**Attendees**

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| Dana Ohanesian, Orange County | Monique Blakely, Los Angeles County |
| Susie Sullivan | Jaime T. Pailma, Los Angeles County |
| Patrick Copland, Orange County | Juan Pastor, Los Angeles County |
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| Val Wood, San Diego County | Michele Martinez-Barrera, Riverside County |
| Lucy Siebern | Victoria Rodriguez, Riverside County |
| Patrick Santos, San Diego County | Mindy Hartman, Riverside County |
|  | Antionette Garrett, Riverside County |

1. The meeting started at 1:30 p.m. Roll call was taken by Patrick.
2. Patrick stated that the last meeting was on July 19th and meeting minutes from that meeting have been posted to the SECURE Owners website. He reviewed the agenda and moved on to the next agenda item, Owners Meeting Tasks.
3. For Owners Meeting Tasks, Dana stated that he heard the Owners will approach the partner counties with the new pricing during the New Law Conference in December. Monique said she heard this as well, but she did not hear anything specifically from Dean.

For disaster recovery, Patrick said that the letter from Rolf with his recommendations for SECURE disaster recovery was sent to the Owner Assistants on August 23rd for final review and there were no changes proposed. Patrick said he returned the letter to Rolf on Tuesday, October 2nd so that he can provide it to the SECURE Owners. Patrick said the letter was a recommendation from Rolf saying that he did not recommend a hot site for SECURE.

1. Patrick continued to the G2G agenda item. The group reviewed the implementation schedule for CDFA, DCSS, EDD and FTB. Patrick said that the CDTFA implementation is on hold until they complete some bug fixes.

Patrick asked Jaime about recent concerns regarding DCSS data. Jaime said that she would like to pass state agency data through to her index, but the DCSS data does not always appear to be an exact match of what is on the image. She said that Portia Sanders has been comparing the data with the image and has been finding these problems with DCSS documents. She said that Portia is also seeing problems with FTB, but these appear to be problems with name suffixes in the data, like junior and senior, not matching the document images. Jaime said that she has not been able to go through the raw data yet for FTB, so she does not know the extent of the problem. Patrick said that a conference call with DCSS during the first week of September proved inconclusive and that he will have Victor schedule another call with DCSS to see if we can at least get them to acknowledge that there is a problem. He said he will wait for more information from Jaime before contacting FTB.

1. For review of future meetings, Patrick proposed to the group that we skip the SECURE meeting at New Law and instead meet at the Santa Barbara Assessors Conference on March 14th. Jaime asked if the meeting in Santa Barbara would be a morning meeting and Patrick replied that she is correct. He also said, for the OA meeting is scheduled for November 1st, we can meet if we have agenda items to review or this could also be turned into a working meeting.
2. Patrick moved on to the next agenda item, other items. He started with a review of proposed software enhancements and fixes. The group discussed the proposed software enhancements and how it will affect the budget. OC confirmed that it will not change the initial $.30 per document cost this year. The group decided they want a separate meeting to discuss each proposed enhancement. Patrick said that SECURE Support will schedule a Software Enhancement meeting the following week.

Patrick moved on to Simplifile procedures. Patrick reviewed the procedures that were proposed by Simplifile and the feedback that had been received by counties thus far. There was a discussion about what should be done with the procedures that were proposed by Simplifile and how to follow through on what was discussed during the SECURE Owners meeting with Simplifile. It was agreed that all agents would sign the new SECURE Agent MOU when it became finalized, that clear contact information would be established and that these procedures needed to be further discussed. It was acknowledged that one of the issues with procedures is every county is autonomous and we can only suggest that counties follow the procedures. Monique suggested that, where feasible and possible, we should be presenting a united front on in terms of how we deal with all of our customers. Patrick reviewed the procedures that SECURE Support currently follows regarding contacting a submitter about a problem. He said this same procedure is applied evenly across the board to all submitters and/or agents. Dana said that we shouldn't have any special procedures for one submitter that do not apply to others. He suggested that we should formalize our procedures and asked Patrick to start with a draft that could be sent out to the Owner Assistants for comment.

Patrick moved on to Simplifile corrections, stating that Simplifile was working on a corrections feature to their system and had asked to test this feature with LA County first. Patrick asked Jaime for her input on this topic. Jaime provided some background, explaining that the LA County backend system flags certain customers as being “pull only” customers, meaning they are not allowed the 30 minute correction window. Simplifile is one of these customers because of how they handle their documents. Jaime said she does not think that any of the counties are doing 30 minute corrections for Simplifile and she feels there is no way they can convince me that they can correct a document that they don't have in 30 minutes without having cutting corners. Patrick confirmed that no county is currently doing corrections with Simplifile. Jaime said LA County does not allow corrections for agents like CSC and Nationwide Title Clearing. Patrick said that Synrgo appears to have a hybrid model where at least some of the paper documents are scanned onsite by Synrgo staff. It was suggested that perhaps corrections should only be allowed if the customer is holding the paper documents and scanning them onsite.

Patrick moved on to the last item, open county discussion. He asked the group if there was anything that wasn’t covered during the meeting that they would like to be brought up now. Nothing else was brought up by the meeting attendees. Patrick said he will start working on the draft document audit procedures and send out a poll to determine the best time next week for counties to review the software changes.

Patrick thanked everyone for attending. The meeting ended at 2:22 p.m.