Enhanced Access Review Committee Agenda  
November 13, 2013  
1:30 p.m. – Room 224

1. Approval of the September 11, 2013 Meeting Minutes  
2. Waivers:  
   a. American Civil Liberties Union of IN  
   b. Cummins Behavioral Health Systems  
3. September & October Director’s Report  
5. Other Business

The next Enhanced Access Review Committee Meeting is scheduled for December 11, 2013.
Enhance Access Review Committee Meeting Minutes

September 11, 2013  Room 224  1:30

Chairman – Beth Howen

Enhanced Access Review Committee Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Agency/Position</th>
<th>Status</th>
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<tbody>
<tr>
<td>Beth Howen, Chairman</td>
<td>Information Services Agency</td>
<td>Present</td>
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<tr>
<td>Claudia Fuentes</td>
<td>Marion County Treasurer</td>
<td>Present</td>
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<tr>
<td>Myla Eldridge</td>
<td>Marion County Clerk Proxy</td>
<td>Present</td>
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<tr>
<td>Joseph O'Connor</td>
<td>Marion County Assessor</td>
<td>Absent</td>
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<tr>
<td>Billie Breaux</td>
<td>Marion County Auditor</td>
<td>Present</td>
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<td>Julie Voorhies</td>
<td>Marion County Recorder</td>
<td>Present</td>
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<tr>
<td>Brett Wineinger</td>
<td>Office of Finance and Management</td>
<td>Absent</td>
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Ami Guilfoy and Khiara Morehouse; Logo Indiana, LeAnnette Pierce, Legal Counsel; Andrea Newsome and Amitav Thamba, Marion County Superior Courts

Marion Superior Court Funding Request:
Ms. Newsome presented the funding request. Attorney ID cards allow practicing attorneys (not exclusive to Indianapolis) to gain entrance into the City County Building without waiting in line to go through security. Many attorneys enter the building multiple times a day and the ability to by-pass security lines will save time. Ms. Newsome noted the current paper process is labor intense and the ability to apply online would reduce the inconvenience of visiting the City County Building.

The identification cards may assist in tracking individuals that enter the City County Building regularly.

Ms. Fuentes made a request for the Committee to hear Service Request #56, Marion Superior Court Online Attorney Identification Card Application, prior to acting on the request.

Ms. Guilfoy presented Service Request #56 and explained the initiative is a hybrid and the funding request is for development costs. The new online application will allow attorneys to complete the application online, upload a photo and make their payment. Once the application is completed, the online service validates the attorney’s standing through the State Roll of Attorneys Database. Once the status has been validated, the photo uploaded and viewed and approved, the system prompts the user to pay for processing of the card. The files are reviewed by LoGo prior to sending the files to be printed. The cards will be sent to the Marion Superior Court. MSC will verify the person picking up the card is the requesting attorney and the photo is an accurate depiction of the attorney.

The user fees would then cover the cost of printing identification cards and maintenance. The service request is in accordance with the Indiana statutes governing access to public records, the Consolidated City of Indianapolis/Marion County Ordinances, the Enhanced Access Review Committee (EARC) of the Information Technology Board policies, the contract between the Consolidated City of Indianapolis and Marion County and LoGo Indiana, LLC; and LoGo Indiana duties as the Network Manager of IndyBiz.

The current fee for an attorney card is $25.00, which can be paid via check or money order to MSC.

Ms. Fuentes asked if the applicant would accommodate individuals that were unable to complete the online process. Mr. Thamba offered that the online process would still be utilized; however, staff would assist individuals as needed.

Ms. Newsome shared the availability will be made available front and center on the webpage and the Courts site will have a direct link to the Commerce site.
Ms. Fuentes asked how the statutory fee could potentially be spent and where it is deposited. Mr. Thamba explained the fund is per ordinance which was established around 2009 or 2010 which requires multiple judges’ approval to spend. The money is intended for products for judges, public defenders, prosecutors, various employees of the Marion County Sheriff’s Department and other entities.

Ms. Voorhies made a motion to approve the Marion Superior Court Funding Request for $20,000. The motion was seconded by Ms. Eldridge and carried unanimously.

Ms. Voorhies made a motion to approve Service Request #56, Marion Superior Court (MSC) On Line Attorney Identification Card Application. The motion was seconded by Ms. Eldridge and carried unanimously.

Approval of the August 14, 2013 Meeting Minutes

Ms. Breaux made a motion to approve the August 14, 2013 minutes. The motion was seconded by Ms. Fuentes and passed unanimously.

Waiver Requests:

Department of Homeland Security/Immigration and Customs Enforcement

Ms. Morehouse presented the waiver request for access to criminal court searches, approximately 30 per month, and incident reports, approximately 30 per month. Ms. Guilfoy offered to contact the applicant and clarify the restrictions on access.

Ms. Breaux made a motion to approve the waiver request. The motion was seconded by Ms. Voorhies and carried unanimously.

Indiana Department of Environmental Management

Ms. Morehouse presented the waiver request for access to Criminal Court Searches, less than 10 per month and property searches, less than 10 per month.

Ms. Voorhies made a motion to approve the waiver request. The motion was seconded by Ms. Breaux and carried unanimously.

Indiana State Police

Ms. Morehouse presented the waiver for access to incident reports. The application indicates the request is in addition to the currently waived account for access to civil, criminal and property searches. The applicant indicated monthly searches may reach 1-200 per month.

Ms. Voorhies made a motion to approve the waiver request. The motion was seconded by Ms. Breaux and carried unanimously.

August Director’s Report

Ms Guilfoy presented the August Director’s Report. Portal transactions for the month of August total 60,703 with a EARC Revenue share of $16,771. Statutory Fees Collected total $1,578,798. Ms. Guilfoy shared development updates including going live with the new Online Subscriber Registration Application.

The Verizon Audit was completed with preliminary results received at the end of the month of August. Maintenance on the production database was performed freeing up allocated space to be used for future services. The Team worked on the Property Search Application to secure technical details of the application to meet a requirement for the Verizon Assessment Compliance Audit.
The initial phase of “Go Green” was completed in August. The majority of subscribers were contacted and switched from a mailed paper invoice to receiving emailed invoices. Only 165 subscribers still receive a mailed invoice. The cost savings for the average subscriber is around five to ten dollars per month. The next Subscriber Newsletter is in the works and may be going out by the end of Quarter Three.

IFD received approval to move forward with the Fire Reports Application through LoGO. Technical requirements will be compiled in September and work may begin the end of 2013 or early 2014.

Treasurer’s Report

Ms. Fuentes presented the September 11, 2003 Enhanced Access Fund report and reported the net Enhanced Access Funds available are $909,125.24. Ms. Fuentes noted an apparent lag in revenue posting perhaps due to the current financial system.

Other Business:

Ms. Gulifoy updated the Committee on progress with the Parks initiative with recent informational discussions with the Parks and Recreation officials. Ms. Voorhies noted the Marion County Recorder’s Office is moving forward with a funding request for the Committee’s consideration.

The next Enhanced Access Review Committee Meeting is scheduled for October 9, 2013.