

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

Thursday January 8, 2015

Page 1 of 5

Board of Directors

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

Bill Schultz, Chair, El Dorado County
Ken Blakemore, Vice Chair, San Joaquin County
James Holly, Alternate Member, Fresno County
Jon Lifquist, Member, Kern County
Barbara Levey, Member, Merced County
Alicia Sotelo, Alternate Member, Monterey County
Dana Boeg, Alternate Member, San Bernardino County
Wardell House, 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):

Regina Coleman, 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 - P. Honny
3. Action on consent calendar – None.
4. Deferred items – None
5. General Administration
 - a. Confirmation of the 2015-2016 Chairman of the Board – W. Schultz
 - i. Confirm the Vice-Chair, Kenneth Blakemore, San Joaquin County, as the Chairman of the Board of Directors for CERTNA with a term of Jan 8, 2015 - Dec 31, 2016.

- ii. Confirmation of Vice Chair Kenneth Blakemore, San Joaquin County as the Board of Directors for Certna with a term of Jan 8, 2015 - Dec 31, 2016.

Ayes: 9 Nays: 0 Carried Unanimously

- b. Selection of 2015-2016 Vice Chairman of the Board of Directors for CERTNA with a term of Jan 8, 2015 – Dec 31, 2016.
 - i. Chairman Blakemore nominates Member Stephen Vagnini, Monterey County as Vice-Chairman of the Board of Directors for Certna. No further nominations were made.

A motion was made to nominate Stephen Vagnini, Monterey County as 2015/2016 Vice Chairman of the Board by Chair Blakemore and was seconded by Member Lifquist. Motion was carried unanimously.

Confirmation of Vice Chair Stephen Vagnini, Monterey County

Ayes: 9 Nays: 0 Carried Unanimously

Alicia Sotelo Alternate Member accepts on behalf of Stephen Vagnini

- c. Passing of Chairman's gavel – W. Schultz to K. Blakemore
- d. Call to Order – K. Blakemore – Chairman
 - i. Call to Order at 10:08
- e. Review and Approve changes to Certna Bylaws – P. Honny
 - i. Change Bylaws to allow Board member alternates to act on behalf of the member in all CERTNA duties to include Chair and Vice-Chair.

A motion was made to accept changes to bylaws in items IV A page 4 by Member Schultz. The motion was seconded by Member Levey was carried unanimously.

- f. Review and approve minutes from the previous meeting.
The minutes from November 13, 2014 were reviewed.

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

- g. Adopt a date, hour, and place of the next Board meeting.
 - i. 3/12/2015 10:00 a.m. San Jose, CA

A motion was made by Member Lifquist to adopt the 3/12/2015 meeting location, date and time. The motion was seconded by Member Schultz and carried unanimously.

- h. Update on Board of Directors composition – P. Honny
 - i. Seat Shasta County – Leslie Morgan
 - ii. Kern County – Jon Lifquist
 - iii. San Bernardino County – Robert Dutton
- i. Review and discuss calendar of events – D. Boeg
 - i. Calendar of events for 2015 was presented

- j. Ratify the annual support contract with Xerox for CERTNA technical support services in an amount not to exceed \$50,000 – P. Honny

A motion was made by Member Schultz to ratify the annual support contract as presented. The motion was seconded by Alternate Member Sutherland and carried unanimously.

- k. Review and Approve the revised contract with FTB – P. Honny
 - i. This is a no-cost contract
 - ii. Removes the CERTNA “Exclusivity Clause”.
 - iii. Previously approved as to legal form.

A motion was made by Alternate Member House to approve the revised contract. The motion was seconded by Member Schultz 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 Member Levey and carried unanimously.

- b. Review and Receive Audit of CERTNA Financial Statement – T. Andreas

A motion was made by Member Levey to accept the Audit of Certna Financial Statement as presented. The motion was seconded by Alternate Member Sutherland and carried unanimously.

- c. Report on ERDS and G2G implementation process – B. Zamora
 - 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 G2G & ERDS 2015
 - 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

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Thursday January 8, 2015

Page 4 of 5

- 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 – Testing
 - 2. ERDS – In Process
 - 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
 - 2. ERDS – No progress
 - 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 – Board of Directors
 - 1. G2G – MOU Received
 - 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 - Testing
 - 2. ERDS – Awaiting MOU
 - xxiii. Stanislaus County
 - 1. G2G – Awaiting MOU
 - 2. ERDS – Awaiting MOU
 - xxiv. Tehama County – G2G
 - 1. G2G – Live
 - 2. ERDS – In progress
- d. Update on G2G Submitters – Various
- i. Employment Development Department (EDD) – B. Zamora
 - 1. Live
 - ii. Board of Equalization (BOE) – Update provided by B. Zamora
 - 1. Live
 - iii. Franchise Tax Board (FTB) – Updated provided by B. Zamora

1. Live
- iv. Department of Child Support Services (DCSS) – Update provided by B. Zamora
 1. Live
- v. Megabyte Systems – Update provided by P. Honny
 1. Tax Collector Interface
 - a. Placer County - Live
 - b. San Joaquin County – Testing
 - c. Merced County – Live
 - d. Monterey County - Live
7. Committee Reports
 - a. County Certification Policies and Procedures Committee
 - i. Teresa Williamson – Chair (presented by P. Honny)
 1. Discussion and review of 2 new reject reasons to address the 2015 notary acknowledgment requirement change and the Non-disclosed DTT are to be added.
 2. Discussion regarding MOU changes that would address the needed clarity of the responsibilities and liabilities of the Submitter/Sender/Agent.
 3. Discussion regarding changes to allow the Executive Director to sign 1 MOU on behalf of all counties
 4. Recommended changes to MOU, policy and practice will be brought to the board for approval as being developed.
 - b. Technical Standards Committee
 - i. B. Zamora – Chair
 1. Updates being put in place over 3 day weekend in February
 2. Further updates expected prior to July 1, 2015.
 - a. Recommendation made by Member Schultz to have a technical update announcement on the list serve
8. Continuing Business
 - a. Update on business Summit scheduled for July
 - i. Save a date will be sent soon
 - ii. Agenda will include a Friday morning session
 - iii. A dinner will be added this year
 - iv. Registration form which will include a fee will be sent out beginning of February
 - b. Auditor Update
 - i. New auditor scheduled to start mid-January
 1. Several audits currently pending
9. New Business
 - a. All Counties E-Recording Initiative – P. Honny
 - i. Developing a plan to present at the Annual Summit
 - b. New Alternate designations for 2015 – P. Honny
 - i. Email will be sent out to all to verify all alternates for each of the counties
 - c. Form 700 – P. Honny
 - i. Form 700 workshop by K. Norris is available if needed
10. Board of Directors
 - i. Presentation of Chairman's plaque to W. Schultz – K. Blakemore

11. Public Comment

12. Adjourn 11:54