

CERTNA Board of Directors Meeting Notice and Agenda  
Draft: 9/4/2020  
Modified: 9/8/2020  
Transmittal and posting date: 9/4/2020-9/8/2020  
Meeting date: 9/10/2020

MEETING NOTICE and AGENDA

BOARD OF DIRECTORS

**CALIFORNIA ELECTRONIC RECORDING TRANSACTION NETWORK  
AUTHORITY (CERTNA)**

**Thursday, September 10, 2020**

**10:00 A.M.  
PUBLIC SESSION**

COVID-19

The CERTNA Board of Directors is holding meetings to conduct essential authority business pursuant to the provisions of the Governor's Executive Orders N-25-20 (March 12, 2020) and N-29-20 (March 17, 2020), which suspends certain requirements of the Ralph M. Brown act. Members of the Board of Directors may attend the meeting via video conference or phone conference, and will participate in the meeting to the same extent as if they were present. Members of the public may participate electronically in the meetings via phone conference provided by CERTNA. You may listen and participate by dialing and awaiting instruction at:

Phone: United States: (872) 240-3412  
Access Code: 525-470-413

AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public and a brief general description of items of business to be transacted or discussed. The Authority may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

CERTNA Consent Calendar Matters may be approved in one motion unless a Board Member requests separate action which he/she deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The Chairman reserves the right to discuss the items listed on the agenda in any order.

ADA Accessibility: If you require a reasonable modification or accommodation for a disability, please email the Secretary of the Board at: [Secretary@CeRTNA.com](mailto:Secretary@CeRTNA.com) to request an accommodation. Five days' notice prior to the Board meeting is required. Later requests will be accommodated to the extent feasible.

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### PUBLIC COMMENTS ON AGENDA ITEMS

Members of the public wishing to address the Board of Directors regarding any item appearing on the agenda may do so by requesting to be recognized at the appropriate time. Speakers will be recognized by the Chairman at the time the agenda item is to be considered. When addressing the Board, please state your name for the record. Please address the Board as a whole through the Chair. Please note comments to individual Board members or staff are not permitted when addressing the Board. A speaker's comments shall be limited to three (3) minutes.

### PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the public wishing to address the Board of Directors regarding any item not on the agenda, but within the subject matter jurisdiction of the Board, will be taken under the Public Comment item of the agenda, and will be subject to the same guidelines as noted above.

### SUPPORTING DOCUMENTATION

In accordance with the Brown Act, the Meeting Notice and Agenda will be posted at least 72 hours prior to the meeting. Documentation will be posted and available for download from [www.CeRTNA.com](http://www.CeRTNA.com) 24 hours prior to the meeting.

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**PUBLIC SESSION**

Via Video Conference

**10:00 A.M. - CONVENE MEETING OF THE BOARD OF DIRECTORS**

**1. Call to order**

a. Board of Directors Roll Call

- i. Santa Cruz County – Chair
- ii. San Joaquin County – Vice Chair
- iii. El Dorado County
- iv. Fresno County
- v. Kern County
- vi. Madera County
- vii. Merced County
- viii. Monterey County
- ix. Santa Clara County
- x. Shasta County
- xi. Solano County

**2. Presentation of the Agenda**

**3. Public Comment**

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### **CONSENT CALENDAR**

The following consent items are expected to be routine and non-controversial and will be acted upon at one time under **ACTION ON CONSENT CALENDAR** unless the Board directs that an item be held for further discussion under **DEFERRED ITEMS**. Persons wishing to address consent items or have them held for further discussion, continued, or taken off calendar, should address the Board under **ACTION ON CONSENT CALENDAR**.

#### **4. Action on consent calendar**

- a. No items

#### **5. Deferred items**

- a. No items

### **DISCUSSION CALENDAR**

#### **6. General Administration**

- a. Review and Approve minutes from previous meeting.
  - i. Special Meeting 7/23/2020
  - ii. Special Meeting 7/30/2020
- b. Adopt date, hour, and place of next regular Board meeting.
  - i. Thursday, 11/12/2020 – 10:00 am – San Joaquin County. To be revised as needed.
- c. Provide update on Calendar of Events – Paula Pesut, CERTNA Secretary
- d. Provide update on 2021 CERTNA Annual Summit – Paula Pesut

#### **7. Management**

- a. Review and Receive CERTNA Financial Activity Reports – Ajaib Gill, CERTNA Business Manager
- b. Review and Approve Letter of Engagement for Audit Services for FY ending June 30, 2019 between CERTNA and CliftonLarsonAllen LLP - Leslie Ward, CPA, Director Assurance Services, CliftonLarsonAllen LLP

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- c. Review and Receive restated audited financial statement for FY ending 6/30/2018 – Ajaib Gill, CERTNA Business Manager
- d. Review and Receive audited financial statement for FY ending 6/30/2019 – Ajaib Gill, Leslie Ward, CPA, Director Assurance Services, CliftonLarsonAllen LLP
- e. Review and Approve contract CONT-2020-001 for DOJ-Required CERTNA Substantive Modification and Biennial System Audits with Mark Cousineau
  - i. \$2,000 per Substantive Modification Audit increasing \$100.00 per year beginning July 1, 2021.
  - ii. \$4,500 per Biennial System Audit increasing by \$225.00 every other year beginning July 1, 2021.
  - iii. Approved as to legal form – 8/1/2020
- f. Review and Approve contract CONT-2020-002 for DOJ-Required CERTNA Substantive Modification and Biennial System Audits with MGO Technology Group, LLC
  - i. \$3,000 per Substantive Modification Audit increasing \$125.00 per year beginning October 1, 2021.
  - ii. \$7,500 per Biennial System Audit increasing by \$250.00 every other year beginning October 1, 2021
  - iii. Approved as to legal form – 8/1/2020
- g. Review, Discuss and Receive Direction related to communication provided by San Bernardino County regarding CERTNA RESOLUTION NO. 2020-001 ACCEPTING THE WITHDRAWAL OF THE COUNTY OF SAN BERNARDINO – P. Honny
- h. Report on ERDS and G2G implementation process – B. Zamora
  - i. Alameda County – Client
    - 1. G2G – Live
    - 2. ERDS – Live
  - ii. Alpine County – 2021
  - iii. Butte County – Client
    - 1. G2G – Live
    - 2. ERDS – Live

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- iv. Calaveras County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- v. Contra Costa County - Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- vi. Del Norte County – Client - 2021
  
- vii. El Dorado County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
  
- viii. Fresno County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
  
- ix. Glenn County – Client
  - 1. G2G – 2020 – Pending go live date
  - 2. ERDS – Live
  
- x. Kern County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xi. Madera County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS - Live
  
- xii. Merced County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xiii. Modoc County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xiv. Mono County - Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xv. Monterey County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live

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- xvi. Napa County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xvii. Placer County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xviii. Plumas – Client
  - 1. G2G – Live
  - 2. ERDS – 2020 – Pending go live date
  
- xix. Sacramento County – G2G Only
  - 1. G2G – Live
  
- xx. San Benito - 2021
  
- xxi. San Francisco County - Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxii. San Joaquin County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxiii. San Luis Obispo – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxiv. Santa Clara County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxv. Santa Cruz County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxvi. Shasta – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxvii. Siskiyou – 2021
  
- xxviii. Solano County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live

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- xxix. Sonoma County – Client
  - 1. G2G - Live
  - 2. ERDS – Live
  
- xxx. Stanislaus - 2021
  
- xxxi. Sutter County – G2G
  - 1. G2G – Live
  - 2. ERDS – Unknown
  
- xxxii. Tehama County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxxiii. Tuolumne County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxxiv. Yuba County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- i. Update on G2G Submitters – Various
  - i. Employment Development Department (EDD)
  
  - ii. Board of Equalization (BOE/CDTFA)
  
  - iii. Franchise Tax Board (FTB)
  
  - iv. Department of Child Support Services (DCSS)
  
  - v. Megabyte Systems
    - 1. Butte – Live
    - 2. Calaveras - Live
    - 3. El Dorado - Live
    - 4. Madera - Testing
    - 5. Merced County - Live
    - 6. Monterey County – Live
    - 7. Napa County - Live
    - 8. Placer County - Live
    - 9. San Joaquin County – Live
    - 10. Sonoma - Live
    - 11. Shasta County – Live
    - 12. Tehama – Live

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**8. Committee Reports**

- a. County Certification Policies and Procedures Committee
  - i. Teresa Williamson - Chair
  
- b. Technical Standards Committee
  - i. Brett Zamora – Chair

**9. Continuing Business**

- a. Unified MOU process overview and update
  - i. No changes
  
- b. Grant Program update
  - i. No changes
  
- c. DOJ Regulation process update
  - i. Changes in progress. Audits in progress.
  
- d. CERTNA San Bernardino Address:
  - 473 E. Carnegie Drive
  - Suite 200
  - San Bernardino, CA 92408

**10. New Business**

**11. Board of Directors**

**12. ADJOURN TO CLOSED SESSION**

- a. Conference with Labor Negotiators (§54957.6)  
Title: Executive Director
  
- b. Conference with Legal Counsel – Anticipated Litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9 (one case)

**13. REPORT OUT OF CLOSED SESSION**

**14. Adjourn**