

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

Thursday Sept 9, 2021

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Board of Directors

Sean Saldavia, Chair, Santa Cruz County

Janelle Horne, Member, El Dorado County

Jon Lifquist, Member, Kern County

Stephen Vagnini, Member, Monterey County

CERTNA Board of Directors meeting was heard via video conference

CERTNA Staff

Richard Sherman, CERTNA Strategic Operations Director

Paula Pesut, CERTNA Secretary, eRecording Partners Network

Karina Moreno, CERTNA Business Manager, Kern County

Nubia Goldstein, WhiteBrenner LLP, CERTNA General Counsel

10:02 a.m. convened meeting 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

Brian Pace, Alternate Vice Chair, Kern County

Catrina Christensen, Alternate Member, El Dorado County

Alicia Sotelo, Alternate Member, Monterey County

2. Presentation of the Agenda – None
3. Public Comment – None
4. Action on consent calendar – None
5. Deferred items - None
6. General Administration
 - a. Review and Approve minutes from previous meeting
 - i. Regular Meetings 7/8/2021

A motion was made by Alternate Chair Sutherland to approve minutes from July 8, 2021 meeting. The motion was seconded by Alternate Member Horne, roll call vote was taken and the motion passed with a 4-0-0 vote.

Santa Cruz County – Aye

El Dorado County – Aye

Kern County – Aye

Monterey County – Aye

- b. Adopt a date, hour, and place of the next Board meeting.
 - i. Thursday, September 9, 2021 10:00 am @ location and format to be determined.

A motion was made by Alternate Member Sotelo to adopt the 11/10/2021 regular

meeting location, date and time as set out above. The motion was seconded by Alternate Member Sotelo, roll call vote was taken and the motion passed with a 4-0-0 vote.

Santa Cruz County – Aye

El Dorado County – Aye

Kern County – Aye

Monterey County – Aye

7. Management

- a. Review and receive CERTNA Financial Activity Reports – K. Moreno, CERTNA Business Manager

A motion was made by Alternate Member Sotelo to receive the financial reports. The motion was seconded by Alternate Member Pace, roll call vote was taken and the motion passed with a 4-0-0 vote.

Santa Cruz County – Aye

El Dorado County – Aye

Kern County – Aye

Monterey County – Aye

- b. Review and Adopt 21-22 Proposed Budget Resolution 2021-006 – R. Sherman, CERTNA Strategic Operations Director, C. Sutherland, CERTNA Chair

A motion was made by Alternate Member Pace to adopt 21-22 Proposed Budget Resolution 2021-006. The motion was seconded by Alternate Member Horne, roll call vote was taken and the motion passed with a 4-0-0 vote.

Santa Cruz County – Aye

El Dorado County – Aye

Kern County – Aye

Monterey County – Aye

- c. Review and authorize the Operations Director to enter into an agreement with ADP Payroll Services. Estimated annual cost of \$1,600.00 – R. Sherman, CERTNA Strategic Operations Director, C. Sutherland CERTNA Chair

A motion was made by Alternate Member Horne to authorize the Operations Director to enter into an agreement with ADP Payroll Services. Estimated annual cost of \$1,600.00. The motion was seconded by Alternate Member Pace, roll call vote was taken and the motion passed with a 4-0-0 vote.

Santa Cruz County – Aye

El Dorado County – Aye

Kern County – Aye

Monterey County – Aye

- d. Authorize the CERTNA Operations Director to open a checking account in the amount of \$100,000 with Wells Fargo Bank to fund payroll with ADP – C. Sutherland, CERTNA Chair

A motion was made by Alternate Member Pace to authorize the CERTNA Operations Director to open a checking account in the amount of \$100,000 with Wells Fargo Bank to fund payroll with ADP. The motion was seconded by Alternate Member Horne, roll call vote was taken and the motion passed with a 4-0-0 vote.

Santa Cruz County – Aye

El Dorado County – Aye

Kern County – Aye

Monterey County – Aye

- e. Adopt resolution 2021-007 and MOU authorizing participation in SDRMA's (Special District Risk Management Authority) health benefits program and execute the MOU – C. Sutherland, CERTNA Chair

A motion was made by Alternate Member Pace to adopt resolution 2021-007 and MOU authorizing participation in SDRMA's (Special District Risk Management Authority) health benefits program and execute the MOU. The motion was seconded by Alternate Member Sutherland, roll call vote was taken and the motion passed with a 4-0-0 vote.

Santa Cruz County – Aye

El Dorado County – Aye

Kern County – Aye

Monterey County – Aye

- f. Approve contract with White Brenner LLP to amend name change from Churchwell White – C. Sutherland, CERTNA Chair

A motion was made by Alternate Member Horne to approve contract with White Brenner LLP to amend name change from Churchwell White. The motion was seconded by Alternate Member Pace, roll call vote was taken and the motion passed with a 4-0-0 vote.

Santa Cruz County – Aye

El Dorado County – Aye

Kern County – Aye

Monterey County – Aye

- g. Approve and ratify MOU with Sonoma County – R. Sherman, CERTNA Strategic Operations Director

A motion was made by Alternate Member Pace to approve and ratify MOU with Sonoma County. The motion was seconded by Alternate Member Sutherland, roll call vote was taken and the motion passed with a 4-0-0 vote.

Santa Cruz County – Aye

El Dorado County – Aye

Kern County – Aye

Monterey County – Aye

- h. Adopt the revised By-Laws to change Section III (B)(2) changing the meeting day to the second Wednesday of every other month at 10:00 a.m. – C. Sutherland, CERTNA Chair

A motion was made by Alternate Member Horne to adopt the revised By-Laws to change Section III (B)(2) changing the meeting day to the second Wednesday of every other month at 10:00 a.m. The motion was seconded by Alternate Member Pace, roll call vote was taken and the motion passed with a 4-0-0 vote.

Santa Cruz County – Aye
El Dorado County – Aye
Kern County – Aye
Monterey County – Aye

- i. Approve MOU renewal with DCSS for G2G eRecording – R. Sherman, CERTNA Strategic Operations Director

A motion was made by Alternate Member Pace to approve MOU renewal with DCSS for G2G eRecording The motion was seconded by Alternate Member Sotelo, roll call vote was taken and the motion passed with a 4-0-0 vote.

Santa Cruz County – Aye
El Dorado County – Aye
Kern County – Aye
Monterey County – Aye

- 8. Continuing Business - None
- 9. New Business - None
- 10. Board of Directors - None
- 11. Adjourn – 11:09 a.m.