

**County Real Estate Web Portal Board  
September 24, 2008 Minutes  
Hoover Office Building, Des Moines, Iowa**

Voting Members Present

Ken Kline, Chair  
Holly Fokkena  
Diane Swoboda Peterson  
Deb Roberts  
LaRayne Riccadonna  
Kathy Croker  
Peggy Weidl  
Mike Grandon

Representing

ISACA, Auditors' Affiliate, (Cerro Gordo County)  
ISACA, Auditors' Affiliate, (Butler County)  
ICRA, Recorders' Affiliate, (Woodbury County)  
ICRA, Recorders' Affiliate (Floyd County)  
ISAA, Assessors' Affiliate, (Polk County)  
ISAA, Assessors' Affiliate (Buena Vista County)  
ISCTA, Treasurers' Affiliate, (Carroll County)  
ISCTA, Treasurers' Affiliate, (Cerro Gordo County)

Advisory Members Present

Mary Maloney  
Matt Boeck  
Scott Williams

Iowa Tax & Tags, (Polk County)  
ICIT (Story County)  
ICIT (Marshall County)

Guests Present

Michael Tutty  
Scott LaBlanc  
Don Wilson  
John Arje  
Qian Feng  
Nikkil Patel

DAS-ITE  
Iowa Interactive  
ABC Virtual  
ABC Virtual  
ABC Virtual  
ABC Virtual

The meeting of the County Real Estate Web Portal Board of Directors (CREW Board) was called to order at 1:05 p.m. by Ken Kline.

Designation of Voting Members:

Auditors:	Ken Kline	Holly Fokkena
Recorders:	Diane Swoboda Peterson	Deb Roberts
Treasurers:	Peggy Weidl	Mike Grandon
Assessors:	LaRayne Riccadonna	Kathy Croker

Introductions were made.

Kline outlined the proposed agenda.

It was moved by Grandon, seconded by Riccadonna to approve the minutes of the June 23, 2008 CREW Board meeting. Motion carried.

It was moved by Swoboda Peterson, seconded by Roberts to approve the Treasurer's Report showing a current balance of \$22,163.95. Motion carried.

Fokkena and Kline outlined a proposed FY09 CREW Budget indicating that the same was prepared with the assistance of Mike Grandon. After discussion, it was moved by Grandon, seconded by Riccadonna to approve FY09 CREW Budget proposing revenues of \$200.00 and expenditures of \$4,833.00. Motion carried.

The Assessors' affiliate request for a refund of FY08 Affiliate Fees was again discussed. Croker indicated that the Assessors' affiliate was still supporting the request. Grandon stated that if we refund one affiliate's fees, we would need to refund all fees for the year. He suggested that if a refund was made, the affiliates would need to make some kind of assurances to the CREW Board that they were committed to the payment of the FY10 fees. Swoboda Peterson suggested that it be presented to each affiliate that they could either take a \$3,000.00 refund of the fees paid or use the money paid as a credit on future fees. Kline reported that during discussion and preparation of the FY09 CREW Budget the idea of a partial refund was suggested. Grandon reiterated the need for a guarantee that future fees would be paid. Croker stated she felt the Assessors' affiliate would not be willing to offer any "guarantees" of future fees being paid unless there were "guarantees" of the site being live and operable. Riccadonna requested that the refund request be withdrawn, with agreement from Croker.

Recorders' privacy issues were addressed. Roberts reported the current status of the Iowa Land Records site. She indicated that both policy and technology were currently being reviewed by the Recorders. The State Ombudsman, as well as a special legislative taskforce is currently working with them to determine exactly what information is considered a personal identifier. The Identity Theft Prevention Interim Study Committee Co-chairs are Senator Steve Warnstadt and Representative Doris Kelley. Roberts indicated that there should be more information available at the November CREW meeting regarding any action plan. Kline suggested the CREW Board develop a policy on private information contained in the CREW portal and share it with the legislature if deemed necessary. Williams opined that each individual affiliate site needs to have an established policy, not the CREW portal. Tutty stated that there may be ways to put "hurdles" before people that would misuse the portal. 1) Require users to register for an account, or 2) make the portal a subscription site that would require a credit card. Croker moved the issue be addressed at a later date to allow the Identity Theft Prevention Interim Study Committee time to develop guidelines, seconded by Swoboda Peterson. Motion carried.

Affiliate updates:

Treasurers

Iowa Tax & Tags – Actively testing. Display of "other taxes" needs to be determined yet. This will be discussed and resolved by the Treasurers' Affiliate.

ISCTA – Still finding quite a few bugs, some the same as those from several months ago.

WSDL has been implemented as well as most of the Business Rules. They will allow a multi-county search of up to five counties at a time.

Auditors – Kline indicated that in depth testing would take place in the next few weeks.

Assessors and Recorders – Nothing to report in addition to earlier discussions.

Those people charged with "bugging" the site voiced some frustration about the process and what they saw as slow progress to fix bugs. Tutty stated he too was frustrated with the slow progress of fixes that had been determined to be at the affiliate level.

Kline explained that he feels a Project Manager is necessary to resolve just those types of frustrations and keep the project moving forward. Tutty agreed that someone needs to

be following up on bugs and addressing them at the affiliate levels to push for fixes. Kline offered to act as Project Manager until the end of 2008, but stated he needed authority to make contact directly with the affiliates' IT provider as well as reimbursement for reasonable travel and expenses. Croker indicated that if direct contact was made with the Assessors' IT provider, there would be a cost to the affiliate. Grandon stated the same would apply to the ISCTA group of Treasurers. Swoboda Peterson stated that each individual affiliate would need Executive Board action to authorize such action by Kline. Croker reiterated that the Assessors' Executive Board was been clear no more funds would be expended on development. Grandon suggested that CREW funds be used to cover costs of fixes at the affiliate level. Croker and Fokkena stated that would not be equitable to all four affiliates. The board discussed Dave Ellis' past involvement in the project and agreed to make contact with him to ascertain his willingness to act as Project Manager. Williams described the problem as one of ownership of the project – the CREW Board owns the project, but doesn't have the technical skills to make it happen. DAS and the vendors have the skills, but no ownership. Kline then revised his requirements to act as Project Manager to not require direct access to vendors, but to work through all the affiliates other than the Assessors. It was then moved by Swoboda Peterson, seconded by Croker to authorize Ken Kline or Dave Ellis to act as the Project Manager until December 31, 2008 with the authority to address issues with each affiliate's CREW Board members (excepting Assessors) to facilitate the resolution of bugs and that reasonable expenses associated with the position to be reimbursed by CREW. Motion carried.

The next meeting to be the County Real Estate Web Portal Annual Meeting to be held in Coralville, Iowa on November 18, 2008 at 4:00 p.m. Exact location to be announced.

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

Respectfully submitted,

Holly A. Fokkena  
Secretary-Treasurer