

**Special Note:** The following is a summary of the Minutes taken from the Recorder's Advisory Council meeting held on Thursday, June 12, 2008, and does not necessarily provide a detailed verbatim transcription of the Minutes.

## **MINUTES**

**RECORDER'S ADVISORY COUNCIL COMMITTEE  
THURSDAY, JUNE 12, 2008  
9:30 A.M.**

**CLARK COUNTY GOVERNMENT CENTER  
500 SOUTH GRAND CENTRAL PARKWAY  
1<sup>ST</sup> FLOOR, PUEBLO ROOM  
LAS VEGAS, NEVADA 89155**

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### **Members Present**

Debbie Conway, Recorder, Clark County Recorder's Office  
Charles Harvey, Assistant Recorder, Clark County Recorder's Office  
Shawn Zahnow, Community Title Services of Nevada  
Tami Miramontes, Community Title Services of Nevada  
Tracey Keller, DHI Title  
Caesar Espinosa, FNTG Las Vegas Title Group (servicing CTT, FNT, & TT)  
Tobi Hess, FNTG Las Vegas Title Group (servicing CTT, FNT, & TT)  
Keith Kelley, Kelley and Associates Real Estate  
Diana Andersen, Nevada State Title  
Sue Dudzinsku, Nevada Title Company  
Lisa Forbes, Nevada Title Company  
Charles C. Clawson II, Noble Title  
Nick Nicholson, North American Title Company  
Trini Maldonado, Old Republic Title Company of Nevada  
David Boyer, Prudential Americana Group, REALTORS  
Jerry R. Smith, Realty One Group  
Bob Kneesel, Republic Services

### **Members Absent**

Bob Cannata, Chicago Title  
Mindy Poole, Commerce Title Company  
Robert Rosales, Equity Title of Nevada  
Valerie Connor, First American Title Company of Nevada  
Mike Gomez, Great American Title  
Devin Reiss, Greater Las Vegas Association of Realtors (GLVAR)  
Bert Barber, Land Title of Nevada (Land America)  
Laurie Quigley, Legal Wings  
Steve Tuttle, Mercury Transaction Services  
Robert C. Sherratt, Mesquite Title Company  
Misty Shaffer, National Alliance Title  
Rene Espinosa, Nations Title Company of Nevada  
Troy Hicks, Red Rock Title & Escrow Company  
Denise Bray, Southwest Title of Nevada

Cheri Morris, Stewart Title of Nevada  
Norman Spaeth, TitleOne of Las Vegas Inc.

Guests

Anders Ankerstjerne, Journalist from Copenhagen, Denmark  
Dennis Freimann, Clark County Recorder's Office  
Laurel Jimenez, Clark County Recorder's Office  
Shauna Johnson, Clark County Recorder's Office  
Eugene Mendiola, Clark County Recorder's Office  
Ruthanne Murray, Clark County Recorder's Office  
Juanita Sul, Clark County Recorder's Office  
Margaret Tellez, Clark County Recorder's Office  
Jill Willis, Clark County Recorder's Office

**I. Call to Order**

**Debbie Conway, Clark County Recorder**, called the meeting to order at approximately 9:35 AM.

**II. Introductions**

The committee members each introduced him or herself and the company that they represented.

**III. New Business**

**a. Approval of March 13, 2008 Minutes**

The RAC members unanimously approved the minutes for the March 13, 2008 meeting. It was noted that all previous minutes are located on the Recorder's website for the public to view.

**b. Project Status Update**

**Charles Harvey, Clark County Recorder's Office**, gave the RAC members a brief project status update. RAC members were given an updated list of technological enhancements. **Charles Harvey** stated that many of the enhancements have been completed and have contributed to the success of the Recorder's office. Currently, there is a request for proposal (RFP) for the Microfilm Backfile Conversion and Microfilm Preservation Project. The Microfilm Backfile Conversion will be a method of digitizing microfilm images. The Preservation Project will treat and preserve the Clark County Recorder's Official Record Archive for the next 500 years that exists within the office and warehouse. Another project not on the list that the office is working on is the credit card project. The Recorder's Office is working closely with Bank of America in order to set up a relationship for credit card usage within the office. A timeframe for this project could be late July or early August. Employees will receive training for credit card acceptance in order to better serve customers.

**Jerry Smith, Realty One Group**, asked if there are any issues and/or safety concerns with going digital and all of the images being on the computer. It was noted that going digital will allow for easier access to older documents and that those images will still be backed up through the preservation of the microfilm.

**Debbie Conway** acknowledged that the satellite offices were open to the public since the last RAC meeting. An opening event for customers and title companies is in the works and will take place as soon as the signage at each office arrives. **Juanita Sul, Clark County**

**Recorder's Office**, stated that flyers advertising the satellite offices are being mailed out to those customers who are mailing in requests. The phone center and main office is advertising as well. Traffic has been gradually increasing since their opening; however, customers can only record up to five (5) documents. At this time, this has led to solid traffic at each location. The number of documents allowed may increase or decrease depending on traffic and clientele. Each location is a shared office with the Assessor's office.

**Debbie Conway** also introduced **Anders Ankerstjerne**, special guest journalist, from Denmark. **Anders Ankerstjerne, journalist**, stated that he was doing research in order to write a story about the Real Estate market in America, especially Las Vegas, Nevada. He was here for one week in order to get information and believed that the RAC meeting would provide some useful information for his story.

### **c. Presentation: E-Recording**

**Laurel Jimenez and Shauna Johnson, Clark County Recorder's Office**, gave a brief presentation regarding an update on e-Recording. Presently, the Recorder's Office is looking for a new recordation system, but currently only working with Simplifile for e-Recording purposes, since that is what the current system is compatible with. There are three (3) types of ways recordings come in – through the mail, in person, and now through e-Recording. Since the addition of e-Recording, the Recorder's office is handling 2,500 less checks than the previous month. **Shauna Johnson** gave a report that was created for April and May since e-Recording went live April 1<sup>st</sup>. RAC members were given a handout with some of the pertinent data. The top ten companies participating in e-Recording were shown on the handout. Some training had to occur while live and in production in order to run smoothly. Cathy Garcia and Sherry Truit, LSI, told the Recorder's Office that they were initially very worried and nervous about e-Recording because of the possibility of losing recording privileges, which would cause difficulties since they are based out of California. In the month of May, LSI was the top company e-Recording with the County. Since LSI began e-Recording, they have been pleased with the process. A couple of weeks ago, there were 88 submitters; on the day of this meeting, there were 105 registered submitters. Discussion ensued regarding the e-Recording process and getting started with Simplifile.

### **d. Subcommittee Report**

**Jill Willis, Clark County Recorder's Office**, stated that David would be filling in for Jack Woodcock in order to give the subcommittee report. **David Boyer, Prudential Americana Group, REALTORS**, stated that foreclosures are still currently up. However, not all foreclosures, that start, finish; only about 60% do. Good news is that the number of single-family homes available for sale is down 16% and condos available are about 8% down within the last 8 months. Single-family homes and condos in escrow are up. Closings have been up every month this year. Numbers are looking positive; demand is up and every buyer is competing with at least 2 to 3 others per house. Another subcommittee meeting will take place in order to discuss what will be done with the data collected. It was noted that one address (house) counts as one rather than 3, or the number of liens filed against it. The subcommittee will also see how many homes are owner occupied versus investor homes.

### **e. Sequential Recordings/Voids**

The committee discussed the relevance for having sequential recordings and the issues that arise from not using all of the assigned numbers, which result in voids. The County Recorder does not charge a fine for voids, however, it can create issues, such as problems when it comes to audit purposes. Discussion ensued regarding the purpose of sequential recordings in order to better understand Recorder's Office customer's needs.

**f. Proposed Creation of an Internal Fraud Unit**

**Jill Willis** gave a PowerPoint presentation on the proposed creation of an Internal Fraud Unit known as the Records Identity Program. The goal of the Records Identity Program is to responsibly protect the public through early detection and identification of potential fraudulent activities related to recorded documents. Records Identity Program objectives are to safeguard the confidentiality of public records; collaborate with local, state and federal agencies on land fraud and identity theft issues; provide on-going training to Recorder's staff to detect and identify fraudulent activity; report potential land and mortgage fraud and identify theft issues to the proper authorities; and increase awareness among staff and customers to limit personal information on documents presented for recordation. The fraud unit has several strategies in order to meet its goal and objectives. The program plans to protect confidential "public" records; flag "suspicious" documents for administrative review prior to recordation; notify customers upon the recording of documents related to their property; and install video surveillance in the office lobby. More strategies include working in partnership with local, state and federal agencies on education, legislation, regulation, identification and investigation; participate on land fraud workgroups and related task forces such as SNMTF and PRIA; train staff to be aware of potential fraud transactions; and create awareness through printed literature, Internet and television – public service messages. Through the creation of an Internal Fraud Unit, it will help by taking preventive measures to protect the customer.

**IV. Miscellaneous Discussions**

RAC members discussed reasons why some are not yet e-Recording with the County. Some of those reasons included the fact that some of the title companies did not record enough documents to find it useful, waiting on the corporate office to approve the use of Simplifile services, and not having enough information about e-Recording to get started. **Debbie** stated that in the future Simplifile and County representatives will visit the title companies to address their concerns regarding e-Recording.

**Dennis Freimann, Clark County Recorder's Office**, stated that Records Identity Program's success efforts would depend on everyone's involvement. More discussion ensued.

**V. Public Comments**

VI. **Next Meeting Date:** Thursday, September 11, 2008, 9:30 AM, Pueblo Room, 1<sup>st</sup> Floor  
Clark County Government Center, 500 S. Grand Central Pkwy., Las Vegas, NV 89155

VII. **Adjournment**

The meeting was adjourned at 10:50 AM.