

**County Real Estate Web Portal Board  
August 17, 2009 Minutes  
ISAC Office, Des Moines, Iowa**

Voting Members Present

Marsha Carter, Chair  
Holly Fokkena  
Diane Swoboda Peterson  
Tami McFarland  
Kathy Croker  
Mike Grandon  
Dave Jamison

Representing

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

Advisory Members Present

Guests Present

Margie Pitts	ISACA (Clay County)
Dave Kubik	ISAA (Dubuque County)
Lucy Martin	ISACA (Story County)
Deb McDaniel	DAS-ITE
Chris Brommel	Iowa Interactive

The meeting of the County Real Estate Web Portal Board of Directors (CREW Board) was called to order at 10:05 a.m. by Marsha Carter.

Designation of Voting Members:

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

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

It was moved by Peterson, second by Croker to approve the minutes of June 8, 2009.  
Motion carried.

It was moved by Carter, seconded by Croker to approve the Treasurer's Report showing a current balance of \$20,657.04. Motion carried.

Carter reported on the recent press release announcing CREW. She indicated she had done two radio interviews as well, one with Radio Iowa and one with Iowa Public Radio.

Affiliate Updates:

Treasurers – reported that the Treasurers affiliate is committed to the project for at least one year to determine utility in the project.

Assessor – no changes

Recorders – it was reported that recent legislation approved funding for redaction and the process has begun.

Auditors – Carter read a letter of commitment from Peggy J. Rice, ISACA President. (Said letter dated July 29, 2009 to be made a part of these minutes.)

McDaniel reported on the project budget stating that \$13,655 remained unspent as of August 9, 2009. (Said report to be made a part of these minutes.) She indicated that DAS-ITE would not commit any further time to this project unless directed to do so by the CREW Board. The one year free hosting agreement begins September 1, 2009. The CREW Board will need to determine the process to obtain a vendor to host the site beginning September 1, 2010. Croker questioned if the remaining \$13,655 could be used for programming at the affiliate level to offset affiliate costs. McDaniel opined that if the funds were used in that way, lowAccess should be informed of the change. McDaniel indicated she would get clarification as to whether the remaining funds could be used only by DAT-ITE or if an affiliate could utilize the funds to purchase programming services to allow the interface with CREW.

Carter provided an e-mail from Ken Kline, Project Manager, in which he submitted his resignation. Carter inquired as to whether the Board felt it necessary to name another project manager. McDaniel stated she did not feel it necessary at this time. Carter suggested the project go forward without a Project Manager and that the President of CREW be the contact person. Kubik suggested a written letter of appreciation be sent to Kline.

Carter reported that the Auditors Website Committee is willing to act as the contact for CREW inquiries in the future. It was moved by Grandon, second by Croker to accept the offer and that all CREW inquiries should be directed to the members of the Auditors Website Committee who will review them and direct them to the appropriate affiliate for a reply. Motion carried.

It was however determined that affiliates should report all "bugs" to Carter and she would determine how they would be treated. Carter directed DAS-ITE to remove the "report bugs" button from the site and to direct the "contact us" button to the Auditors Website Committee. After further discussion, it was determined that each affiliate should request their membership review the site and report any "bugs" to their affiliate. The affiliate will then determine which "bugs" are duplicative and provide a list of vital issues to Carter who will submit them to "Forge." DAS-ITE can then make an estimate of the hours necessary to remedy the issues.

Questions concerning updating narratives on the site were voiced. It was determined that each affiliate should identify one individual that will be authorized to make administrative changes to the narratives. Said individual is to be determined and named at the next CREW Board meeting.

Jamison agreed to proof the CREW information on the ISAC site and provide a draft by November 1, 2009.

It was determined that the next meeting would be Monday, November 9, 2009 at 10:00 a.m. at the offices of ISAC.

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

Respectfully submitted,



Holly A. Fokkena  
Secretary-Treasurer



# Iowa State Association of County Auditors

## 2009 ISACA Officers

### President

Peggy J. Rice - Humboldt

### 1st Vice-President

Janine Sulzner - Jones

### 2nd Vice-President

Holly A. Fokkena - Butler

### Secretary-Treasurer

Joni Ernst - Montgomery

### Past President

Ken Kline - Cerro Gordo

### District I President

Jamie Fitzgerald - Polk

### District II President

Kay Clark - Worth

### District III President

Lorna Steenbock - Ida

### District IV President

Marsha Carter - Shelby

### District V President

Julie Masters - Lucas

### District VI President

Joell Deppe - Jackson

### Legislative Representatives

Mary Mosiman - Story

Dennis Parrott - Jasper

### ISAC Representative

Marge Pitts - Clay

### NACO Representative

Grant Veeder - Black Hawk

TO: CREW Board

FROM: ISACA

DATE: July 29, 2009

At the request of the County Real Estate Web portal Board, the Iowa State Association of County Auditors would like to renew its commitment to the CREW Project. County Auditors across the state are excited that the public will finally have website access to real estate information housed in county offices statewide.

However, we do realize that no project of this size comes without cost. The ISACA Executive Committee has already discussed the possibility of a need to raise dues to cover the future cost of this project. The Auditors' Website Committee has offered its services to help field questions from website users or to do whatever is needed to keep this a viable site.

ISACA appreciates the time and effort put in by the CREW Board members and will continue to rally its members until we have 100% participation.

Sincerely,

Peggy J. Rice  
ISACA President

Project Name: 10200 - CREEGAC/CREW Project

Project Sponsor: Ken Kline

Project Manager: Deb McDaniel

Quick Status: Execution Phase - Made updates to the site and spent numerous hours testing and checking out issues.

Week Ending	8/9/09	8/2/09	7/26/09	7/19/09	7/12/09	7/5/09	6/28/09	6/21/09
Project Phase	Execution	Execution	Execution	Execution	Execution	Execution	Execution	Execution
On Schedule	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
On Budget	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
In Scope	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Budget	215,120	215,120	215,120	215,120	215,120	215,120	215,120	215,120
Actual	201,465	199,883	198,223	197,465	196,535	194,723	192,119	190,726
Variance	(13,655)	(15,237)	(16,897)	(17,655)	(18,585)	(20,397)	(23,001)	(24,394)
%	-6.3 %	-7.1 %	-7.9 %	-8.2 %	-8.6 %	-9.5 %	-10.7 %	-11.3 %

**Risks and Issue**

Lack of involvement by any one of the affiliates causes an issue/risk to the completion of the project

Impact High

Resolution  
At this time, there is no resolution to this one.  
The CREW board has no control over the affiliates and can only work within the constraints of each of the affiliates.  
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Concern that ITAT group may not be able to incorporate WSDL, business rules, neighboring search to their site

Impact High

Initiation/Planning Budget Documents	Date Signed	Approved Budget	Execution/Closure Budget Documents	Date Signed	Approved Budget
Planning budget approved by IOWAAccess	38784	25000	Imple budget approved by IOWAAccess	39148	146000
			ITE - 101,000		
			auditors - 25,000		
			assessors - 20,000		
			Addl. implementation funding approved by IOWAAccess	appd 7/16/8	69120

Initiation / Planning Budget Total  
Project Budget Total

25000  
Execution /Closure Budget Total

215120  
240120