

**County Real Estate Web Portal Board**  
**April 16, 2010 Minutes**  
**ISAC Office, Des Moines, Iowa**

Voting Members Present

Marsha Carter, Chair  
Holly Fokkena  
Deb Roberts  
Diane Swoboda Peterson  
Kathy Croker  
Dale McCrea  
Mike Grandon  
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 (Muscatine County)  
ISCTA, Treasurers' Affiliate (Cerro Gordo County)  
ISCTA, Treasurers' Affiliate (Story County)

Advisory Members Present

Mary Maloney

Iowa Tax & Tags (Polk County)

Guests Present

Denise Emal  
Deb McDaniel  
Michael Tutty

ISCTA (Marion County)  
DAS-ITE  
DAS-ITE

The meeting of the County Real Estate Web Portal Board of Directors (CREW Board) was called to order at 8:07 a.m. by Marsha Carter.

Designation of Voting Members:

Auditors:	Marsha Carter	Holly Fokkena
Recorders:	Deb Roberts	Diane Swoboda Peterson
Treasurers:	Mike Grandon	Dave Jamison
Assessors:	Kathy Croker	Dale McCrea

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

It was moved by McCrea, second by Fokkena to approve the minutes of November 9, 2009, with additional language to reflect the Assessors' Update. Motion carried.

It was moved by Peterson, second by Croker to approve the Treasurer's Report showing a current balance of \$20,767.36. Motion carried.

McDaniel gave an update on the status of the site, the IowaAccess remaining funds of approximately \$11,000.00 and the proposal for DAS-ITE to continue hosting the website.

Tutty reviewed the details of the website counter, explaining how to interrupt the summary. He indicated the most useful information on the report was the number of visits. The report showed the following for number of visits:

January 2010	2,433
February 2010	2,480
March 2010	2,686

Those in attendance had mixed opinions as to whether or not those numbers were good. Fokkena and Carter expressed the numbers were better than they had anticipated, however Jamison and McCrea indicated their disappointment in the numbers. Jamison suggested it would be helpful to know just who was visiting the site.

Carter reported that she had recently requested Tammy McFarland resend the list of bugs the Assessors had developed. Carter has now received the list and has forwarded it on to Iowa Interactive for resolution. Most of the issues appear to be data mapping and content.

Carter then questioned those in attendance as to who was going to be responsible for website content in the future. Tutty indicated access could be given to the site with just a simple password. He suggested 2 or 3 members be authorized to make content changes. After discussion, consensus was reached that the 8 voting members of CREW should be authorized to make affiliate content changes. Carter to assure the 8 voting members are given the password.

McDaniel again reported that approximately \$11,000 remains in IowaAccess funds. Those funds can be used for continued work on the website, but not for hosting the site.

Carter reported that Deb McDaniel will no longer be the project manager as she is leaving the State's employment as of April 30<sup>th</sup>. At this time, no project manager has been named to replace her.

Carter further reported that upon inquiry, McDaniel and Tutty both stated that the CREW board owns all the source code for [www.crew.iowa.gov](http://www.crew.iowa.gov). If ever necessary, each of the four affiliates or the CREW board could request the code.

A discussion followed in which Carter reminded the group that the free hosting ends July 31, 2010. Fokkena and Carter reported on their discussions with ISAC and ISAC's indication they were not interested in hosting the site. Carter stated that DAS-ITE is willing to continue to host the site and has submitted a proposed Service Level Agreement for the board's consideration. All rates would be in compliance with DAS-ITE's annually published rates. Carter stated that if there was no interest in the DAS-ITE proposal, the board would have to prepare an RFP immediately to be prepared for the July 31<sup>st</sup> termination date. Peterson indicated she felt it would be foolish to change hosts at this time. Consensus was reached that an RFP process was unnecessary and the proposed SLA should be reviewed for action in June. Carter is going to get the agreement to ISAC legal counsel for review.

The board discussed the Agreement to Create and Manage an Internet Web Portal for County Real Estate Data. Carter indicated that in a recent review of the document, she realized that several of the affiliates were in breach of the agreement. She requested that each of the 4 affiliates review the agreement and make every attempt to fulfill their obligations. Jamison suggested that any future Agreement run concurrent with the hosting agreement.

Jamison reiterated his desire for additional detail on who was visiting the CREW website. Tutty reported that Google Analytics may be a better tool than what is currently being used and that the cost would only be for the staff time necessary to implement it. It was moved by Peterson, second by Roberts to add Google Analytics to the site. Motion carried.

Affiliate Reports were given as follows:

Recorders – it was reported that redaction work has started and images beginning March 1, 2010 are currently available on Iowa Land Records. Older records, once redacted, will be available as time allows. She indicated that the link from Iowa Land Records to CREW could be activated any time.

Treasurers – no changes

Auditors – no changes

Assessor – it was again stated that the prior bug list has yet to be addressed by Iowa Interactive or DAS-ITE. McCrea indicated that he would take the Agreement to Create and Manage an Internet Web Portal for County Real Estate Data to the Assessors' Executive Board for review.

It was moved by Roberts, second by Peterson to authorize DAS-ITE to work to link Iowa Land Records to CREW as soon as possible. Motion carried.

The next meeting was set for Tuesday, June 29, 2010 at 10:00 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