

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

Tuesday, July 9, 2019

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Board of Directors

Sean Saldavia, Chair, Santa Cruz County
Steve Bestolarides, Vice-Chair, San Joaquin County
Janelle Horne, Member, El Dorado County
Paul Dictos, Member, Fresno County
Jon Lifquist, Member, Kern County
Rebecca Martinez, Madera County
Barbara Levey, Member, Merced County
Stephen Vagnini, Member, Monterey County
Bob Dutton, Member, San Bernardino County
Gina Alcomendras, Member, Santa Clara County
Leslie Morgan, Member, Shasta County
Marc Tonnesen, Member, Solano County

CERTNA Board of Directors meeting was **heard** at the Lake Tahoe Resort Hotel, Stanford/Blaisdel Conference Room, 4130 Lake Tahoe Blvd., South Lake Tahoe, CA 96150

CERTNA Staff

Patrick Honny, CERTNA Executive Director, San Bernardino County
Brett Zamora, CERTNA Technical Director
Paula Pesut, CERTNA Secretary, Placer County
Ajaib Gill, CERTNA Business Manager, Kern 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 Chair Carol Sutherland
 - a. Board of Directors Roll Call

Present:

Board of Directors:

Carol Sutherland, Alternate Chair, Santa Cruz County
Steve Bestolarides, Vice Chair, San Joaquin County
Janelle Horne, Member, El Dorado County
Gina Luna, Alternate Member, Fresno County
Brian Pace, Alternate Member, Kern, County
Rebecca Martinez, Member, Madera County
Phillip Robinson, Alternate Member, Merced County
Alicia Sotelo, Alternate Member, Monterey County
Joani Finwall, Alternate Member, San Bernardino
Wardell House, Alternate Member, Santa Clara County
Melanie Frazer, Alternate Member, Shasta County

2. Presentation of the Agenda
3. Public Comment – None
4. Action on consent calendar – None
5. Deferred items - None
6. General Administration
 - a. Welcome to El Dorado County – Member Janelle Horne

- b. Review and Approve minutes from May 9, 2019 meeting.

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

- c. Adopt a date, hour, and place of the next Board meeting.
 - i. Thursday, September 12, 2019 10:00 @ San Joaquin County

A motion was made by Member Bestolarides to adopt the 9/12/19 meeting location, date and time as set out above. The motion was seconded by Alternate Member Sotelo and carried unanimously.

- d. Provide update on Calendar of Events – P. Pesut
- e. Update on 2019 Business Summit – P. Pesut

7. Management

- a. Review and receive financial reports
 - i. CERTNA Financial Activity Report –A. Gill

A motion was made by Alternate Member Sotelo to receive the Financial Report. The motion was seconded by Alternate Member Pace and carried unanimously.

- b. FY 2018-2019 Operating Budget Workshop
 - i. Review projected costs and revenues for FY 2019-2020 – P. Honny and A. Gill
 - ii. Review and approve revised client member tier rates effective 1/1/2020 – P. Honny

A motion was made by Member Bestolarides to approve the revised client member tier rates effective 1/1/2020. The motion was seconded by Member Horne and carried unanimously.

- iii. Review and approve Resolution #2019-001 – 2019/2020 CERTNA Annual Operating Budget – P. Honny and A. Gill

A motion was made by Alternate Member Sotelo to approve Resolution #2019-001 – 2019/2020 CERTNA Annual Operating Budget. The motion was seconded by Alternate Member Luna and carried unanimously.

- c. Review and approve Professional Services contract with Granicus to provide programmer resources to CERTNA to replace expiring SouthTech contract. Initial term is for 3 years and the rate is for one programmer at the rate of \$5,763.00 per month – P. Honny

A motion was made by Alternate Member House to approve Professional Services contract with Granicus to provide programmer resources to CERTNA to replace expiring SouthTech contract. The motion was seconded by Alternate Member Frazer and carried unanimously.

- d. Report on ERDS and G2G implementation process – P. Honny
 - i. Alameda County – Client
 - 1. G2G – 2019
 - 2. ERDS - 2019
 - ii. Butte County – Client
 - 1. G2G – Live
 - 2. ERDS – Live
 - iii. Calaveras – Client
 - 1. G2G – Approved
 - 2. ERDS - Approved
 - iv. Contra Costa County - Client
 - 1. G2G – Live
 - 2. ERDS – Live
 - v. El Dorado County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - vi. Fresno County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - vii. Glenn County – Client
 - 1. G2G – Live
 - 2. ERDS - Live
 - viii. Kern County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS - Live
 - ix. Madera – Board of Directors
 - 1. G2G – Live
 - 2. ERDS - Approved
 - x. Merced County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xi. Modoc County – Client
 - 1. G2G – Approved
 - 2. ERDS - Approved
 - xii. Mono County - Client
 - 1. G2G – Live
 - 2. ERDS – Live
 - xiii. Monterey County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xiv. Napa County – Client
 - 1. G2G – Live
 - 2. ERDS – Live
 - xv. Placer County – Client
 - 1. G2G – Live
 - 2. ERDS – Live
 - xvi. Plumas – Client
 - 1. G2G – 2019
 - 2. ERDS - 2019
 - xvii. Sacramento County – G2G
 - 1. G2G – Live
 - xviii. San Bernardino County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xix. San Benito - 2020
 - xx. San Francisco County - Client
 - 1. G2G - Live
 - 2. ERDS – Live

- xxi. San Joaquin County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xxii. San Luis Obispo – Client
 - 1. G2G – Live
 - 2. ERDS – Live
- xxiii. Santa Clara County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xxiv. Santa Cruz County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xxv. Shasta – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xxvi. Solano County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xxvii. Sonoma County - Client
 - 1. G2G - Live
 - 2. ERDS – Live
- xxviii. Stanislaus - 2020
- xxix. Sutter County - Client
 - 1. G2G – Live
 - 2. ERDS - 2019
- xxx. Tehama County – Client
 - 1. G2G – Live
 - 2. ERDS – Live
- xxxi. Tuolumne County – Client
 - 1. G2G – 2019
 - 2. ERDS - 2019
- xxxii. Yuba County – Client
 - 1. G2G – Live
 - 2. ERDS - Live
- e. Update on G2G Submitters – P. Honny
 - i. Employment Development Department (EDD)
 - 1. Live
 - ii. California Department of Tax and Finance Authority (CDTFA)
 - 1. Live
 - iii. Franchise Tax Board (FTB)
 - 1. Live
 - iv. Department of Child Support Services (DCSS)
 - 1. Live
 - v. Megabyte Systems
 - 1. Tax Collector Interface (not a government agency)
 - a. Butte – Live
 - b. Fresno – Live
 - c. Merced - Live
 - d. Monterey - Live
 - e. Napa - Live
 - f. Placer County - Live
 - g. San Joaquin County – Live
 - h. Sonoma County - Live
 - i. Shasta County – Live
 - j. Tehama – Live
 - k. El Dorado – migrating over

8. Committee Reports
 - a. County Certification Policies and Procedures Committee – T. Williamson –Chair
 - b. Technical Standards Committee – B. Zamora - Chair
9. Continuing Business
 - a. Unified MOU process overview and update – P. Honny
 - b. Grant Program update – P. Honny
 - c. DOJ Regulation process update – P. Honny
 - d. CERTNA Technical Services Associate III Recruitment update
10. New Business - None
11. Board of Directors
 - a. Subcommittee that was formed regarding Executive Director's contract and evaluation will be bringing the item back to the Board at July meeting
12. Adjourn for lunch - 11:25 a.m.
13. Reconvene meeting of Board of Directors – 1:36 p.m.
14. Executive Business Summit Proceedings – BOD and P. Honny
 - a. 5 year outlook
 - b. CERTNA Bylaws
 - i. Review and modification process
 - c. Legislative/Regulatory Action
 - i. Proposals and Issues
 - d. Organizational Risks
 - i. Employees
 1. New Employee Training
 2. Succession Planning
 - ii. Management
 1. BOD
 2. Executive Director
 - iii. Facilities
 1. San Bernardino County Provided
 - iv. Systems
 1. Business Continuity
 2. Trusted System Certification
 3. AI2
 4. Optional Access Model
 - e. Next Steps
 - i. AI2 Business Plan
 - ii. Data Center Replication
 - iii. In Case of Emergency documentation
15. Sponsor Recognition
 - a. Gold Sponsors
 - i. Granicus
 - b. Silver Sponsors
 - i. Tyler Technologies
 - ii. Kofile
 - c. Bronze Sponsors
 - i. ePN
 - ii. Synrgo
16. Adjourn 2019 CERTNA Business Summit – 4:15 p.m.