

Subcommittees Overview of Responsibilities and Membership

Overview: Sub-committees with deliverables will be asked to meet on a regularly scheduled basis in order to complete the tasks that have been assigned to them. The Project Coordinator will attend these meetings and assist in their progress. The following are the responsibilities of these sub-committees:

- Address the deliverables identified for that sub-committee
- Serve as a knowledge resource for the consultants hired for the creation of standards.
- Provide direction to the consultants hired for the creation of standards.

Sub-Committee Chair: The chair of a sub-committee will serve as the single point of contact for the Project Coordinator and consulting teams for direction to subject expertise within the group. This member will also update the Task Force on status and/or issues at regular Task Force meetings.

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Communication Sub-Committee

This committee will meet immediately at the start of the year. A communication plan that focuses on the following areas needs to be defined:

Communicate Project Value to Public Sector: A plan for communicating project value to all county offices including county commissioners, administrators, recorders-auditor-treasurers, is an important first step. As Mark says, “A county will be ‘down’ on anything they are not ‘up’ on. The first task is to identify ways and means of getting people educated and excited (up on) the goals of the Task Force. This needs to be a repeatable and sustainable education plan.

Communicate Project Value to Private Sector: A plan to educate them on the financial and intrinsic values of e-recording (if they are not already screaming for it). A plan is needed to update them on the status of the Task Force initiative.

Communicate Project Value and Status to other State Agencies: The Department of Revenue and Department of Health both have an interest in the progress of this initiative. They are a stakeholder in the recording process and need to understand how their participation and involvement will be needed.

Inclusion of Non-interview Counties: The counties not included in the 21 county in-depth evaluation process still need to somehow be included in the information collection process. This needs to be a low-cost / no-cost solution that still accommodates the information collection needs and helps all counties feel “heard” and “taken into account” when creating standards.

Pilot Framework and Scope Sub-Committee

This committee will meet quickly in order to establish the 21 counties that will participate in the in-depth county interviews. This needs to be accomplished prior to the start-date of the Business Analyst consulting team.

Pilot Office Profile: Develop profile of public and private real estate offices to be included in the 21 county in-depth interview processes. 21 counties will be selected from this profile.

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Pilot Documents: What documents will be included in the pilot testing. The Legal Sub-Committee is also investigating this topic.

RFP for Pilot Offices: Create RFP for counties to be included as working pilots.

Legal Sub-Committee

This sub-committee has begun meeting to address these and other issues that could have an effect over any legal issues regarding the pilots.

- Intellectual Property Rights
- Legislation needs to validate electronic recording at pilot offices
- Security issues
- PKI and other forms of digital signatures used on real estate documents
- Feasibility of on-going fees associated with document recording and electronic recording

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Sub-committees that have not been assigned specific deliverables will be asked to provide the following services:

- Serve as a knowledge resource for the consultants hired for the creation of standards.
- Provide direction to the consultants hired for the creation of standards.

These sub-committees will meet initially to establish areas of expertise, document contact information and identify their process for supporting consulting needs in their subject area. These sub-committees include:

- **Private Sector Sub-Committee**
- **GIS Sub-Committee**
- **Task Force Project Funding Sub-Committee**
- **Technology Sub-Committee**
- **Recording Content and WorkFlow Sub-Committee**

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Communication Sub-Committee: This group will provide insight to the consultants on issues and concerns that include but are not limited to:

- Communication needs and modes of effective communication

Members:

The members of the Communication Sub-Committee will be the collective Chairs of the other sub-committees and the Executive Committee.

Pilot Framework and Scope Sub-Committee: This group will provide recommendations to the Task Force regarding the following:

- Develop and recommend a selection criterion that provides a representative profile of a cross section of Minnesota private and public sector real estate recording offices. From this profile, a set number of counties will be selected.
- Provide a recommendation of the processes and documents to be pilot tested. (mortgages, assignments, satisfactions, deed, etc..).
- From this profile create a request for participation (RFP) for public and private real estate recording offices to participate in a pilot program

Members:

Name	Organization
Angela Burrs	County Auditor - Fillmore
Bob Horton - Chair	Historical Society
Carmen Bramante	Fannie Mae
Cindy Koosman	County Recorder - Washington
Denny Kron	Deputy County Auditor - Stearns
Gail Miller	County Recorder - Renville
Jenny Engh	Department of Revenue
Joe Witt	MN Bankers Association
Mark Monacelli	County Recorder - St. Louis
Mike Cunniff	County Recorder - Hennepin
Paul Kiltinen	Attorney at Law
Richard Little	Deputy Examiner of Titles, Hennepin County
Steven Rohlik	County Treasurer - Steele
Susan Dioury	MN Association of Realtors

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Recording Content and WorkFlow Sub-Committee: This group will provide insight to the consultants on issues and concerns that include but are not limited to:

- County office groups (Recorder, Auditor and Treasurer) necessary to validate recording process needs
- Private industry needs and workflow concerns
- County processes and general knowledge of current workflow
- Electronic fees and documents collected for other state offices

Members:

Name	Organization
Angela Burrs	County Auditor - Fillmore
Denny Kron – Co-Chair	County Deputy Auditor - Stearns
Don Goedken	DOT
Gail Miller	County Recorder - Renville
Jeff Carlson – Co-Chair	CI Title
John Lally	Department of Revenue
Larry Dalien	County Property Records – Anoka
Paul McGinley	Loucks & McLagan
Steven Baker	City Assessor – Minneapolis
Steven Ruhlik	County Treasurer - Steele

Technology Sub-Committee: This group will provide insight to the consultants on issues and concerns that include but are not limited to:

- Concerns for county office transactions type and volume
- Other digital technology needs of non-county office groups
- Security
- Storage and retrieval
- Technology standards on the national level

Members:

Name	Organization
Bill Mori - Chair	TriMin Systems
Bob Horton	MHS
Bonnie Rehder	County Recorder – Clay
Dave Arbeit	Land Management Information Center
Larry Dalien	County Recorder - Anoka
Marty Henschel	Edina Realty
Steve Stedman	Department of Revenue
Susan Dioury	MN Association of Realtors
Resources	
Reggie David	Office of Technology
Jim Campbell	Dakota County

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Legal Subject / Fee Sub-Committee: This group will provide legal research and investigation into issues that affect both the pilot and production use of standards that include but are not limited to:

- Intellectual Property Rights
- Legislation needs to validate electronic recording at pilot offices
- Security issues
- PKI and other forms of digital signatures used on real estate documents
- Feasibility of on-going fees associated with document recording and electronic recording

Members:

Name	Organization
Chuck Hoyum	Old Republic Title
Chuck Parsons - Chair	Moss & Barnett
Eileen Roberts	William Mitchell
John Jones	American Society of Notaries
John Richards	Fannie Mae
Mark Monacelli	County Recorder - St. Louis
Marty Henschel	Edina Realty
Michael Cunniff	County Recorder - Hennepin
Richard Little	Deputy Examiner of Titles, Hennepin County

Task Force Project Funding Sub-Committee: This group will provide insight to the consultants on issues and concerns that include, but are not limited to:

- On-going monetary or in-kind services to support project.
- Identify sources

Members:

Name	Organization
Mark Monacelli	County Recorder - St. Louis

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GIS Sub-Committee: This group will provide insight to the consultants on issues and concerns that include but are not limited to:

- GIS needs and requirements
- PIN needs and issues
- Technology issues of linking real estate documents to date regarding hydrology, topography, etc.

Members:

Name	Organization
Dave Arbeit	Land Management Information Center
David Claypool - Chair	County Surveyor – Ramsey
Denny Kron	County Deputy Auditor - Stearns
Gail Miller	County Recorder – Renville
Jeanine Barker	County Recorder – Lyon
Paul Kiltinen	Attorney at Law

Private Sector Sub-Committee: This group will provide insight to the consultants on issues and concerns that include but are not limited to:

- Private sector groups (lenders, title companies, etc) necessary to validate recording process needs
- Access to county records
- Retrieval issues and concerns

Members:

Name	Organization
Bill Mori	TriMin Systems
Bob Horton	Historical Society
Bonnie Rehder	County Recorder - Clay
Dennis Unger	CI Title
Joe Witt – Chair	MN Bankers Association
Mike Carlson	Feagre and Benson
Susan Dioury	MN Association of Realtors