

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

Thursday, March 9, 2017

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Board of Directors

Stephen Vagnini, Chair, Monterey County  
Sean Saldavia, Vice-Chair, Santa Cruz County  
William Schultz, El Dorado County  
Paul Dictos, Member, Fresno County  
Jon Lifquist, Member, Kern County  
Barbara Levey, Member, Merced County  
Bob Dutton, Member, San Bernardino County  
Steve Bestolarides, Member, San Joaquin County  
Gina Alcomendras, Member, Santa Clara County  
Leslie Morgan, Member, Shasta 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.

Present:

Board of Directors:

Carol Sutherland, Alternate Vice-Chair, Santa Cruz County  
Gina Luna, Alternate, Fresno County  
Brian Pace, Alternate, Kern County  
Barbara Levey, Member, Merced County  
Dana Gardner, Alternate, San Bernardino County  
Steve Bestolarides, Member, San Joaquin County  
Paula Pesut, Alternate, Shasta County

CERTNA Staff:

Patrick Honny, CERTNA Executive Director, San Bernardino County  
Dana Gardner, CERTNA Secretary, San Bernardino County  
Ajaib Gill, CERTNA Business Manager, Kern County

Off-Site Contributors (teleconference):

Robert Messinger, CERTNA Counsel, San Bernardino County

10:00 a.m. convened meeting of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Alternate Vice-Chair Sutherland.
2. Presentation of the Agenda - P. Honny
3. Action on consent calendar – None.
4. Deferred items – None
5. General Administration
  - a. Call to order – C. Sutherland, Alternate Vice-Chair
  - b. Review and approve minutes from the previous meeting.  
The minutes from January 12, 2017 were reviewed.

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

- c. Adopt a date, hour, and place of the next Board meeting.
  - i. Thursday, May 11, 2017 10:00 @ San Joaquin, CA

A motion was made by Member Bestolarides to adopt the 5/11/17 meeting location, date and time as set out above. The motion was seconded by Alternate Luna and carried unanimously.

- d. Review and discuss calendar of events – D. Gardner
  - i. There is a correction to the date of the June Annual Summit. It has been moved to June 14 – 16, 2017.
- e. Update on Executive Business Summit – D. Gardner
  - i. The Hilton contract has been signed.
  - ii. The contract for Roaring Camp Railroads being presented for approval later on the agenda
  - iii. Registration form being sent out on Monday.

6. Management

- a. Review and receive financial reports
  - i. CERTNA Financial Activity Report – Presented by P. Honny

A motion was made by Member Levey to receive the Financial Report. Motion was seconded by Alternate Pesut and carried unanimously.

- b. Update on CERTNA Grant Program - P. Honny
  - i. Discuss and approve updated grant thresholds of Tier1-<10,001 documents recorded may request up to \$10,000 and Tier 2 – 10,001 – 20,000 documents recorded may request up to \$2,500 – P. Honny

Motion to approve was made by Alternate Gardner. The motion was seconded by Member Levey and carried unanimously.

- c. Review and Authorize the Executive Director to execute Contract with Roaring Camp, Inc. to provide various entertainment services for the CERTNA Annual Business Summit scheduled for 6/14/17 – 6/16/17.
  - i. Approved as to legal form – R. Messinger 3/2/17

A motion was made by Alternate Pesut to authorize the Executive Director to execute Roaring Camp contract. Motion was seconded by Alternate Luna and carried unanimously.

- d. Report on ERDS and G2G implementation process – P. Honny
  - i. Butte County – Client
    - 1. G2G – Live
    - 2. ERDS – Live
  - 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. Madera 2017/18
- vii. Merced County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- viii. Mono County
  - 1. G2G – In Process
  - 2. ERDS – In Process
- ix. Monterey County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- x. Napa County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
- xi. Placer County – Client
  - 1. G2G – Live
  - 2. ERDS – Certified – Live Pending
- xii. Sacramento County – G2G
  - 1. G2G – Live
- xiii. San Bernardino County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xiv. San Francisco County - Client
  - 1. G2G - Live
  - 2. ERDS – Live
- xv. San Joaquin County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xvi. San Luis Obispo – Client
  - 1. G2G – Live
  - 2. ERDS – 2017
- xvii. Santa Clara County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xviii. Santa Cruz County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xix. Shasta – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xx. Solano County – 2017
  - 1. G2G – Live
  - 2. ERDS – In Process
- xxi. Sonoma County - Client
  - 1. G2G - Live
  - 2. ERDS – Live
- xxii. Sutter County - Client
  - 1. 1. G2G – Live
- xxiii. Tehama County – Client
  - 1. G2G – Live
  - 2. ERDS – Live

- e. Update on G2G Submitters – Various
  - i. Employment Development Department (EDD)
    - 1. Live
    - 2. No Update
  - ii. Board of Equalization (BOE)
    - 1. Live
    - 2. No Update
  - iii. Franchise Tax Board (FTB)
    - 1. Live
    - 2. No Update
  - iv. Department of Child Support Services (DCSS) – P. Honny
    - 1. Live
    - 2. No Update
  - v. Megabyte Systems – Update provided by P. Honny
    - 1. Tax Collector Interface (not a government agency)
      - a. Butte - Live
      - b. Merced - Live
      - c. Monterey - Live
      - d. Napa - Live
      - e. Placer County - Live
      - f. San Joaquin County – Live
      - g. Sonoma County - Live
      - h. Shasta County – Live
      - i. Tehama – Live
- 7. Committee Reports
  - a. County Certification Policies and Procedures Committee –Teresa Williamson – Chair
    - i. Discussed Reports as an Education topic for new Counties
  - b. Technical Standards Committee – Provided by P. Honny on behalf of B. Zamora Chair
    - 1. Continued Apex beta testing with San Bernardino County and DPS
      - a. All reports have been positive
    - 2. Apex administration and Apex reports are the next 2 features
    - 3. XML updates will be going out for comment
    - 4. Expecting full role out in July
    - 5. Further role out based on different vendors
- 8. Continuing Business
  - a. Unified MOU process overview – P. Honny
    - i. Discuss and adopt updated digital signature language
  - b. FPPC Form 700 Reporting for 2016 – P. Honny
    - i. If you haven't already, this is a reminder that is due April 3rd
  - c. Payroll Time Reporting Process – P. Honny
    - i. Expect to have something to bring back to the Board in May
- 9. New Business
  - a. CERTNA Executive Summit Sponsorship Program – P. Honny
    - i. Resolution will be brought to the Board in May.
  - b. Extension of the Southtech contract through the end of the FY – P. Honny
  - c. DOJ ERDS Advisory Committee Meeting April 6, 2017 – P. Honny

- d. County specific MOU's are out of date and need to be updated by a date to be determined. If not updated by date set, new MOU's will not be able to be activated.

10. Board of Directors

- a. Introduction of Karen Johnson the new Assistant Assessor Recorder for San Joaquin – S. Bestolarides

11. Public Comment

- a. None

12. Adjourn 10:54