

Minutes of Proceedings for the **CERTNA Board of Directors**

Thursday November 14, 2013

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Board of Directors

William Schultz, Chair, El Dorado County
Ken Blakemore, Vice Chair, San Joaquin County
Paul Dictos, Member, Fresno County
Jim Fitch, Member, Kern County
Barbara Levey, Member, Merced County
Stephen Vagnini, Member, Monterey County
Dennis Draeger, Member, San Bernardino County
Gina Alcomendras, Member, Santa Clara County
Sean Saldavia, Member, Santa Cruz County

CERTNA Board of Directors meeting was heard at the Santa Clara County Roads and Airports Department, Training Room, 101 Skyport Drive, San Jose CA 95110

Present:

Board of Directors:

William Schultz, Chair, El Dorado County
Ken Blakemore, Vice Chair, San Joaquin County
James Holly, Alternate Member, Fresno County
Brian Pace, Alternate Member, Kern County
Barbara Levey, Member, Merced County
Alicia Sotelo, Alternate Member, Monterey County
Dan Harp, Alternate Member, San Bernardino County
Mike Roche, Alternate Member, Santa Clara County
Carol Sutherland, Alternate Member, Santa Cruz County

CERTNA Staff:

Patrick Honny, CERTNA Executive Director, San Bernardino County
Dana Boeg, CERTNA Secretary, San Bernardino County
Travis Andreas, CERTNA Business Manager, Kern County

Off-Site Contributors (teleconference):

Kevin Norris, CERTNA Counsel, San Bernardino County

10:01 a.m. convened meeting of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Chair Schultz.
2. Presentation of the Agenda - No changes
3. Action on consent calendar – None.
4. Deferred items – None
5. General Administration
 - a. Review and approve minutes from the previous meeting.
The minutes from July 11, 2013 were reviewed.

A motion to approve the minutes was made by Member Levey. The motion was seconded by Alternate Member Sutherland and carried unanimously.

- b. Adopt a date, hour, and place of the next Board meeting.
 - i. 01/09/14 10:00 a.m. Santa Clara County

A motion was made by Vice Chair Blakemore to adopt the 01/09/14 meeting location, date and time. The motion was seconded by Member Levey and carried unanimously.

- c. 2014 Executive Business Summit Update – CERTNA Secretary – D. Boeg
 - i. Adopt date and location of next Executive Business Summit and authorize the Secretary and Executive Director, in conjunction with CERTNA counsel, to develop contracts.
 - 1. Summit 05/08/14 10:00 a.m. South Lake Tahoe, CA

A motion to adopt the date and location of the 2014 Executive Business Summit was made by Alternate Member Harp, in addition to authorizing the Secretary, Executive Director and Certna Counsel to negotiate the contracts. The motion was seconded by Alternate Member Sutherland and carried unanimously.

- d. Review and discuss calendar of events – D. Boeg

6. Management

- a. Review and receive financial reports
 - i. CERTNA Financial Activity Report – T. Andreas
 - ii. CERTNA Outside Audit Update – T. Andreas
- b. Review and Approve contract, in an amount not to exceed \$8,100.00 (includes 10% contingency), with Southtech Systems to automate the CERTNA Form 700 process. In addition, authorize the Executive Director to execute and file the appropriate application, to include a \$1,000.00 certification fee, with the California Fair Political Practices Commission.

A motion was made by Alternate Member Pace to approve contract as stated. The motion was seconded by Alternate Member Sutherland and carried unanimously.

- c. Review and Approve the process for selecting the CERTNA Director of Technical Services.
 - i. Review and Adopt the CERTNA Technical Director position specification
 - ii. Authorize the Executive Director to utilize job recruitment sites and other tools as appropriate to publicize the position opening and ensure an adequate response for a period of approximately 30 days.
 - iii. Authorize the Executive Director and the Chair of the Policies and Procedures Committee to develop a panel for initial candidate selections and have that panel select 3-5 finalists through application review and interviews.
 - iv. Authorize the Executive Director to place a closed session on the March Agenda for Board interviews of the selected finalists.
 - v. Authorize the Executive Director, in conjunction with CERTNA Counsel and San Bernardino County, to develop an employment contract and return to the CERTNA board for approval.

A motion was made by Vice Chair Blakemore to approve the Executive Director to proceed with the process of selecting the CERTNA Director of Technical Services. The motion was seconded by Alternate Member Roche and carried unanimously.

- d. Discuss and provide guidance on agent fee – P. Honny

Direction given to Executive Director to create infrastructure for imposing fee for Agents.

- e. Discuss and Approve the establishment of a working committee – C. Stephan
 - i. Board directed Executive Director to establish committee.

- f. Report on ERDS and G2G implementation process – P. Honny

- i. Butte County – Client
 - 1. G2G – Pending vendor integration
 - 2. ERDS – Pending vendor integration
- ii. Contra Costa County - Client
 - 1. G2G – Live
 - 2. ERDS – Live
- iii. El Dorado County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- 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. Kings County - Client
 - 1. G2G – Pending
 - 2. ERDS – Pending
- vii. Merced County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- viii. Monterey County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- ix. Placer County – Client
 - 1. G2G – MOU in review
 - 2. ERDS – MOU in review
- x. Sacramento County – G2G
 - 1. G2G – Live
- xi. San Bernardino County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xii. San Francisco County - Client
 - 1. G2G - Live
 - 2. ERDS – Live
- xiii. San Joaquin County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live

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- xiv. San Luis Obispo – G2G
 - 1. G2G – Pending
- xv. Santa Clara County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xvi. Santa Cruz County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Approved
- xvii. Solano County – Board of Directors
 - 1. G2G – Pending BOS action
 - 2. ERDS – Pending BOS action
- xviii. Tehama County – G2G
 - 1. G2G – Live
 - 2. ERDS – January 2014
- g. Update on G2G Submitters – Various
 - 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. Testing
 - v. Megabyte Systems
 - 1. Tax Collector Interface
 - a. San Joaquin County - Testing
 - b. Merced County – Live
 - c. Monterey County - Live
- 7. Committee Reports
 - a. County Certification Policies and Procedures Committee
 - i. Mike Rocha – Chair
 - b. Technical Standards Committee
 - i. Mike Rocha - Chair
- 8. Continuing Business
 - a. None
- 9. New Business
 - a. G2G – P. Honny
 - i. XML Discussion
- 10. Board of Directors
 - a. None
- 11. Public Comment
 - a. None
- 12. Adjourn at 12:03 p.m.

A motion was made by Alternate Member Southerland to adjourn. The motion was seconded by Member Levey and carried unanimously.