

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

Thursday, November 14, 2019

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Board of Directors

Sean Saldavia, Chair, Santa Cruz County
Steve Bestolarides, Vice-Chair, San Joaquin County
Janelle Horne, Member, El Dorado County
Paul Dictos, Member, Fresno County
Jon Lifquist, Member, Kern County
Rebecca Martinez, Madera County
Barbara Levey, Member, Merced County
Stephen Vagnini, Chair, Monterey County
Bob Dutton, Member, San Bernardino County
Gina Alcomendras, Member, Santa Clara County
Leslie Morgan, Member, Shasta County
Marc Tonnesen, Member, Solano County

CERTNA Board of Directors meeting was heard at the San Joaquin County Assessor-Recorder
44 N. San Joaquin Street, Ste. 260, Stockton CA 95202

CERTNA Staff

Patrick Honny, CERTNA Executive Director, San Bernardino County
Brett Zamora, CERTNA Technical Director
Paula Pesut, CERTNA Secretary, Placer County
Ajaib Gill, CERTNA Business Manager, Kern County

8:00 a.m. closed session of the CERTNA Board of Directors

10:08 a.m. reconvened public session of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Alternate Chair Carol Sutherland
 - a. Board of Directors Roll Call

Present:

Board of Directors:

Carol Sutherland, Alternate Chair, Santa Cruz County
Karen Johnson, Alternate Vice Chair, San Joaquin County
Janelle Horne, Member, El Dorado County
Paul Dictos, Member, Fresno County
John Lifquist, Member, Kern, County
Phillip Robinson, Alternate Member, Merced County
Joani Finwall, Alternate Member, San Bernardino (Remote)
Melanie Frazer, Alternate Member, Shasta County

2. Report on closed session – Alternate Chair, Carol Sutherland
 - a. Performance evaluation for executive director has been completed; counsel has been directed to come back with final numbers
3. Presentation of the Agenda – Deferring item 8b
4. Public Comment – None
5. Action on consent calendar – None
6. Deferred items
 - a. Review and approve the recruitment and hiring of CERTNA Technical Services Associate III per the job description.

Item was deferred further to January 9, 2020 meeting.

7. General Administration

- a. Review and Approve minutes from September 12, 2019 meeting.

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

- b. Adopt a date, hour, and place of the next Board meeting.
i. Thursday, January 9, 2020 10:00 @ San Joaquin County

A motion was made by Alternate Member Frazer to adopt the 1/9/20 meeting location, date and time as set out above. The motion was seconded by Alternate Member Robinson and carried unanimously.

- c. Provide update on Calendar of Events – P. Pesut

- d. Final update on 2019 Business Summit, including sponsor report and initial update on 2020 Business Summit – P. Pesut

8. Management

- a. Review and receive financial reports
i. CERTNA Financial Activity Report –A. Gill

A motion was made by Member Dictos to receive the Financial Report. The motion was seconded by Alternate Member Johnson and carried unanimously.

- b. Review and approve amendment to the audit services contract with Mark Cousineau increasing the rate for each Substantive Modification Audit report to \$2,500.00 from \$2,000.00 with all other terms and conditions to remain the same – P. Honny

Item was pulled and moved to deferred items for January 9, 2020 meeting.

- c. Report on ERDS and G2G implementation process – P. Honny
i. Alameda County – Client
1. G2G – 2020
2. ERDS - 2020
ii. Alpine County – Client
1. G2G – 2020
2. ERDS - 2020
iii. Butte County – Client
1. G2G – Live
2. ERDS – Live
iv. Calaveras – Client
1. G2G – 2019 – Pending go live date
2. ERDS – 2019 – Pending go live date
v. Contra Costa County - Client
1. G2G – Live
2. ERDS – Live
vi. Del Norte County – 2020
vii. El Dorado County – Board of Directors

1. G2G – Live
2. ERDS – Live
- viii. Fresno County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- ix. Glenn County – Client
 1. G2G – 2019 – Pending go live date
 2. ERDS – 2019 – Pending audit
- x. Kern County – Board of Directors
 1. G2G – Live
 2. ERDS - Live
- xi. Madera – Board of Directors
 1. G2G – Live
 2. ERDS - Live
- xii. Merced County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xiii. Modoc County – Client
 1. G2G – 2019 – Pending go live date
 2. ERDS – 2019 – Pending go live date
- xiv. Mono County - Client
 1. G2G – Live
 2. ERDS – Live
- xv. Monterey County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xvi. Napa County – Client
 1. G2G – Live
 2. ERDS – Live
- xvii. Placer County – Client
 1. G2G – Live
 2. ERDS – Live
- xviii. Plumas – Client
 1. G2G – 2020
 2. ERDS - 2020
- xix. Sacramento County – G2G
 1. G2G – Live
- xx. San Bernardino County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xxi. San Benito - 2020
- xxii. San Francisco County - Client
 1. G2G - Live
 2. ERDS – Live
- xxiii. San Joaquin County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xxiv. San Luis Obispo – Client
 1. G2G – Live
 2. ERDS – Live
- xxv. Santa Clara County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xxvi. Santa Cruz County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xxvii. Shasta – Board of Directors
 1. G2G – Live

- 2. ERDS – Live
 - xxviii. Siskiyou County - 2020
 - xxix. Solano County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xxx. Sonoma County - Client
 - 1. G2G - Live
 - 2. ERDS – Live
 - xxxi. Stanislaus - 2020
 - xxxii. Sutter County – G2G
 - 1. G2G – Live
 - 2. ERDS -?
 - xxxiii. Tehama County – Client
 - 1. G2G – Live
 - 2. ERDS – Live
 - xxxiv. Tuolumne County – Client
 - 1. G2G – 2020
 - 2. ERDS - 2020
 - xxxv. Yuba County – Client
 - 1. G2G – Live
 - 2. ERDS - Live
 - d. Update on G2G Submitters – P. Honny
 - i. Employment Development Department (EDD)
 - 1. Live
 - ii. California Department of Tax and Finance Authority (CDTFA)
 - 1. Live
 - iii. Franchise Tax Board (FTB)
 - 1. Live
 - iv. Department of Child Support Services (DCSS)
 - 1. Live
 - v. Megabyte Systems
 - 1. Tax Collector Interface (not a government agency)
 - a. Butte – Live
 - b. El Dorado - Live
 - c. Merced - Live
 - d. Monterey - Live
 - e. Napa - Live
 - f. Placer County - Live
 - g. San Joaquin County – Live
 - h. Sonoma County - Live
 - i. Shasta County – Live
 - j. Tehama – Live
9. Committee Reports
- a. County Certification Policies and Procedures Committee – P. Pesut
 - b. Technical Standards Committee – P. Honny
10. Continuing Business
- a. Unified MOU process overview and update – P. Honny
 - i. Drafting and will send out for review
 - ii. Will be adding new submitter type of other; this will be for submitter types that are not grandfathered in
 - iii. All existing submitters will need to execute the updated MOUs
 - b. Grant Program update – P. Honny
 - c. DOJ Regulation process update – P. Honny
 - i. Removing as the regulation process has been completed
 - d. CERTNA Technical Services Associate III Recruitment update – P. Honny

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- i. Further deferred items to January 9, 2020 meeting
 - e. "In Case of Emergency" Documentation (January) – P. Honny
 - i. Targeting having a redacted draft for Board to review at January meeting
 - f. AI2 Business Plan – Trusted System Certification (June) – P. Honny
 - i. Targeting to have ready to present to BOD in June
- 11. New Business – P. Honny
 - a. Update Unified MOU and Policies and Procedures related to new submitter type.
Present to BOD in January
 - b. DaFPPC Form 700 Filing for 2019
- 12. Board of Directors - None
- 13. Adjourn 11:13 a.m.