

Electronic Recording Technology Board (ERTB) Minutes

February 3, 2017
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: Vice Chair Sam Starritt, Treasurer Gary Zimmerman, Sheila Reiner, Gary Leece, Debra Johnson, Susan Corliss, Scott Stucky, Gilbert Ortiz; Chair Matt Crane was excused.

Minutes

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

Agenda Item 1.

Approval of the Minutes

Presenter: Sam Starritt

Motion by Board Member Gary Zimmerman to approve the minutes of December 23, 2016 as presented; **Seconded** by Board Member Scott Stucky; Motion passed unanimously. **Vote: 8-0 in favor.**

Agenda Item 2.

Treasurer's Report

Presenters: Gary Zimmerman

Board Member Zimmerman presented the Treasurer's Report and updated the Board on the remittance process amendments in the proposed financial policy document. The most substantial change was adding a second day for remittance. The Board reviewed the amendments and technical cleanup items.

Motion by Board Member Zimmerman to adopt the financial policy as amended; **seconded** by Board Member Corliss; Motion carried unanimously; **Vote: 8-0.**

Board Member Zimmerman introduced the proposed agreement from accounting agreement from Anton, Collins and Mitchell. He summarized the meeting, proposal and scope of services. Board Member Zimmerman suggested a change to the budget to account in detail for the contract services proposed.

Motion by Board Member Reiner to approve the proposal of Anton, Collins and Mitchell and to amend the budget to include the following Contract Services line items: Executive Director in the amount of \$72,000 and Accounting in the amount of \$9,000; **seconded** by Board Member Stucky; Motion carried unanimously **Vote: 8-0 in favor.**

Agenda Item 3. Committee Reports

Enterprise Administration Committee:

Chair Susan Corliss presented the committee report. The Chair was elected and the committee reviewed the financial policy documents. Chair Corliss and Pam Anderson reviewed the Executive Director position description and job posting with the Board and discussion followed. The posting was amended to include more descriptions about the grant administration duties.

Motion by Board Member Debra Johnson to approve the position description and job posting for the Executive Director; **seconded** by Board Member Stucky. Motion carried unanimously. **Vote: 8-0 in favor.**

The Board gave direction and outlined the process for recruitment and selection as follows: the position will be posted through the state system and may be distributed or posted through professional or private sector systems and refer applicants to the state application process. The applications pool will be limited to 50 applicants. The Enterprise Administration Committee will review and select 8-10 finalists. The full ERT Board will select 2-3 finalists for interviews.

Grant Administration Committee:

Debra Johnson was elected interim chair with Gilbert Ortiz to be nominated chair at the next meeting. The committee discussed and will be collecting samples and criteria for the program. They discussed timeline goals for applications for late summer and awards in the fall.

Model Request for Proposal Committee (RFP):

Chair Debra Johnson presented a report on the meeting of the committee. Committee members will be gathering information from counties, the CCCA RFI process, and industry representatives to develop the RFP. The committee is also developing a model contract for review and consideration for those counties that may not have the support for procurement. Elements to consider include functionality and requirements from the authorizing legislation. Draft proposals will be presented in a public comment and meeting to engage stakeholders.

Agenda Item 4. New Business

Board Member Stucky presented Senate Bill 17-085 as an item of possible interest for the Board. This is legislation that the Mortgage Lenders Association is monitoring and he invited the Board to review and give him feedback. There was a discussion about other legislation of interest, including the e-notary legislation. The Board directed that Legislative Updates be a standing agenda item for future meeting agendas.

Board Member Zimmerman requested that the Board submit expense reports to him for reimbursements.

| ACTION ITEMS | Person Responsible | Due Date |
|---|--------------------------------|-----------|
| √ Update the financial policy document with approved amendments. | Gary Zimmerman | Immediate |
| √ Amend the budget with approved line items for contract services under Agenda Item 2. | Gary Zimmerman | Immediate |
| √ Amend job posting with changes and review and post with the State application system. | Pam Anderson Gary Zimmerman | ASAP |

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| √ Add Legislative Updates as a standing agenda item for future meetings | Pam Anderson | Immediate |
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Next meeting date: Telephonic meeting on Friday, March 10, 2017.

Motion by Board Member Stucky to adjourn; **seconded** by Board Member Zimmerman; Motion carried unanimously; **Vote: 8-0 in favor.**

Meeting was adjourned at **10:10 a.m.**

Presented by:

/s/Pam Anderson