

**County Real Estate Web Portal Board**  
**April 24, 2009 Minutes**  
**Polk County Administration Building, Des Moines, Iowa**

Voting Members Present

Marsha Carter, Chair  
Holly Fokkena  
Deb Roberts  
Kathy Croker  
LaRayne Riccadonna  
Mike Grandon

Representing

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

Advisory Members Present

Ken Kline, Project Manager  
Mary Maloney  
Scott Williams

ISACA (Cerro Gordo County)  
Iowa Tax & Tags (Polk County)  
ICIT (Marshall County)

Guests Present

Margie Pitts  
Darrell Bauman  
Michael Tutty  
Marc Carr  
Qian Feng  
John Arje  
Chris Brommel

ISACA (Clay County)  
ISCTA (Dallas County)  
DAS-ITE  
ABC Virtual  
ABC Virtual  
ABC Virtual  
Iowa Interactive

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
Recordors:	Deb Roberts	
Treasurers:	Mike Grandon	
Assessors:	Kathy Croker	LaRayne Riccadonna

It was moved by Croker, seconded by Grandon to approve the agenda as proposed.  
Motion carried.

Roberts requested a change in the proposed Minutes of March 3, 2009 as follows:  
Change "Roberts stated she was unaware of the status of debugging on the Recordors' data. She reported that Iowa Land Records continues to be off line as of this meeting." to "Roberts stated she was unaware of the status of debugging on the Recordors' data. She reported that Iowa Land Records image repository was currently disabled, but the website was on line as of this meeting." It was then moved by Croker, second by Roberts to approve the corrected minutes. Motion carried.

It was moved by Grandon, seconded by Croker to approve the Treasurer's Report showing a current balance of \$21,905.55. Motion carried.

Kline, as Project Manager, reported that weekly meetings had been occurring for the past two months between himself, Iowa Interactive and DAS-ITE. Excellent progress had been

made on correcting bugs and that only 55 remained open to date. He stated that ISACA, ICTEA and ITAT are closing in on going “live” and his recommendation would be to begin to advertise the site. The Assessors and Recorders should be ready to join by the end of May. He did however state that fixing the “timing out” issue during a search is a major concern and should be the main objective at this time.

A discussion regarding the search by legal description issue ensued with Croker reporting that no matter what the Assessors’ Affiliate had originally requested, searching by legal description was no longer a priority for them. It was then moved by Croker, second by Fokkena to remove the search by legal description function from the site. Motion carried.

Bauman inquired as to how users would report any problems they incurred while using the site. Tutty indicated that there are mechanisms built into the site which would notify a specific list of CREW members or software providers for a response. Basically a “Contact Us” button. Bauman questioned the handling of a user’s technical issues and stated that he had concerns about charges and/or costs that the affiliates may be assessed by their software vendor for necessary fixes or responses. The group all agreed that any such expenses if specific to any one affiliate would have to be borne by that affiliate. Answering any questions regarding data specific to an affiliate would need to be done by a select group of that affiliates members. Again, each affiliate would be responsible for identifying that select group.

Kline reported that to date there are lowAccess funds remaining to be used. He inquired as to whether it would be good policy to return any unused funds to lowAccess once the project has been completed. He also questioned how lowAccess will view the project if only 2 of the 4 affiliates are participating when the site goes live. Tutty indicated that perhaps a written plan would be valuable to show accountability and assure full participation by stating details of how and when the other affiliates would be brought on board. Those present agreed that no action would be taken at this time on returning any unused funds to lowAccess.

Affiliate reports were given as follows:

Recorders – Roberts reported that the Recorders Association has completed the RFP process and chosen a vendor to provide redaction services. Legislation is pending on funding same. She stated that if all goes well, she estimated Iowa Land Records would again have images by September 1<sup>st</sup>.

Auditors – testing for bugs continues  
ITAT – testing for bugs continues  
ICTEA – testing for bugs continues

The link from CREW.Iowa.gov to Iowa Land Records was discussed. After discussion, it was moved by Fokkena, second by Bauman to request the link be reestablished, subject to approval by the Recorders’ Affiliate. Motion carried.

It was agreed that at the next meeting of the CREW board a final determination would be made on the site’s preparedness for going “live” and a press release would be discussed.

It was determined that the next meeting would be Monday, June 8, 2009 at 10:00 a.m. with the location to be announced.

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

Respectfully submitted,

Holly A. Fokkena  
Secretary-Treasurer