

MEETING NOTICE and AGENDA

BOARD OF DIRECTORS

CALIFORNIA ELECTRONIC RECORDING TRANSACTION NETWORK  
AUTHORITY (CERTNA)

Thursday, September 13<sup>th</sup>, 2012

10:00 A.M.

**Santa Clara County Roads and Airports Department**

Training Room  
101 Skyport Drive  
San Jose CA 95110

AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public and a brief general description of items of business to be transacted or discussed. In accordance with the Brown Act, this meeting agenda is posted at least 72 hours prior to the scheduled meeting at the location indicated above. The posting of the recommended actions does not indicate what action will be taken. The Authority may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

CERTNA Consent Calendar Matters may be approved in one motion unless a Board Member requests separate action which he/she deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The Chairman reserves the right to discuss the items listed on the agenda in any order.

The meeting facility is accessible to persons with disabilities. A person with a disability may contact the Board Secretary's (Dana Boeg) office at 855-732-2575 at least 72-hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including auxiliary aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

### PUBLIC COMMENTS ON AGENDA ITEMS

Members of the public wishing to address the Board of Directors regarding any item appearing on the agenda may do so by completing a Speaker's Form and then submitting it to the Board Secretary. Speakers will be recognized by the Chairman at the time the agenda item is to be considered. When addressing the Board, please state your name for the record. Please address the Board as a whole through the Chair. Please note comments to individual Board members or staff are not permitted when addressing the Board. A speaker's comments shall be limited to three (3) minutes.

### PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the public wishing to address the Board of Directors regarding any item not on the agenda, but within the subject matter jurisdiction of the Board, will be taken under the Public Comment item of the agenda, and will be subject to the same guidelines as noted above.

### SUPPORTING DOCUMENTATION

All supporting documentation, as referenced by the agenda, will be available at the meeting location. Documentation will also be posted and available for download from [www.CeRTNA.com](http://www.CeRTNA.com) 24 hours prior to the meeting.

## **AGENDA**

**10:00 A.M.** - CONVENE MEETING OF THE BOARD OF DIRECTORS

Santa Clara County Roads and Airports Department – Training Room.

### **PUBLIC SESSION**

1. Call to order.
  - a. Board of Directors Roll Call
    - i. El Dorado County
    - ii. Fresno County
    - iii. Kern County
    - iv. Merced County
    - v. Monterey County
    - vi. San Bernardino County
    - vii. San Joaquin County
    - viii. Santa Clara County
    - ix. Santa Cruz County
2. Presentation of the Agenda

### **CONSENT CALENDAR**

The following consent items are expected to be routine and non-controversial and will be acted upon at one time under **ACTION ON CONSENT CALENDAR** unless the Board directs that an item be held for further discussion under **DEFERRED ITEMS**. Persons wishing to address consent items or have them held for further discussion, continued, or taken off calendar, should address the Board under **ACTION ON CONSENT CALENDAR**.

3. Action on consent calendar.

- a. No items

4. Deferred items.

- a. No items

**DISCUSSION CALENDAR**

5. Review and approve minutes from previous meeting.

6. Adopt date, hour, and place of next bi-monthly Board meeting.

- a. 11/08/2012 – 10:00 am – Santa Clara County

7. Administration.

- a. Review and discuss calendar of events – P. Honny

- b. Review and receive financial reports

- i. CERTNA Financial Activity Report – K. Kitchen

- c. Update on outside audit of CERTNA – K. Kitchen

- d. Update on CERTNA Insurance – P. Honny

- i. General Liability Insurance Coverage – Renewed

- 1. \$2,000,000 General Aggregate

- 2. \$2,000,000 Products/Completed Operations

Aggregate

- 3. \$1,000,000 Personal Injury and Advertising Injury

- 4. \$1,000,000 Each Occurrence

5. \$100,000 Fire Damage
6. \$10,000 Medical Payments
- ii. Key-person Life Insurance – In process
  1. \$3,000,000 Life
- e. Authorize Executive Director, in conjunction with CERTNA counsel, to finalize negotiations and execute CERTNA/Agent Network Access Fee agreements within the following general guidelines.
  - i. Agent Only Counties - \$0.50 per recorded Type I documents and \$0.25 per recorded Type II documents.
  - ii. Hybrid Counties - \$0.25 per recorded Type I and II documents.
  - iii. Agents billed on a monthly basis.
  - iv. Update Board on a periodic basis as to revenue generation and contract status.
- f. Informational Updates – P. Honny
  - i. Secretary of State contact
- g. Report on ERDS and G2G implementation process - P. Honny
  - i. Butte County – Board of Directors
    1. G2G/ERDS – Pending BOS action
  - ii. Contra Costa County - Client
    1. G2G – Live

2. ERDS – Approved
- iii. El Dorado County – Board of Directors
  1. G2G – Live
  2. ERDS – Audit In-Process
- iv. Fresno County – Board of Directors
  1. G2G - Live
  2. ERDS - Live
- v. Kern County – Board of Directors
  1. G2G – Live
  2. ERDS – Live
- vi. Merced County – Board of Directors
  1. G2G – In process
  2. ERDS – Third quarter 2012
- vii. Monterey County – Board of Directors
  1. G2G – Live
  2. ERDS – Approved
- viii. Placer County – Client
  1. G2G – MOU in review
  2. ERDS – MOU in review
- ix. Sacramento County – G2G
  1. G2G – Testing

- x. San Bernardino County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xi. San Francisco County - Client
  - 1. G2G – In-Process
  - 2. ERDS – Audit in process
- xii. Santa Clara County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xiii. Santa Cruz County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Audit In-Process
- xiv. San Joaquin County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xv. Solano County – Board of Directors
  - 1. G2G/ERDS – Pending BOS action
- xvi. Tehama – G2G
  - 1. G2G – Live
  - 2. ERDS – Working with vendor.
- h. Update on G2G Submitters – Various

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- i. Employment Development Department (EDD)
    - 1. Live
  - ii. Board of Equalization (BOE)
    - 1. Live
  - iii. Franchise Tax Board (FTB)
    - 1. Live
  - iv. Department of Child Support Services (DCSS)
    - 1. Project in process. Working with local offices.
- 8. Committee Reports.
  - a. County Certification Policies and Procedures Committee
    - i. Mike Rocha – Chair
- 9. Board of Directors.
  - a. No items
- 10. Public Comment.
- 11. Adjourn.