

County Real Estate Web Portal Board
June 29, 2010 Minutes
ISAC Office, Des Moines, Iowa

Voting Members Present

Marsha Carter, Chair
Holly Fokkena
Deb Roberts
Diane Swoboda Peterson
Kathy Croker
Tami McFarland
Dave Jamison

Representing

ISACA, Auditors' Affiliate (Shelby County)
ISACA, Auditors' Affiliate (Butler County)
ICRA, Recorders' Affiliate (Floyd County)
ICRA, Recorders' Affiliate (Woodbury County)
ISAA, Assessors' Affiliate (Buena Vista County)
ISAA, Assessors' Affiliate (Black Hawk County)
ISCTA, Treasurers' Affiliate (Story County)

Advisory Members Present

Mary Maloney

Iowa Tax & Tags (Polk County)

Guests Present

Darrell Fremont
Jeff Braafhart
Dale McCrea

DAS-ITE
DAS-ITE
ISAA, Assessors' Affiliate (Muscatine County)

The meeting of the County Real Estate Web Portal Board of Directors (CREW Board) was called to order at 10:00 a.m. by Marsha Carter.

Designation of Voting Members:

Auditors:	Marsha Carter	Holly Fokkena
Recorders:	Deb Roberts	Diane Swoboda Peterson
Treasurers:	Dave Jamison	
Assessors:	Kathy Croker	Tami McFarland

It was moved by Roberts, seconded by McFarland to approve the agenda with minor change in order of discussion items. Motion carried.

It was moved by Croker, second by McFarland to approve the minutes of April 16, 2010 with minor change in the Assessors' Update. Motion carried.

It was moved by Croker, second by Roberts to approve the Treasurer's Report showing a current balance of \$20,434.36. Motion carried.

Darrell Fremont reviewed the highlights of the DAS-ITE Service Level Agreement. He indicated it is the "master" agreement and the addendums reflect rates and other small side agreements. It was reported by Carter that ISAC Legal Counsel Nate Bonnet had reviewed the agreement and had not raised any concerns. Jamison however did raise concerns with 5.6 and 5.8 of the agreement dealing with Payment Card Industry Data Security Standards and Chair authority. He also indicated he was not authorized at this time to sign the agreement on behalf of the Treasurers. Fremont indicated that all programs hosted by DAS-ITE need to be compliant with PCI and that 5.6 and 5.8 are standard language. After clarification that CREW did not accept payments, he indicated he would investigate the possibility of removing 5.6. It was also agreed that 5.8 be amended to reflect that addenda to the Agreement would require Board action, not just the Chair. McCrea and Croker questioned several items in Addendum #1. Carter requested each affiliate thoroughly review the Agreement and send any requested changes to her no later than August 1, 2010. She will then take all changes into

consideration and prepare a final draft to be reviewed by DAS-ITE and each of the affiliates before final action by the CREW Board in September 2010.

Fremont and Braafhart updated the Board on several issues as follows:

Braafhart reported results are not showing Book & Page if the Reference Number field is being populated by an affiliate. He indicated that can be changed to populate the Book & Page if that is what we want. It was suggested that the field be renamed to "Reference Number or Book & Page." Fremont recommended we show ALL values returned: Reference Number AND Book & Page. It was then moved by Peterson, second by Roberts to authorize DAS-ITE to make said change show ALL values returned. Motion carried.

It was reported that the Recorders have been reconnected and further testing of 2010 returns is being completed.

Fremont was asked to check on remaining IOWAccess funds and specifically determine why hosting fees had been withdrawn as the Board believes the free hosting for CREW was to continue until July 31, 2010.

Fremont requested and received permission to remove the "Bugs" button from the CREW webpage, as well as assign a version number to the site. It was agreed that the search log should remain in place at this time.

He further reported that Google Stats was ready and would be placed on the site soon.

Carter asked for input regarding the "50 result" limitation with her reporting that the Auditors' Affiliate was no longer interested in selling data and that the limitation no longer served any purpose. It was moved by Croker, second by Jamison to begin to return all results with 25 per page and a disclaimer indicating the site may time out if large amounts of data are returned. Motion carried.

The Treasurers' Affiliate "first 5 counties" limitation was discussed. Jamison reported that he would check with ABC Virtual to assure a statewide search would not adversely impact performance of the ICTEA site. He will report his findings at the next meeting.

The Business Rules were reviewed and Fremont and Braafhart agreed to review them in detail and bring back suggestions at the next meeting.

The proposed Policy Statement was reviewed with those present agreeing it should be added to the site. It was stated that it shouldn't be something a user would have to "accept" to get into the site. Croker also asked for the "Frequently Asked Questions" section to be reviewed and updated. Carter requested each Affiliate review the site and request corrections as necessary.

There was discussion regarding the "Additional Parcel Information" button being added by the Assessors. The Assessors report that the link will be made active once the site is "functional and stable."

Affiliate Reports were given as follows:

Auditors - Carter indicated she had a number of "bugs" she was submitting to Iowa Interactive today.

Recorders – it was reported that 2009 images would be available September 1, 2010.

Treasurers – no changes

Assessors – no changes

The next meeting was set for Thursday, September 9, 2010 at 10:30 A.M. at the ISAC offices.

There being no further business appearing before the board, Carter declared the meeting adjourned.

Respectfully submitted,

Holly A. Fokkena
Secretary-Treasurer