be empowered to make decisions and provide direction during the absence of the project sponsor.
Availability of Taxpayer Services Resources	The project sponsor will contact Taxpayer Services supervisors to ensure that key persons are available as scheduled to participate in use case reviews and testing activities.
Acceptance of ERE System by HCIT Production Support Group	During the life of the project, the PM will monitor the production HCIT support group's checklist and will ensure that all standards are being enforced.
Availability of Hennepin County Resources	The project manager and the project sponsor will meet with



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	the staff supervisor to ensure the continuous assignment of the staff person to the project.
Flexible Work Hours of Project Resources	During the life of the project, the project sponsor will adjust the hours of Taxpayer Services staff to ensure availability. The HCIT project manager will discuss work schedules with various HCIT staff supervisors in order to make sure that the project delivery dates are not affected.
ERER Legal Environment	The ERER project sponsor will monitor the legislative process and will lobby in favor of the Hennepin County Pilot project.
Minnesota State Standards Vary from National Committee Standards	Hennepin will assume that the Minnesota standards will be chosen.



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### Lyon County

Status Item	% Complete	Status
Baseline Measurements	50%	County IT will be tracked thru the project especially implementation period. Not enough data to compare certificates of release to satisfactions, but our system handles them the same
Pilot Measurements Matrix	25%	
Cost Benefit Table	0%	
Project Plan Status	NA	<ul style="list-style-type: none"> <li>• 8/13 - Conversion</li> <li>• 8/14 - New System put in and training for e-recording</li> <li>• 8/19 - Go Live</li> </ul>
Standards	NA	No update
Pilot Risks	NA	No update
Implementation Findings	NA	No update
Best Practices	NA	No update
Status Update	NA	Jeanine Reports: Lyon Co. has gone live. We had our new program and conversion to the new software on Aug.14, 2003. We then had our e-recording training on Aug. 18th and went live on Aug. 19th, 2003. The transition was smooth and very few hurdles to manage. As to date we have had 3 e-recordings and they have been almost effortless. We check for them at 9:00 am and 1:00pm. We check the queue and push the button. We then check to see if it showed up in the right indexes, it automatically charges the account receivable and creates an image. It doesn't get any simpler than that... I have not begun to fill out the paper work for the recapture of some of the projected cost. I am truly looking forward to that.



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### Renville County

Status Item	% Complete	Status
Baseline Measurements	50%	
Pilot Measurements Matrix	0%	
Cost Benefit Table	0%	
Project Plan Status	NA	<ul style="list-style-type: none"> <li>The contract between TriMin Systems and Renville County was signed on July 1, 2003.</li> <li>The trusted submitter agreement with HomeTown bank was signed on June 30, 2003.</li> <li>The Renville County Pilot Project Team will be holding a kickoff meeting on August 12<sup>th</sup>.</li> </ul>
Standards	NA	No Update
Pilot Risks	NA	No Update
Implementation Findings	NA	No Update
Best Practices	NA	County team utilizing software vendor experience to help order e-server software and hardware to meet county's needs.
Status Update	NA	<ul style="list-style-type: none"> <li>Working on specifications for the E-Server to be located in Renville County.</li> <li>Going to the County Board to gain approval to purchase E-Server software and hardware.</li> <li>Working on obtaining digital certificates.</li> <li>Team members utilizing an action item issue that is tracking the issues as they come up and are resolved.</li> <li>Project team participating in weekly project status/update meeting via conference call.</li> </ul>

### Roseau County

Status Item	% Complete	Status
Baseline Measurements	50%	Pre-pilot measurements are 100% complete. No data for COR's because they do not record any COR's.
Pilot Measurements Matrix	0%	
Cost Benefit Table	0%	
Project Plan Status	NA	<ul style="list-style-type: none"> <li>8/7 - Tract Index software installed</li> <li>County is getting used to software.</li> <li>Week of 9/8 – Go live with index software</li> <li>WCI will be in Roseau on October 3 to set up e-recording server.</li> <li>Mailed a copy of the contract with WCI to Greg Hubinger along with invoices for the Start up and Design phase.</li> </ul>
Standards	NA	No Update
Pilot Risks	NA	No Update
Implementation Findings	NA	No Update
Best Practices	NA	No Update



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