

Board of Directors

Gina Alcomendras, Chair, Santa Clara County  
William Schultz, Vice Chair, El Dorado County  
Paul Dictos, Member, Fresno County  
Jim Fitch, Member, Kern County  
Kent Christensen, Member, Merced County  
Stephen Vagnini, Member, Monterey County  
Dennis Draeger, Member, San Bernardino County  
Ken Blakemore, Member, San Joaquin County  
Sean Saldavia, Member, Santa Cruz 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:

Gina Alcomendras, Chair, Santa Clara County  
Jim Fitch, Member, Kern County  
Dan Harp, Alternate Member, San Bernardino County  
Carol Sutherland, Alternate Member, Santa Cruz County  
James Holly, Alternate Member, Fresno County  
Alicia Sotelo, Alternate Member, Monterey County  
Barbara Levey, Alternate Member Merced County

CERTNA Staff:

Patrick Honny, CERTNA Executive Director, San Bernardino County  
Dana Boeg, CERTNA Secretary, San Bernardino County  
Karen Kitchen, CERTNA Business Manager, Kern County

Off-Site Contributors (teleconference):

Kevin Norris, CERTNA Counsel, San Bernardino County

10:06 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. Review and approve minutes from the previous meeting.  
The minutes from September 13, 2012 were reviewed.

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

6. Adopt a date, hour, and place of next Board meeting.
  - a. 1/10/13 10:00 a.m. Santa Clara County

A motion was made by Member Fitch to adopt the 1/10/13 meeting date and time. The motion was seconded by Alternate Member Levey and carried unanimously.

7. Administration.
  - a. Review and discuss calendar of events – P. Honny
    - i. No changes
  - b. Review and receive financial reports
    - i. CERTNA Financial Activity Report – K. Kitchen

A motion was made by Member Fitch to accept the financial reports as presented by Karen Kitchen. The motion was seconded by Alternate Member Sutherland and carried unanimously.

- c. Update on outside audit of CERTNA – K. Kitchen
  - i. K. Kitchen to modify response and email it to the Chairman for approval and signature
  - ii. Lack of Expenditure Accrual Internal Controls
    1. Will follow the Kern County accounting policies
  - iii. Lack of Purchasing Card Internal Controls
    1. A policy is to be established regarding the handling of receipts
- d. Update on CERTNA Insurance – P. Honny
  - i. Key-person Life Insurance – In process
    1. Updated on status
- e. Review and adopt CERTNA Policy 13-003: Purchasing Policy – P. Honny
  - i. Update provided
  - ii. Approved to legal form by K. Norris

A motion was made by Member Fitch and seconded by Alternate Member Levey to adopt the CERTNA Policy 13-003: Purchasing Policy as proposed with an amendment made to add a cap of \$50,000. Motion was opposed by Alternate Sotello, Alternate Sutherland, Alternate Holly, Alternate Harp and Chair Alcomendras, failing with Ayes 2 and Nays 5. A new motion was made by Alternate Sotello and seconded by Alternate Sutherland to adopt the CERTNA Policy 13-003: Purchasing Policy as proposed with an amendment made to add a cap of \$100,000 with any purchases over that amount requiring authorization from the Chair or Vice Chair, carries with 5 Ayes.

- f. Review and discuss CERTNA Operations Contingency Outline – P. Honny
  - i. Update Provided
- g. Report on ERDS and G2G implementation process – P. Honny
  - i. Butte County – Client
    1. G2G – Pending BOS action
    2. ERDS – Pending BOS action
  - 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 – In process
  - 2. ERDS – 2013
- vii. Monterey County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Approved
- viii. Placer County – Client
  - 1. G2G – MOU in review
  - 2. ERDS – MOU in review
- ix. Sacramento County – G2G
  - 1. G2G – Testing
- x. San Bernardino County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xi. San Francisco County - Client
  - 1. G2G - In-Process
  - 2. ERDS – Application Submitted
- xii. Santa Clara County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xiii. Santa Cruz County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Application submitted
- xiv. San Joaquin County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- 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
- h. 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. Working with local offices.
  - v. Megabyte Systems
    - 1. Tax Collector Interface – Testing

8. Committee Reports.
  - a. County Certification Policies and Procedures Committee
    - i. Mike Rocha – Chair
      1. Provided Update on various items discussed
        - a. Operation Issues
        - b. Recommendation was made to provide training on “How to make the whole thing work based on policies and procedures” rather than an education/report running training session.
        - c. A Technical operations meeting is being scheduled for January for users/submitters in both Northern and Southern California.
9. Board of Directors
  - i. Question was raised who would chair the meeting on the occasion in which both Chairman and Vice-Chair are absent without further discussion.
  - ii. Recommendation was made to increase the seat for the Chairman and Vice-Chair from 1 year to 2 years.
    1. Chair recommended that the item be brought back for discussion and added to January’s Agenda
  - iii. Recommendation was made that a loan program be offered to assist in funding of development for Counties.
    1. Chair recommended that the item be brought back for discussion and added to January’s Agenda
10. Public Comment
11. New Business
12. Adjourn 12:03.