

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

Thursday January 14, 2016

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Board of Directors

Steve Bestolarides, Chair, San Joaquin County
Stephen Vagnini, Vice Chair, Monterey 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
Gina Alcomendras, Member, Santa Clara County
Sean Saldavia, Member, Santa Cruz County
Leslie Morgan, Member, Shasta County

CERTNA Board of Directors meeting was heard at the Santa Clara County Roads and Airports Department 101 Skyport Drive San Jose, CA 95110

Present:

Board of Directors:

Steve Bestolarides, Chair, San Joaquin County
Alicia Sotelo, Alternate-Vice Chair, Monterey County
William Schultz, El Dorado County
Gil Carter, Alternate, Fresno County
Brian Pace, Alternate, Kern County
Barbara Levey, Member, Merced County
Joani Finwall, Alternate, San Bernardino County
Wardell House, Alternate, Santa Clara County
Carol Sutherland, Alternate, 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):

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 Chair Blakemore.
2. Presentation of the Agenda - P. Honny
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 July 9, 2015 were reviewed.

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

- b. Adopt a date, hour, and place of the next Board meeting.

- a. Thursday, 3/10/16 10:00 a.m. @ San Joaquin, CA

A motion was made by Chair Bestolarides to adopt the 3/10/16 meeting location, date and time as set out above. The motion was seconded by Member Levey and carried unanimously.

- c. Review and discuss calendar of events – D. Boeg
 - 1. Updated Calendar presented
 - 2. Conflict with Business Summit Meeting in July with CACEO Conference.
 - d. Update on Executive Business Summit – D. Boeg
 - 1. Presented optional dates available at Hotel if it is decided to move the date.
6. Management
- a. Review and receive financial reports
 - a. CERTNA Financial Activity Report – T. Andreas
 - b. Provide update on outside audit of CERTNA Financial Statement – T. Andreas
 - c. Review and authorize Executive Director to modify and execute Agreement with Lake Tahoe Resort Hotel for CERTNA 2016 Strategic Summit – P. Honny
 - a. Approved as to legal form by Robert Messinger – 11/4/2015
 - b. The week of July 26th is recommended for the CERTNA Strategic Summit.
 - c. P. Honny will be sending out an email to confirm which week works best for everyone.

A motion was made by Member Schultz to authorize the Executive Director to modify and execute Agreement with Lake Tahoe Resort Hotel. The motion was seconded by Alternate Member Carter and carried unanimously.

- d. Review and adopt CERTNA Resolution 2016-001 “Authorization for Unified MOU” – P. Honny
 - a. Resolution was read by P. Honny
 - b. Discussion: The Executive Director will be putting together bullet points for a procedure which will outline the process of signing and approving the new MOU.
 - 1. There will be an Opt-in process
 - 2. Goal is to present procedures at the next Board meeting

Ayes: 9 Nays: 0 Carried Unanimously

A motion was made by Member Schultz to adopt CERTNA Resolution #2016-001. The motion was seconded by Member Levey.

- e. Review and authorize Executive Director to release RFP for system development services in an amount not to exceed \$100,000 – P. Honny

Ayes: 9 Nays: 0 Carried Unanimously

- f. Update on CERTNA System Audit – P. Honny
 - a. DOJ has approved the Audit Report. Next one due in 2 years.
- g. Report on ERDS and G2G implementation process – P. Honny
 - a. Butte County – Client

1. G2G – Live
2. ERDS – In progress (Audit)
- b. Contra Costa County - Client
 1. G2G – Live
 2. ERDS – Live
- c. El Dorado County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- d. Fresno County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- e. Kern County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- f. Merced County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- g. Monterey County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- h. Napa County – Client
 1. G2G – In progress
 2. ERDS – In progress (Audit)
- i. Placer County – Client
 1. G2G – Live
 2. ERDS – In Process (Audit)
- j. Sacramento County – G2G
 1. G2G – Live
- k. San Bernardino County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- l. San Francisco County - Client
 1. G2G - Live
 2. ERDS – Live
- m. San Joaquin County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- n. San Luis Obispo – G2G
 1. G2G – Live
 2. ERDS – No progress
- o. Santa Clara County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- p. Santa Cruz County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- q. Shasta – Board of Directors
 1. G2G – Live
 2. ERDS – In progress (Audit)
- r. Solano County
 1. G2G – Pending BOS action
 2. ERDS – Pending BOS action
- s. Sonoma County
 1. Live

- 2. ERDS – In progress (Audit)
 - t. Sutter County
 - 1. G2G – In progress
 - u. Tehama County – Client
 - 1. G2G – Live
 - 2. ERDS – In progress (Audit)
- h. Update on G2G Submitters – Various
 - a. Employment Development Department (EDD) – Update provided by P. Honny
 - 1. Live
 - 2. No Update
 - b. Board of Equalization (BOE) – Update provided by C. Sampson
 - 1. Live
 - a. Have completed testing and adding counties
 - c. Franchise Tax Board (FTB) – Updated provided by P. Honny
 - 1. Live
 - a. Have completed testing and adding counties
 - d. Department of Child Support Services (DCSS) – Update provided by P. Honny
 - 1. Live
 - e. Megabyte Systems – Update provided by P. Honny
 - 1. Tax Collector Interface (not a government agency)
 - a. Placer County - Live
 - b. San Joaquin County – Live
 - c. Merced County – Live
 - d. Monterey County – Live
- 7. Committee Reports
 - a. County Certification Policies and Procedures Committee
 - a. Teresa Williamson – Chair
 - 1. Main topic covered was the Education topic which was regarding the clean-up of reports and new reports
 - b. Technical Standards Committee
 - a. P. Honny on behalf of B. Zamora - Chair
 - 1. Provided Training/Education of Reports
- 8. Continuing Business
 - a. None
- 9. New Business
 - a. It is Form 700 time again.
- 10. Board of Directors
 - a. None.
- 11. Adjourn to Closed Session
 - a. Performance Evaluation for Patrick Honny – CERTNA Executive Director

b. 11:16

12. Meeting Re-Adjourned at 12:36
 - a. Nothing to report

Meeting Adjourned 12:37