



# THE RECORDER



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## From the Prez.

I feel like I was placed in a time capsule in January and fast-forwarded through the year 2001! Together we Recorders have been part of many great accomplishments in the past 11 months. We have put a huge amount of time and effort into some great work for our respective counties and for the entire state of Minnesota. We have much to be proud of: learning how to Move our Cheese, the Wonderful World of the Fish Philosophy, the VRV2000 Vitals System, Revised Article 9 (R.A.9), the Electronic Real Estate Recording Task Force (ERER) and our very own Minnesota County Recorder Website.

We were well under way with change when we had Jim Mulder present "Who Moved My Cheese" and the Fish Philosophy at our summer conference. We learned that "Change" does happen and we need to learn to anticipate, monitor, adapt and enjoy changes at work and in our personal lives. We also studied a new approach to work and providing customer service by applying the Fish Philosophy. We learned how to "Chose our Attitude, Play, Make Their Day and Be Present." It really works!

The birth portion of the MN Department of Health VRV2000 is up and running! We are all issuing Birth Certificates from the same database and on the same security paper for anybody born in the state after 1935. The death portion of the VRV2000 is coming along and soon we will be processing more death records from the system.

We scanned our old UCC paper documents and now have images on our state UCC database! Many of our County Recorder's offices are now satellites processing UCC's with the Secretary of State under R.A.9. Improvements are occurring daily on the system.

The members of the ERER task force developed a work plan and were able to convince the legislators to find a way to fund our study. The mission of this project is to develop and test state standards to be utilized for the electronic recording of real estate

documents. Someday we will be able to record documents electronically in our county offices.

The Minnesota County Recorders have presence on the Internet! We have our own website now that is a resource for all of us as well as our customers.

We wrapped up our summer conference with **Rick Olson** offering us a session on "Are We Fun to Work and Live With?" He discussed the need to have a positive attitude and to support each other day to day. We have undergone so many changes this past year and we have accomplished much as a Team.

Thank you fellow County Recorders for placing your confidence in me this past year to serve as your MCRA President. Thank you to all the Recorder Committee Chairs for your hard work and for leading all Recorders through the many changes this year. Thank you to **Luci Botzek** for working for all of us as our Lobbyist and Administrator. Thank you to **Mark Monacelli** for pulling this newsletter together for us- we all appreciate it! Thank you to **Cindy Koosmann** for coordinating and launching our MCRA website! It once was a vision and is now a reality. Good Luck to **Ken Schmalz**, our 2002 Recorder President. I look forward to seeing all of you at the winter MACO conference in January at the Double Tree Hotel.

*Everyone has a purpose in life.....a unique gift or special talent to give others.*

*When we blend this unique talent with service to others, we experience the ecstasy and exultation of our own spirit, which is the ultimate goal of all goals.*

*-Deepak Chopra 1994*



## UCC

### *Kay Wrucke*

Communication is a key factor in the satellite office relationship with the Secretary of States Office. Often our e-mails arrive after the system is not operating or updates come in when we have already completed our work. Receiving our e-mails, relaying the information to our UCC personnel, discussing and understanding the facts are vital to our operations as a satellite office. To do our part as recorders, we need to watch for our e-mails, have our UCC staff linked with the OSS to receive them, keep all procedures received up to date, and to discuss issues with the UCC Work Group.

The OSS has hired **Bob O'Neal** a consultant for International Technology Consultants, Inc. to address concerns with email, tax liens, Help desk service, equipment problems, up coming changes needed with CNS, filing of fraudulent documents and the frustration level of the UCC staff. The OSS wants to reorganize and create a best practice procedure for these departments. This will aid in getting Profile to the level of excellence that we need to operate as a satellite office for UCCs.

There are many enhancements and defect corrections, which need to be added in Profile and will be taking place regularly. Tax liens and monthly reports have been targeted as two areas where defects with the program have caused concern and will be changed.

The legacy and back-end scanning needs completion, possibly by the end of this year. This will get the imaging part of the system complete and help recorders to clean up the missing files that need to be imaged. Front end scanning has been started by several counties and will be rolled out soon to all the satellites.

Searching in Profile is now at its busiest time and with it many questions on the accuracy of the searches. The way a recorder searches under the Revision of Article 9 is different from the past. Follow the rules-they are on the OSS web site-and if there are questions, do another search. The OSS believes the search system and data is accurate. There will be more information on searches in the OSS newsletter in December.

## EDUCATION/CERTIFICATION COMMITTEE

### *Bonnie Rehder*

On October 26, 2001, the MACO Education Committee met to plan the education agenda for the winter conference. When the three associations meet together for the MACO winter conference planning, we try to find topics that are of interest to Auditors, Treasurers and Recorders. MCRA Summer's conference is used for more specific education for recorders. There is more over lap between offices each year as more Auditors and Treasurers combine and various offices handle vital records. These over laps make it a challenge to structure conferences where everyone can attend each session of interest to them.

The winter conference will include the Secretary of State-UCC's, MN Department Health-Vitals, Update on the acceptance of Credit Cards, IRS-Payment of Tax Liens, Information Sharing, ERER Update, Office Security and others. If you have questions/suggestions for education topics or conference structure please contact one of your MCRA Education Co-Chairs, **Bonnie Rehder** or **Carroll Janzen**.

The MACO certification program is making progress. Most recorders have turned in their attendance sheets to St. Paul Tech; I think the back log is taken care of. Most recorders will receive a certificate before filing for election next summer. The only recorders that won't receive certificates are the ones that didn't send in their attendance sheets or they haven't been able to attend MACO & MCRA sessions to get enough credits. Here is a quick summary of the program for review: 60 hours or more of training offered over a four-year term, 45 hours would be required for certification.

Conferences will count as 5.5 hours or more and regional meetings will count as two hours.  
1 hour = 1 credit.

A reminder to committee chairs: please put together a manual to be handed out to new recorders after next year's election. This manual doesn't need to include specific procedures but explain the purpose of your committee and what guidance your committee can give a new recorder and anything else helpful to a new recorder. Committee chairs will also be asked to do some training.

## VITAL STATISTICS COMMITTEE *Cheryl Perish*

A big **THANKS** for being patient during the strike. In talking with MDH they stated, “all in all things went well and that the Local Registrars were understanding.” Hope things with VRV are going well. I think we are either getting use to it or it is working better. There are a few issues that need to be addressed. You’ll be getting something on it but I felt maybe, as your “Chairperson,” I needed to address it too.

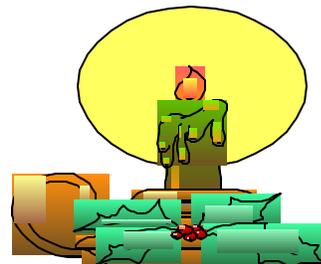
We knew that VRV consisted of two separate components: one being birth records. We have directed most of our time and energy into learning/ working with this part. The second component is death records. I think it was wise that we only tried to handle one component at a time. Well, it is looking like we are going to be starting our second component very shortly. We are hearing something that really concerns a few of us on the Vital’s Committee. Funeral Home Directors are reporting to their Executive Boards that when they inquire about VRV-Deaths with their Local Registrars, the Local Registrars say they know nothing about it. I hope this is a misunderstanding. Before VRV was loaded into our computers, we discussed the two components. At every meeting with the MDH, birth and death records are discussed. I stated to the Executive Board Representative and the Funeral Directors attending the meeting is that I am confident it was a misunderstanding. You **do** know it’s coming but not a lot more about it. You **do** know that if the Funeral Home(s) choose not to participate – you will be doing data entry of the death record into the VRV system. I feel the program is very user friendly and you can follow directions on the worksheet.

There are a few enhancements that we wanted in the current VRV Death system. Currently we cannot stop in the process of entering a death certificate and process a birth certificate application. The information entered from the death record will be lost and you’d end up re-entering. So our first enhancement will be to allow you to put the death entry on hold. The second enhancement is to be able to print out a complete worksheet before we accept the entry. It’s easier to verify your entries on paper rather than off the computer screen. Once you have reviewed and think the data you entered was

correct you’d be able to submit the certificate for filing.

I believe that over the past two years Recorder’s have become very good and professional at accepting change. We might not like it, but we adapt. It is the MDH and the MCRA committees hope that effective January 1, 2002 all deaths will be processed on the VRV system. We stressed that we did not want the process to start on March 1<sup>st</sup> nor Sept 1<sup>st</sup> but an easier date to remember. If all goes well, January 1, 2002, you can issue statewide death certificates.

With the real estate records alone, we are all busy! And those UCC’s take up so much time! And people must think that the Recorder’s Office is the “information center” for the county. Here’s another one on your plate: if your funeral home(s) are not participating in VRV you will be doing the data entry. For some, it’ll be the same process, just different software. For others it will be additional work and time. Something to keep in mind is that your office is not spending the time and energy of filing births any longer. I would suggest talking to your funeral home directors. See if they are planning to go on-line with the VRV. If they are not try to promote the system; we need to be supportive of the VRV system. Many have said that the system, now that the system works, makes issuance of birth records easier and faster. So here’s hoping that deaths are the same way. Once again, remember that your level of customer service might reflect your workload. Death certificates will be able to be obtained anywhere!



## LEGISLATIVE UPDATE

*Luci Botzek*

The 2002 Legislative Session reconvenes on January 29, 2002. The question of the day is how long will it last? Some say it will be a short session done by Easter, others say it may go much longer. One sign of this is apparently housing per diem has been approved through June-Ouch!

What are the major factors that will influence the character of the next session? The role of the Governor; funding proposals for the Twins and Vikings; the true nature of the state budget crisis; whether the legislature ratifies the AFSCME and MAPE contracts; how long will redistricting dominate the conversations? What will the bonding bill look like and can they really have a project for all legislators included?

The actual time for committee hearings will be very limited so routine legislation will have to move fast and if any opposition develops, the legislation will likely be left behind if it does not have a high profile constituency.

The Republicans have gained a seat in the House and that may transfer into the caucus being a bit more bold than they were when the House was more closely divided.

The Senate will have one and maybe two new committee chairs - the resulting musical chairs will determine how smoothly that body functions.

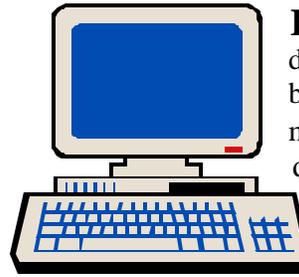
The only sure thing is that even if it is a short session it will be a long session.

Questions on recorders legislative concerns can be directed to your co-chairs: **Jeff Aitkin**, Wabasha County or **Larry Dalien**, Anoka County or to me.



## ERER

*Mark A. Monacelli*



**B**uried under an avalanche of documents? The county board refuses to give you more help! Customers demanding more of your time and wondering when they will get their documents back!

Feeling a bit overwhelmed? Well, before you look for a new job-there is hope!

As you saw at the brief presentation at the summer conference, last summer electronic recording can help. In a true electronic recording system, documents can be recorded, payments received and processed, documents posted and archived all in a matter of a few minutes rather than days or weeks.

Your ERER Task Force has been very busy meeting to develop a set of **standards** for the eventual integration of electronic recording in Minnesota.

Please, don't despair. I know that we there are certain opinions related to technology issues. If you are a county that is not ready to convert to an electronic recording system, you do not have to. The development of the **standards** is for the counties that do want to convert to some type of electronic recording system.

The Minnesota ERER Task Force is serving as a national model in developing state wide standards. In the paper world, we all have the US Postal service as a standard method of delivering a document to us. What happens after we open the envelope is where we differ. In the electronic world, we will have a standard means of sending a document to us and a standard method of recording, posting and archiving the document once we receive it.

Remember, electronic recording is just another method of sending a document to you. We still will deal with documents in the paper world. Electronic documents, however, will be handled much faster, leaving us more time to handle other matters.

At the Winter conference we will provide you with more education on electronic recording, including a first hand presentation on E-recording. In the meantime, if you have any questions, please feel free to call me anytime at 218-726-2675 or visit the ERER website at

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



**President Miller Likes to Move the “Cheese!”**



**Bill Mori, TriMins Systems, Inc. participates in a vendor presentation moment.**



**Bert Black, Secretary of States Office, explains how he made his tie from a flag that once flew over the nations capitol.**



**Bonita Harvieux, Secretary of States Office goes over the Revised Article 9 filing system.**



**Cindy Koosmann, Washington County Recorder, goes over the new Recorders' website located at [www.mncra.org](http://www.mncra.org)**



**As always, Recorders hard at work!**