

**Special Note:** The following is a summary of the Minutes taken from the Recorder's Advisory Council meeting held on Thursday, September 11, 2008, and does not necessarily provide a detailed verbatim transcription of the Minutes.

## **MINUTES**

**RECORDER'S ADVISORY COUNCIL COMMITTEE  
THURSDAY, SEPTEMBER 11, 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  
Carmen Vojtasek, Community Title Services of Nevada  
Tracey Keller, DHI Title  
Rene Espinosa, Nations Title Company of Nevada  
Nikki Lopez, Nations Title Company of Nevada  
Diana Andersen, Nevada State Title  
Amanda Terrill, Nevada Title Company  
Charles C. Clawson II, Noble Title  
Kehau Haia, Old Republic Title Company of Nevada  
Jack Woodcock, Prudential Americana Group, REALTORS  
Jerry R. Smith, Realty One Group  
Bob Kneesel, Republic Services  
Eric Stewart, 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  
Caesar Espinosa, FNTG Las Vegas Title Group (servicing CTT, FNT, & TT)  
Mike Gomez, Great American Title  
Devin Reiss, Greater Las Vegas Association of Realtors (GLVAR)  
Keith Kelley, Kelley and Associates Real Estate  
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  
Philip Bouchard, National Title Company  
Nick Nicholson, North American Title Company  
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

Barbara Bell, Clark County Recorder's Office  
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  
Margaret Nordstrom, 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 9:37 AM. A moment of silence was acknowledged in memory of those who lost their lives on September 11<sup>th</sup>. The Pledge of Allegiance immediately followed.

**II. Introductions**

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

**III. New Business**

**a. Approval of September 11, 2008 Minutes**

The RAC members unanimously approved the minutes for the September 11, 2008 meeting. It was noted that all previous minutes are located on the Recorder's website for the public to view.

**b. Recap: Open House for Branch Offices**

**Debbie Conway, Clark County Recorder's Office**, commented on the success of the Branch Offices Open House Event. **Charles Harvey, Clark County Recorder's Office**, stated that information on the Open House event is available in the Recorder's September newsletter. It celebrated the opening of the two branch offices on Thursday, August 7<sup>th</sup> with a ribbon cutting ceremony. There were approximately 50 guests in attendance to show their appreciation and support. Channel 3 and Clark County Channel 4 provided coverage of the event.

**Jack Woodcock, Prudential Americana Groups REALTORS**, stated that this event is an indication of the outreach that results in being an active part of the community. The willingness to open the branch office shows that the government has enthusiasm in providing assistance to the community by pulling together their resources and staff in order to provide outreach. **Woodcock** went on to state that he was impressed and that the ceremony was a success.

**Susan Wohlbrandt, Clark County Recorder's Office**, stated that a copy of the Channel 4 broadcast is available for viewing. Those who want more information or a copy of the broadcast can contact Susan by calling the Recorder's Office.

### **c. E-Recording**

**Laurel Jimenez, Clark County Recorder's Office**, gave a brief PowerPoint presentation regarding an update on e-Recording. Since the launch of e-Recording, it has really taken off and has been quite a success. Statistics of e-Recordings versus paper recordings were shown to the members. Since the launch of e-Recording, there is a clear increase in electronic recordings while paper recordings are gradually decreasing in number. An interesting fact is that the highest day of e-Recording since its launch is always the last day of the month.

As of the end of August, there are 70 companies recording 100% electronically; 6 companies recording over 10,000 paper docs per month; 25 companies recording over 1,000 paper docs per month; and 19 government entities that still need a government to government solution.

**Laurel Jimenez** went over the process and the benefits of e-Recording. Several reasons to e-Record were given during the presentation. At the moment, the Recorder's Office has one provider – Simplifile. Thus, a request for proposal (RFP) for a new Recordation software system is in the works. The Recorder's Office got proposals from 6 companies, in which the top 3 companies were asked to come in and give demos of their systems. Next, a Board of County Commissions (BCC) agenda item will be prepared for presentation. In October, it will go in front of the Board of County Commissioners for approval and to negotiate the contract(s). Contract negotiations will conclude in November. BCC approval of final contract/award will close in December. The timeline of the RFP and finding the software that meets Clark County requirements would likely be scheduled for next June until Clark County switches over to the new product. More discussion ensued regarding the implementation of a new system.

Other major technological enhancements that the Recorder's Office is working on include the digitization of microfilm, internal server and database refresh of hardware and public information, and an Internet shopping cart. In order to successfully create an Internet shopping cart, there are several issues that need to be addressed.

### **d. Subcommittee Report**

The Subcommittee Report was discussed with the following item, Foreclosures.

### **e. Foreclosures**

The Subcommittee Report and Foreclosures were combined as a discussion item at the meeting. **Jill Willis, Clark County Recorder's Office**, stated that there is no further data compiled at this time to present to the RAC members. When David Boyer was here last time presenting some of the data, he reported that sales are still up. However, the market is still a shaky place.

**Jack Woodcock, Prudential Americana Group, REALTORS**, stated that they are starting to see sales at the 2004 levels again. The uncertainty is how many foreclosures are on the line. This data will be difficult to compile. Once a notice of default is made, that is when some sort of indication is available. The hope is to compile this sort of information and provide some analysis. Once there is a noticeable downward trend in notices of default, data can be compiled for analysis and a graph can be created. Due to the market at this time, the

data will be used internally until this downward trend is distinguished. The subcommittee will keep an eye on the market and watch what is happening. **Laurel Jimenez** will continue to help compile the data for this issue.

More discussion ensued regarding foreclosures and bank owned housing. One member commented that it is unbelievable how banks are under pricing houses. It leads to owner occupied houses being harder to sell. In today's market, it is not a good time to be a typical seller. People just can't compete against bank foreclosures. On the other hand, it is one of the best times in history to buy if you can. Lender rules have gotten tighter because of the market's condition. It was noted that people cannot qualify like they used to; there will be a big change in October when down payment assistance (DPA) goes away. More discussion ensued.

#### **f. Debit and Credit Card Status**

**Juanita Sul, Clark County Recorder's Office**, stated that the office is diligently working on alternative methods of payment such as VitalChek. VitalChek is a program that will help users pay for documents using credit cards, debit, or ACH. The target to get this up and running is October 1<sup>st</sup>. Discussion regarding fees associated with the use of VitalChek ensued.

#### **IV. Miscellaneous Discussions**

**Juanita Sul** gave a brief report on statistics related to the branch offices. Handouts were given to the RAC members displaying a monthly report and a referral survey for each of the branch offices. Data was broken down for each month since the branch office's opening displaying data of the types and volume of documents handled at each location, as well as how customers were hearing about each office. The activity and traffic of both locations will be evaluated to determine if the number of documents allowed for recording is sufficient at this time or if there is a need for an increase or decrease in allowance. More discussion ensued regarding the number of documents coming into each location.

**Dennis Freimann, Clark County Recorder's Office**, gave an update on the fraud case, which was mentioned previously at a past meeting. The case was settled before he had to testify before the grand jury. Matt Marlon has to pay the Recorder's Office approximately \$85,000 in transfer tax.

**Freimann** went on to discuss a joint presentation in conjunction with the Assessor's Office to Century 21. The presentation explained the dual role of both offices and allowed the audience to question staff on any issues they may have. The presentation was a success and both offices have been asked to give another presentation in the next few weeks. The Audit Team welcomes the opportunity to go out into the community and give a presentation to those who would like one. Also, **Freimann** asked if he could visit title companies to see how they operate in hopes to understand the processes involved. Moreover, **Tracey Keller, DHI Title**, asked if it would be possible to come into the Recorder's Office and watch the e-Recording process in action. **Laurel Jimenez** stated that should not be a problem as long as staff has enough notice to make space and accommodations.

**Debbie Conway** stated that the meeting schedule for next year's meetings will be distributed at the next meeting.

The article from the Denmark journalist who was a guest at the last meeting was distributed to members. It was published and placed in a magazine in Denmark; however, staff was unable to translate the article into English. **Charles Clawson, Noble Title**, offered to translate the article for RAC members by the next meeting.

V. **Public Comments**

Open discussion ensued e-Recording and the process of checking the documents prior to recording i.e. changes to the Declaration of Value form needing to be initialed, documents being rejected, only 10 per package, and deed in lieu of foreclosure not permitted to be submitted through e-Recording. In addition, other documents are being rejected for one issue, being submitted again, and being rejected for another issue. Title companies requesting a more efficient way to communicate with the Recorder's Office by eliminating the middle man, Simplifile, from this process. The Recorder's Office is in the process of creating an email group to provide interaction between the title companies and its staff. The email group will include Simplifile in its emails so they are aware of the issues that come up as well. **Eugene Mendiola, Clark County Recorder's Office**, will be the point of contact for the e-Recording process for title companies. Recorder's Office staff is working carefully to provide efficient and comparable customer service in order to improve the recordation processes.

VI. **Next Meeting Date:** Thursday, December 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 10:40 AM.