

Electronic Recording Technology Board (ERTB) Minutes

November 18, 2016
9:00 a.m.
Colorado Secretary of State,
Teleconference

Meeting Called by: Matt Crane, Chairman

Type of meeting: Board Meeting

Note taker: Pam Anderson

Attendees:

Board Members present on call: Matt Crane, Gary Zimmerman, Sheila Reiner, Debra Johnson, Susan Corliss, , Scott Stuckey, Sam Starritt; Gilbert Ortiz; Gary Leece was excused.

Minutes

Meeting was held by teleconference and called to order at 9:00 a.m. Chairman Crane asked Pam Anderson to take the roll. Boardmembers Matt Crane, Gary Zimmerman, Sheila Reiner, Debra Johnson, Susan Corliss, Scott Stuckey, Sam Starritt, and Gilbert Ortiz were present; Gary Leece was excused.

Agenda Item 1.

Approval of the Minutes

Presenter: Matt Crane

Motion by Boardmember Reiner to approve the minutes of October 10, 2016; **Seconded** by Board member Zimmerman; Motion passed unanimously. **Vote: 9-0 in favor.**

Agenda Item 2.

Communications Report

**Presenters: Debra Johnson
& Pam Anderson**

Boardmember Johnson gave an update on the communication outreach on the implementation for Senate Bill 16-115. Communication pieces were distributed to the counties to share with customers on the increase in the fees. Conference calls were held with industry stakeholders including business groups, the land recording software providers and the electronic filing service providers.

Discussion:

Board member Zimmerman discussed the activities that he and Secretary of State staff have completed in developing the finance tools for the enterprise. There are general ledger codes established with the State Controller in reparation for remittances. Boardmember Zimmerman shared with the Board items for discussion and direction for continuing the process for budget and finance, including the following:

1. Process for transfers and accounting: The Board discussed the challenges for accounting demand and the tools for accounting at the state and the comingling of activities for revenues. Boardmember Zimmerman will explore the process of remittal and accounting for marriage licenses with the State Treasurer. There was discussion about the possibility of the enterprise contracting with an independent accounting firm for services including accounts receivable management and remittance if a process was not available with the State Treasurer. He will also consult with the Deputy Secretary of State Staiert and the Attorney General's Office on an opinion for using a third party for services of this nature. Account codes are independent of this research and decision, so a communication piece will be developed to send to the counties.
2. System for financial tracking: Boardmember Zimmerman presented a draft balance sheet and budget and Income Statement for board review. The Board discussed the process for financial reporting and approval that would include a reconciliation with the state-provided reports and the enterprise reports. Approval of the reports will be the SOS Department Controller, Boardmember Zimmerman as SOS Chief of Staff and ERTB Treasurer, ERTB Chair and ERTB Executive Director. This process will be presented to the State Controller and State Auditor for transparency and possible memorandum.
3. Accounts receivable management: The Board discussed drafting and adopting a financial policy document to address managing the accounts receivable by the Executive Director as part of the job description as well as the determining the process of delinquent payments. Direction was given to proceed with a financial policy document.

Direction was given by the Board to proceed with the action items that were identified in the discussion.

Action items	Person responsible	Deadline
√ Consult with State Treasurer for remittance and accounting for the enterprise	Gary Zimmerman	ASAP
√ Consult with Dep. Secretary and Atty Gen on opinion on independent accounting for enterprise and remittance by counties.	Gary Zimmerman	ASAP
√ Draft communication on account codes and remittance for counties.	Gary Zimmerman will draft & email to Matt and Pam for distribution	ASAP
√ Draft a financial policy document for review and approval of the Board	Gary Zimmerman	December 16 th

Action items	Person responsible	Deadline
√ Consult with State Controller and Auditor regarding the proposed system for revenue tracking-financial reports and approvals	Gary Zimmerman	ASAP
√ Refine the Budget IS template for formal adoption at the next Board meeting.	Gary Zimmerman	December 16 th

Agenda Item 5. Enterprise Admin Subcommittee Report Pam Anderson

Pam Anderson presented the work that the subcommittee was reviewing on development of an Executive Director position. The Board reviewed draft materials and gave direction on moving forward with development of the position for posting and hiring by March 1, 2016. Ms. Anderson will develop a position posting and description for final review and approval. Boardmember Zimmerman will research the applicability of the state personnel rules for enterprises and clarify issues around contract staff.

Action items	Person responsible	Deadline
√ Finalize posting and job descriptions for approval.	Pam Anderson	January, 2016

Agenda Item 6. Future Agenda Items & Next Meeting Presenters: Matt Crane

Next meeting date: tentative Telephonic Meeting on Friday, December 23rd, at 9:00 a.m.

Motion by Boardmember Starritt to adjourn the meeting; **Seconded** by Boardmember Zimmerman. Motion passes unanimously. **Vote: 8-0 in favor.** Meeting was adjourned at 10:57 a.m.