

**Special Note:** The following is a summary of the Minutes taken from the Recorder's Advisory Council meeting held on Thursday, June 10, 2010 and does not necessarily provide a detailed verbatim transcription of the Minutes.

## **MINUTES**

**RECORDER'S ADVISORY COUNCIL  
THURSDAY, JUNE 10, 2010  
9:30 A.M.**

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

---

### Members Present

Debbie Conway, Recorder, Clark County Recorder's Office  
Tami L Miramontes, Community Title Services of Nevada  
Jack Enda, Document Processing Solutions, Inc.  
Jon Morgan, Equity Title of Nevada  
Linda Arellano, First American Title Company of Nevada  
Joe Fitzgibbons, FNTG Las Vegas Title Group (servicing CTT, FNT, & TT)  
Lorrie Miller, Noble Title  
Jack Woodcock, Prudential Americana Group, REALTORS  
Jerry R. Smith, Realty One Group  
Brad Berrett, Republic Services  
Carolyn Paige, Republic Services  
Zoia Tanksleg, Republic Services  
Tracy Sabol, SPL Inc  
Wil Andasol, Stewart Title of Nevada  
Diana Andersen, Stewart Title of Nevada

### Members Absent

Martin Bressler, Chicago Title  
Debra Pomponio, Commerce Title Company  
Tracey Keller, DHI Title  
Valerie Connor, First American Title Company of Nevada  
Caesar Espinosa, FNTG Las Vegas Title Group (servicing CTT, FNT & TT)  
Sue Naumann, Greater Las Vegas Association of Realtors (GLVAR)  
Paul Bell, Greater Las Vegas Association of Realtors (GLVAR)  
Ellie Lumsden, Keller Williams – Market Place  
Keith Kelley, Kelley and Associates Real Estate  
Steve Dover, Lawyers' Title  
Laurie Quigley, Legal Wings  
Robert C. Sherratt, Mesquite Title Company  
Rene Espinosa, Nations Title Company of Nevada  
Cyndi Riska, Nevada State Title  
Robbie Graham, Nevada Title Company

Charles C. Clawson II, Noble Title  
Nick Nicholson, North American Title Company  
Kehau Haia, Old Republic Title Company of Nevada  
Patricia Perisco, Prudential Americana Group, REALTORS  
Troy Hicks, Red Rock Title & Escrow Company  
Clayton Freeman, TitleOne of Las Vegas Inc.

Staff

Georgia Brunson-Wright, Clark County Recorder's Office  
Denise Gulia, Clark County Recorder's Office  
Laurel Jimenez, Clark County Recorder's Office  
Eugene Mendiola, Clark County Recorder's Office  
Maurice Reid, Clark County Recorder's Office  
Sheila Salehian, Clark County Recorder's Office  
Juanita Sul, Clark County Recorder's Office  
Susan Wohlbrandt, Clark County Recorder's Office

I. Call to Order

**Debbie Conway, Clark County Recorder**, called the meeting to order at approximately 9:47 AM.

II. Introductions

The committee members each introduced themselves and the companies they represent.

III. New Business

a. **Approval of March 18, 2010 Minutes**

The RAC members unanimously approved the minutes for the March 18, 2010 meeting.

b. **Interactions with Employees**

**Eugene Mendiola, Clark County Recorder's Office**, gave the members a brief statement on interacting with employees at the front counter. He cautioned them to make sure that all customers view their transactions before leaving the office to ensure that any errors are acknowledged. **Mendiola** also stated that, effective July 1<sup>st</sup> 2010, there will be an implementation which will cause deputies to become even more vigilant with each transaction to help prevent errors from occurring. There will also be a form available for customers to provide instruction on how the documents will be handled and recorded. **Mendiola** disclosed that the office will be installing security cameras to help provide additional security to both the deputies and the public alike.

**Linda Arellano, First American Title Company**, asked a question regarding the scanning of notary stamps at the time of recording, and how the quality of the stamp affects the image displayed in the recording. **Eugene Mendiola, Clark County Recorder's Office**, responded to her inquiry.

**Tracy Sabol, SPL Inc.**, expressed her concern about leaving documents at the counter to perform other duties needed outside of the lobby area. **Eugene Mendiola, Clark County Recorder's Office** stated that the form being used to provide directions on the documents received, will have an area that will be used to provide information on how the documents will be returned, and where the customer can pick up the recorded documents.

**c. System Enhancements**

**Laurel Jimenez, Clark County Recorder's Office**, briefly informed members that improvements will be made to the OnCore system to help integrate the Q-Matic feature to help the process of recording flow more smoothly. **Jimenez** stated that the Recorder's Office helped the Department of Family Services to become more organized by recording their documents through an online process to help them distribute the case loads to the case managers more efficiently. **Jimenez** also mentioned that the office will be in the process of digitizing the microfilm and it will be redacted to the year 2000.

**d. Fraud Workshops**

**Eugene Mendiola, Clark County Recorder's Office**, provided information on the public workshops being offered on researching records in the OnCore system and how to attend these classes. **Mendiola** then informed the committee that these classes guide the public in becoming aware of the documents that are recorded under their names and assist them in recognizing possible fraudulent transactions.

**e. OnCore Conference Updates**

**Laurel Jimenez, Clark County Recorder's Office**, described attendance of the Aptitude Solutions User Conference for the OnCore Recordation Software. She stated that by attending, **Denise Gulia, Clark County Recorder's Office**, and she, were able to hear about features with both an operational and technological emphasis. **Denise** stated how Clark County and other counties were able to collaborate and share ideas and experiences. At the conference, the Clark County Recorder's Office was presented with an award in innovation for the integration of Q-Matic with OnCore.

**Debbie Conway, Clark County Recorder's Office**, commented on an additional award received by the office from the National Association of County Officials (NACO) for Gov-to-Gov recordings. **Jimenez** explained the award was due to the collaborative efforts of the Recorder's Office with The Division of Family Services for e-recording.

**Eugene Mendiola, Clark County Recorder's Office**, commented that the Clark County Recorder's Office is not afraid to add new features to OnCore to be efficient.

**Conway**, spoke in brief about integrating kiosks as part of a Gov-to-Gov service. The kiosks would offer a variety of services to the public from not only the Recorder's Office, but also from other county departments as well. This will be looked into further this summer.

**f. Process of Presenting Documents at the Front Desk (Title Companies)**

**Denise Gulia, Clark County Recorder's Office**, clarified the process of presenting the documents at the front counter. She explained that the customer will be provided with an overview of the transactions and will be notified on which documents will be recorded and which will be rejected. **Gulia** also stated that the customer can leave the lobby once the documents are presented.

**g. Document Type Recissions**

**Eugene Mendiola, Clark County Recorder's Office**, stated that if one wishes to record a Certificate of Foreclosure that has been rescinded by the Mediation Program office, one must then return to the Recorder's Office and record the rescission.

**Diana Anderson, Stewart Title of Nevada**, asked if it would be possible to rescind said document after the recordation of the trustee deed. **Mendiola** replied that unfortunately the Recorder's Office does not have control over said process. However, when a search is conducted the rescission should be seen. He then briefly provided examples which may result in a rescission.

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

**Georgia Brunson-Wright, Clark County Recorder's Office**, provided a presentation on the auditing process that walk-in customers will encounter and the changes that will take place on July 1<sup>st</sup> 2010. She stated that documents will be needed to support exemptions at the time of recording. She then provided an example of each document required to file exemptions. Finally, she gave information on classes being offered to the public to answer any questions that may arise regarding the auditing process.

**Wil Andasol, Stewart Title**, raised an issue concerning the type of certified documents to be presented to the audit team and whether it is important for the certification seal to be raised. **Brunson-Wright** explained that the certification seal should be shown and raised to prove that it is, in fact, a certified copy. **Mendiola** then clarified that the certified copy presented to the office should be the official copy with a certification stamp.

#### **V. Public Comments**

**Diana Anderson, Stewart Title**, raised an issue on the redaction process of leaving the last four digits of the social security number on recorded documents in lieu of the entire social security number. **Conway** commented, explaining that the matter would be looked into with the District Attorney and an answer would be provided shortly.

**VI. Next Meeting Date:** Thursday, September 9, 2010, 9:30 AM, 1<sup>st</sup> Floor, Pueblo Room,  
Clark County Government Center, 500 S. Grand Central Pkwy., Las Vegas, NV 89155

#### **VII. Adjournment**

The meeting was adjourned at 11:07 AM.