

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

Thursday July 10, 2014

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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
Debi Leonardini, Alternate 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
Wardell House, Alternate Member, Santa Clara 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):

Regina Coleman, CERTNA Counsel, San Bernardino County

10:04 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 May 8, 2014 were reviewed.

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

- b. Adopt a date, hour, and place of the next Board meeting.
 - i. 9/11/14 10:00 a.m. San Jose, CA

A motion was made by Member Sotelo to adopt the 9/11/14 meeting location, date and time. The motion was seconded by Member Levey and carried unanimously.

- c. 2014 Executive Business Summit Coordinator's Report and 2015 Executive Business Summit Update – CERNTA Secretary – D. Boeg
 - i. All meetings well attended with a slight increase over 2013
 - ii. Proposal will be made at November's meeting for discussion on moving the Annual Summit from May 2015 to July 2015 as well as discuss possible registration fee.
- d. Review and discuss calendar of events – D. Boeg
 - i. No change
- e. Update on implementation of Agent Fee – P. Honny/T. Andreas
 - i. Agents have been contacted regarding the pending fee approved by the Board
 - 1. First invoice scheduled to go out the first week of October
 - 2. No negative feedback from Agents
- f. Review and Ratify revised CERTNA employment contract for Brett Zamora as CERTNA Director of Technical Services removing San Bernardino County as party to contract – P. Honny
 - i. Approved as to legal form – 5/5/2015 – K. Norris
 - ii. Executive Director would like to change Review and Ratify to Review and approve.

A motion was made by Alternate Member House to accept contract as is with the removal of San Bernardino County from the contract. The motion was seconded by Alternate Member Harp and carried unanimously.

- 6. Management
 - a. Review and receive financial reports
 - i. CERTNA Financial Activity Report – T. Andreas

A motion was made by Alternate Member House to adopt the financial report as presented. The motion was seconded by Alternate Member Leonardini and carried unanimously.

- b. Review and Approve Resolution #2014-002 – 2014/2015 CERTNA Annual Operating Budget and Fees – P. Honny/T. Andreas

A motion was made by Member Sotelo to adopt the operating budget and increase the per doc fee to \$.58. The motion was seconded by Member Levey and carried unanimously.

- c. Report on ERDS and G2G implementation process – P. Honny
 - i. Butte County – Client
 - 1. G2G – Live
 - 2. ERDS – In progress
 - ii. Colusa County – Client
 - 1. G2G – MOU Provided
 - iii. Contra Costa County - Client
 - 1. G2G – Live
 - 2. ERDS – Live
 - iv. El Dorado County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - v. Fresno County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - vi. Inyo County
 - 1. Tracking
 - vii. Kern County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - viii. Kings County - Client
 - 1. G2G – Pending
 - 2. ERDS – Pending
 - ix. Merced County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - x. Monterey County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xi. Napa County – Client
 - 1. G2G – Awaiting MOU
 - 2. ERDS - Awaiting MOU
 - xii. Placer County – Client
 - 1. G2G – MOU approved – Awaiting Vendor Integration
 - 2. ERDS – MOU approved – Awaiting Vendor Integration
 - xiii. Sacramento County – G2G
 - 1. G2G – Live
 - xiv. San Bernardino County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xv. San Francisco County - Client
 - 1. G2G - Live
 - 2. ERDS – Live
 - xvi. San Joaquin County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xvii. San Luis Obispo – G2G
 - 1. G2G – Live
 - xviii. Santa Clara County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xix. Santa Cruz County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live

- xx. Shasta – Client / possible Board of Directors
 - 1. G2G – Awaiting MOU
 - 2. ERDS – Awaiting MOU
- xxi. Solano County – Board of Directors
 - 1. G2G – Pending BOS action
 - 2. ERDS – Pending BOS action
- xxii. Sonoma County
 - 1. G2G - Pending
 - 2. ERDS – Pending
- xxiii. Stanislaus County
 - 1. Tracking
- xxiv. Tehama County – G2G
 - 1. G2G – Live
 - 2. ERDS – In progress

d. Update on G2G Submitters – Various

- i. Employment Development Department (EDD)
 - 1. Live
- ii. Board of Equalization (BOE) – Update provided by C. Sampson
 - 1. Live
 - a. Began phase 3 effort
- iii. Franchise Tax Board (FTB) – Updated provided by B. Sizer
 - 1. Live
 - a. Future date issue has been resolved
- iv. Department of Child Support Services (DCSS) – Update provided by P. Honny
 - 1. Moving forward
 - a. Expect to have title fix in place in November
 - b. Expect to have missing signature issue fixed by November
- v. Megabyte Systems – Update provided by P. Honny
 - 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. Teresa Williamson – Chair
 - 1. Smaller than usual turn out
 - 2. Education topic this month was on Reports
 - a. All reports were reviewed and discussed. Many suggestions made regarding enhancing or eliminating currently available reports
 - b. There will be two follow up meetings. One in No. California regarding the County Workstations and one in So. California regarding Agents Workstations.
 - 3. No update available for Best Practices committee

- b. Technical Standards Committee – P. Honny
 - i. No Meeting this month. Next meeting will be scheduled once B. Zamora starts.
 - ii. Reboot began in May and will be handed over to B. Zamora upon his start.

- 8. Continuing Business
 - a. Follow-up to Annual Summit Meeting
 - i. Risk
 - 1. Housing – currently no change necessary
 - b. Token update
 - i. The new tokens are available. Executive Director waiting on notifications from counties that the new SafeNet Client has been installed. Once notification is received the new tokens will be sent out.

- 9. New Business
 - a. P. Honny provided update on behalf of G. Alcomendras
 - i. There will be a CERTNA Secure meeting to be held at the next Recorder's Conference. G. Alcomendras will be attending and reporting back to the Board.

- 10. Board of Directors
 - a. El Dorado has added eRecord to their website which has been positively received.

- 11. Public Comment
 - a. It is CERTNA's 7 year anniversary

- 12. Adjourn to Executive Business Summit at 12:00

A motion was made by Alternate Member House to adjourn at 12:00. The motion was seconded by Alternate Member Leonardini and carried unanimously.