

**Special Note:** The following is a summary of the Minutes taken from the Recorder's Advisory Council meeting held on Thursday, March 13, 2008, and does not necessarily provide a detailed verbatim transcription of the Minutes.

## **MINUTES**

**RECORDER'S ADVISORY COUNCIL COMMITTEE  
THURSDAY, MARCH 13, 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  
Jerry R. Smith, Century 21  
Carmen Vojtasek, Community Title Services of Nevada  
Robert Rosales, Equity Title of Nevada  
Sandra Ramirez, Equity Title of Nevada  
Caesar Espinosa, FNTG Las Vegas Title Group (servicing CTT, FNT, & TT)  
Keith Kelley, Kelley and Associates Real Estate  
Rene Espinosa, Nations Title Company of Nevada  
Diana Andersen, Nevada State Title  
Lisa Forbes, Nevada Title Company  
Amanda Terrill, Nevada Title Company  
Nick Nicholson, North American Title Company  
Kehau Haia, Old Republic Title Company of Nevada  
Jack Woodcock, Prudential Americana Group, REALTORS  
Troy Hicks, Red Rock Title & Escrow Company  
Bob Kneesel, Republic Services  
Eric Stewart, Republic Services  
Denise Bray, Southwest Title of Nevada  
Cheri Morris, Stewart Title of Nevada  
Justin Seaman, TitleOne of Las Vegas Inc.  
Russ Bjork, TitleOne of Las Vegas Inc.

### **Members Absent**

Bob Cannata, Chicago Title  
Mindy Poole, Commerce Title Company  
Jeff Tolbert, DHI Title  
Valerie Connor, First American Title Company of Nevada  
Mike Gomez, Great American Title  
Kipp Cooper, 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  
Charles C. Clawson II, Noble Title

Guests

Laurel Jimenez, Clark County Recorder's Office  
Dennis Freimann, Clark County Recorder's Office  
Jill Willis, Clark County Recorder's Office  
Margaret Nordstrom, Clark County Recorder's Office  
Eugene Mendiola, Clark County Recorder's Office  
Juanita Sul, Clark County Recorder's Office  
Shauna Johnson, 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 the December 13, 2007 Minutes**

The RAC members unanimously approved the minutes for the December 13, 2007 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 and Laurel Jimenez, Clark County Recorder's Office**, gave the RAC members a brief project status update. **Charles Harvey** stated that the Recorder's Office partnered with the Assessor's office to provide services at the Northwest branch. Together, the two departments share an office space. The addition of the Recorder to the office is now available to the public. With very little advertising, the Northwest branch has already seen 30 customers. The Henderson branch is scheduled to open in April. Flyers were distributed to committee members.

Discussion ensued regarding advertising branch openings to the public. It was acknowledged that both offices would have a soft opening. Once the operations have been viewed as a success, a grand opening will take place along with more advertising to the public. As soon as the signage goes up at both locations, the grand opening ceremony will take place at the Henderson branch. RAC members will be notified and the Assessor will be there as well.

Services available at the branch offices include the following: (a) Record up to 5 documents per customer; (b) Research records or obtain certified copies of document recorded from April 2004 to present; (c) Research marriage records from 1909 to present; (d) Obtain certified copies of Marriage Certificates recorded from 1984 to present; (e) Records Research sessions are limited to 15 minutes per customer, if other customers are waiting.

**Laurel Jimenez** mentioned e-Recording. A handout of the e-Recording process was given to the RAC members. As of April 1<sup>st</sup>, the Recorder's Office is in the final stages of preparing

for e-Recording. The Recorders will begin accepting e-Recordings through Simplifile. Approximately 46 title companies have already signed up for the process. Representatives from Simplifile are available to assist with the launching of the project.

Another handout describing the LegalEase process was also distributed. This procedure allows a company to sign up with Frost Bank and create a payment account. LegalEase is a hybrid between a charge and an escrow. It allows the company to use this LegalEase card when it is time to make a payment. It costs \$1.00 per every \$10,000 transaction. Staff is being trained on processing these accounts. The office will implement the process shortly. This method of payment is an alternative to the high volume of checks that the Recorder's office receives daily.

Additional enhancements include the microfilm lab and the new map scanner and printer. The Recorder's Office has partnered with Global 360 for the microfilm process. It is cheaper to outsource the project and thus frees up space within the office. Through a secure electronic process, the office sends the digital images to Global 360 for processing. The darkroom will be remodeled and used as a training facility. Lab equipment has been donated to other departments within the county. A new map scanner and printer have been installed to better utilize resources. The previous map scanner and printer are being used at the off-site storage facility as a back up and for printing stored maps when necessary.

Credit Card services will be available in April. Currently, training is underway. In addition, a shopping cart will be available online for orders.

#### **c. Subcommittee Report**

**Jack Woodcock, Prudential Americana Group, REALTORS**, gave a report to the RAC members on the progress of the subcommittee. The objective of the subcommittee was to pull all of the resources of the governmental agencies present at the RAC meetings together, including the Assessor, Recorder, and others. The subcommittee is focused on the real story of the real estate crisis compared to what the media is reporting to the public. Their goal is to reinforce public opinion regarding the perceived crisis, by determining what statistical information is available to support the findings. There was a great deal of cooperation from the agencies involved and the subcommittee is now in the process of compiling the data received. Data includes information on foreclosures and reasons behind them such as if the buyer was an investor or not. More discussion ensued regarding distribution and the report.

#### **d. County In-Reach (& Out-Reach)**

**Debbie Conway** discussed working closely with the Assessor's Office and the partnership that was created. The Recorder's Office is also working closely with the Treasurer's Office to purchase a new mail opener that will increase the office's efficiency.

**Dennis Freimann, Clark County Recorder's Office**, mentioned that Debbie, Laurel, and he gave a presentation to the Escrow Association regarding the Recorder's office, technological enhancements, and RPTT issues. In addition, he gave a presentation to Noble Title on RPTT, exemptions, and a step-by-step approach to the Declaration of Value form. **Freimann** extended the invitation to provide assistance to those who may request it.

#### **e. Fraud and Identity Theft Issues**

**Jill Willis, Clark County Recorder's Office**, briefed RAC members on the redaction laws that are currently in place. Redaction laws include removing social security numbers, account numbers, and bank information. A new group has been formed to protect individuals from fraud and identity theft. **Willis** recently had a conversation with FBI agents, who in turn,

gave her information to pass out to the RAC members including a phone number to call if an individual is experiencing these issues. They can contact the Southern Nevada Mortgage Fraud Task Force at (702) 584-5555.

**Freimann** mentioned the fraud case where a gentleman was recently arrested for collecting mortgages on foreclosures and pocketing the money. The man, Matt Marlon, will be charged with 70 counts of fraud. The Recorder's office was the first to discover and document this case of fraud.

**IV. Miscellaneous Discussions**

RAC members discussed that title companies do not have a way to protect account numbers and other private information. They also discussed being charged an extra cost because of the non-compliance fee. Simplifile allows the company to manipulate the document so it fits properly before being submitted, which could possibly reduce this issue in the near future. More discussion ensued.

It was also mentioned that it is refreshing to see a government agency where managers are talking about the entity using such phrases as "my team" and seeing the steps to come into the new age with upgrades to operate more efficiently and improve customer service. Moreover, it was mentioned that it was nice to see the newsletter with compliments to the staff included. It is uplifting to see an agency reach out to customers rather than always having the customers reach in. It was recognized that the staff has been working hard and deserves compliments.

**V. Public Comments**

VI. **Next Meeting Date:** Thursday, June 12, 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 10:37 AM.