

Electronic Recording Technology Board (ERTB) Committee Minutes

January 27, 2017

9:00 a.m., 10:00 a.m. and
11:00 a.m.

Colorado Secretary of State,
Teleconference

Meeting Called by: Matt Crane, Chairman

Type of meeting: Committee Meetings

Note taker: Pam Anderson

Minutes

[ERT Board-Enterprise Administration Committee](#)

Meeting was held by teleconference and called to order at 9:05 a.m.

Agenda Item 1. Roll Call

Attendees:

Board Members present on call: Matt Crane, Gary Zimmerman, Susan Corliss, Sam Starritt, Gary Leece.
Pam Anderson took notes.

Consensus to amend the agenda to give direction to Board Member Zimmerman on treasurer items.

Agenda Item 2. Treasurer Update

Board Member Zimmerman asked for direction from the committee on administrative items such as the fee submittal documents and financial reports. Discussion followed for suggested amendments to the drafts.

Motion by Chair Corliss to adopt the electronic submittal, accounting reports and financial documents as amended; **Seconded** by Board Member Starritt; Motion passed unanimously. **Vote: 5-0 in favor.**

Agenda Item 3. Election of Committee Chair

Motion by Board Member Sam Starritt to nominate Susan Corliss as Chair of the Enterprise Administration Committee; **Seconded** by Board Member Zimmerman; Motion passed unanimously. **Vote: 5-0 in favor.**

Agenda Item 4. Review and Approval of Executive Director Posting

The committee discussed the draft Executive Director job position description and posting. Board Member Zimmerman updated the committee on requirements for contract positions, including specifying the contract compensation with a specific amount. He will report back to the committee with additional information on the topic. The committee agreed that the position could be posted or shared on private sector venues as well as the state site.

The committee discussed the application process. There will be a limit of 50 applications accepted, with the option to extend the posting if no applicants are selected. The applications will be divided among the committee Members and ranked with eight to ten finalists will be selected. The finalists will be reviewed by the full ERT Board with 2-3 selected for interviews.

Agenda Item 5. Bylaw Discussion

The committee discussed development of high-level bylaws for consideration of the board. Ms. Anderson will collect some samples from committee Members for review including boards and commission samples, and other enterprises.

ACTION ITEMS	Person Responsible	Due Date
Committee Members send bylaws examples to Pam Anderson	Committee	ASAP
√ Make changes to the description and posting and submit to the next ERT Board meeting for approval.	Pam Anderson	ASAP
√ Update financial documents for review by full Board	Gary Zimmerman	Wed. Feb 1 st .

Next meeting date: will be scheduled by Chair Corliss.

Motion to adjourn by Board Member Starritt, **Seconded** by Board Member Zimmerman; Motion carried unanimously; **Vote: 5-0.**

Meeting was adjourned at **9:57 a.m.**

ERT Board-Grant Administration Committee

Meeting was held by teleconference and called to order at 10:08 a.m.

Agenda Item 1. Roll Call

Board Members present on call: Debra Johnson, Gary Zimmerman, Gary Leece; Gilbert Ortiz is absent. Pam Anderson took notes.

Agenda Item 2. Election of a Chair

The committee discussed interest in serving as chair, and determined an interim status would be appropriate until all Board Members were present.

Motion by Board Member Zimmerman to nominate Debra Johnson as interim Chair until the next meeting; **Seconded** by Board Member Leece. Motion was carried by a unanimous vote. **Vote: 3-0 in favor.**

Agenda Item 3. Overview Discussion and Future Agenda

The committee discussed the process of developing a grant program, including development of criteria to be considered in any grant application and selection process. There was a grant administration rule promulgated by the Secretary of State 2002 that can be reviewed by the committee for ideas. Board Member Zimmerman will review with staff on a legal opinion for rule-making for the enterprise, policy or by-law adoption. Board Member Ortiz joined the meeting.

Discussion continued regarding starting work on criteria to be considered as outline by Senate Bill 16-215 and outlining the process and timeline for grant applications and awards. Other items discussed included requirements for reporting and audit of grant funds. Each committee Member will send at least 5 criteria for consideration to Debra Johnson.

Action Items	Person Responsible	Due Date
√ Update Gilbert Ortiz on the chair discussion.	Debra Johnson	ASAP
√ Send 5 criteria for grant program to Debra Johnson	Committee Members	Wed., Feb. 1 st
√ Send committee Members SOS Rule and SB 16-115 with applicable sections highlighted	Pam Anderson	ASAP

Future Meeting: TBD

Motion by Board Member Johnson to adjourn the meeting; **Seconded** by Board Member Ortiz; Motion was carried by unanimous vote; **Vote: 4-0 in favor.**

Meeting adjourned at 10:40 a.m.

ERT Board-Model Request for Proposal (RFP) Committee

Meeting was held by teleconference and called to order at 11:00 a.m.

Agenda Item 1. Roll Call

Board Members present on call: Debra Johnson, Susan Corliss, Gary Leece; Scott Stucky, Gilbert Ortiz. Pam Anderson took notes.

Agenda Item 2. Election of a Chair

The committee discussed interest in serving as chair.

Motion by Board Member Susan Corliss to nominate Debra Johnson as Chair; **Seconded** by Gary Leece. Motion was carried by a unanimous vote. **Vote: 5-0 in favor.**

Agenda Item 3. Overview Discussion and Future Agenda

The committee discussed the process of developing the model Request for Proposal and model contract for use or adaptation by the counties. Some criteria would overlap with the grant program including such items outlined in the authorizing legislation. This may include such elements as redaction capability, order or queuing, online presence, etc. Committee members will circulate sample RFPs and contracts for discussion at a future meeting and review Senate Bill 16-115.

Discussion continued regarding full Board participation in the process, including review of the model RFP and model contract, public comment and stakeholder comment in a future public meeting.

Action Items	Person Responsible	Due Date
√ Review and distribute sample RFPs and contracts with committee.	Committee members	Mid-March
√ Re-distribute data from CCCA RFI.	Pam Anderson	Mid-March
√ Send committee Members SOS Rule and SB 16-115 with applicable sections highlighted	Pam Anderson	ASAP

Future Meeting: TBD

Motion by Board Member Stucky to adjourn the meeting; **Seconded** by Board Member Corliss; Motion was carried by unanimous vote; **Vote: 5-0 in favor.**

Meeting adjourned at 11:23 a.m.