

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

Thursday March 14, 2013

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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 Training and Conference Center at Charcot Suite 102, 2310 N. First Street, San Jose, CA 95131

Present:

Board of Directors:

William Schultz, Chair, El Dorado County
Ken Blakemore, Vice Chair, San Joaquin County
James Holly, Alternate Member, Fresno County
Jim Fitch, Member, Kern County
Barbara Levey, Member Merced County
Dan Harp, Alternate Member, San Bernardino County
Mike Rocha, 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):

Kevin Norris, CERTNA Counsel, San Bernardino County

10:09 a.m. convened meeting of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Chair Alcomendras.
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 January 10, 2013 were reviewed.

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

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- b. Adopt a date, hour, and place of the next Board meeting.
 - i. Discussion to move meeting from May 9, 2013 to May 16, 2013 at 10:00 a.m. due to a scheduling conflict with a Principals Meeting for CRAC. The May Committee meetings, BOD meeting and the Annual Strategic Planning and Action meeting is to be held in El Dorado County.

A motion was made by Member Vagnini to adopt the 5/16/13 meeting location, date and time. The motion was seconded by Member Levey and carried unanimously.

6. Management

- a. Review and discuss calendar of events – P. Honny
 - i. Update to follow
- b. Review and receive financial reports
 - i. CERTNA Financial Activity Report – T. Andreas

A motion was made by Member Fitch to accept the financial reports as presented by T. Andreas. The motion was seconded by Alternate Member Rocha and carried unanimously.

- c. Report on Audited Financial Statements and CERTNA policies – L. Walker– Auditor-Controller, San Bernardino County
 - i. Recommendation made for the staff at Kern County to apply for the annual award for financial report
 - ii. Direction given to P. Honny to work with T. Andreas on applying for the annual award.
- d. Review and receive audited Financial Statements for the year ended June 30, 2012 – P. Honny

A motion was made by Member Levey to receive and accept the Financial Statements as presented by P. Honny. The motion was seconded by Member Holly and carried unanimously.

- e. Review and adopt modified CERTNA bylaws – P. Honny
 - i. Approved as to legal form 3/8/13 – K. Norris
 - 1. Defining the term of service for the Chair and Vice Chair as two years.

A motion was made by Member Fitch to accept an extension of the service of both the Chair and Vice Chair to a 2 year term. The motion was seconded by Member Levey and carried unanimously.

- 2. Apply term modification retroactively to current Chair and Vice Chair.

A motion was made by Member Fitch to accept the modification of the service of both the current Chair and Vice Chair to a 2 year term to be made retroactively. The motion was seconded by Member Levey and carried unanimously.

- f. Update on CERTNA Insurance – P. Honny
 - i. Key-person Life Insurance – In effect thru February 2014
 - 1. \$2,000,000 Life

- g. Department of Justice Local Inspection Audits – P. Honny
 - i. CERTNA – 3/7/13 Completed
 - ii. Fresno County – 4/17/13
 - iii. Kern County 4/18/13

- h. Travel Update – P. Honny
 - i. San Jose, CA 1/9/13-1/10/13 – CERTNA Committee and Board Meetings
 - ii. San Jose, CA 1/22/13 Technical Standards Conference
 - iii. Salt Lake City, UT 2/14/13-2/15/13 – Quarterly datacenter maintenance
 - iv. Merced County – 2/2/13 – 2/27/13 – Title company meeting
 - v. El Dorado County – 2/28-3/1 – System audit and title company meeting
 - vi. Kings County – 3/20/13 – Demo
 - vii. Las Vegas, NV 3/27/13-3/28/13 Quarterly datacenter maintenance

- i. Report on ERDS and G2G implementation process – P. Honny
 - i. Butte County – Client
 - 1. G2G – Pending vendor integration
 - 2. ERDS – Pending vendor integration
 - ii. Contra Costa County - Client
 - 1. G2G – Live
 - 2. ERDS – Live
 - iii. El Dorado County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Audit In-Process
 - 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. Merced County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Audit in progress
 - vii. Monterey County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - viii. Placer County – Client
 - 1. G2G – MOU in review
 - 2. ERDS – MOU in review
 - ix. Sacramento County – G2G
 - 1. G2G – Live
 - x. San Bernardino County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xi. San Francisco County - Client
 - 1. G2G - In-Process
 - 2. ERDS – Approved
 - xii. San Joaquin County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live

- xiii. Santa Clara County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xiv. Santa Cruz County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Approved
 - xv. Solano County – Board of Directors
 - 1. G2G – Pending BOS action
 - 2. ERDS – Pending BOS action
 - xvi. Tehama County – G2G
 - 1. G2G – Live
 - 2. ERDS – Working with vendor

 - j. Update on G2G Submitters – Various
 - i. Employment Development Department (EDD)
 - 1. Live
 - ii. Board of Equalization (BOE)
 - 1. Live
 - iii. Franchise Tax Board (FTB)
 - 1. Live
 - iv. Department of Child Support Services (DCSS)
 - 1. Project in process. Contract in draft.
 - v. Megabyte Systems
 - 1. Tax Collector Interface – Testing
 - a. San Joaquin County
 - b. Merced County

 - 7. Committee Reports.
 - a. County Certification Policies and Procedures Committee
 - i. Mike Rocha – Chair
 - 1. 2 TSC meetings held
 - a. San Jose and San Bernardino
 - i. Discussion included Type 1 and Type 2 submissions
 - 2. Help Desk Update
 - 3. Umbrella Accounts (Pilot)
 - a. San Bernardino to report
 - 4. MOU (Submitter) Revisions
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8. Continuing Business
 - a. Form 700s due
 - b. CERTNA county startup support program.
 - c. Agent Access Fee Agreement.
 - d. Insurance Coverage review.
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9. New Business
 - i. None
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10. Board of Directors
 - a. Special Recognition
 - i. Debra Wilson, - San Joaquin County
 - ii. County, in recognition of her contributions to CERTNA – W. Schultz / K. Blakemore

- iii. Karen Kitchen, Business Manager – Kern County, in recognition of her contributions to CERTNA – W. Schultz / J. Fitch
- iv. De Ana Thompson, Alternate Board Member – San Bernardino County, on the occasion of her retirement from public services and in recognition of her contributions to CERTNA – W. Schultz / D. Draeger
- v. Jim Fitch, Board Member – Kern County, on the occasion of his retirement from public service and in recognition of his contributions to CERTNA – W. Schultz / L. Walker

11. Public Comment

- a. Chris, SPL – approached by the Education Committee of CLTA, looking for a No. Calif. County to discuss rejects. Ken Blakemore, San Joaquin County has volunteered.

12. Adjourn 11:54.