

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

Thursday November 13, 2014

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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 Santa Clara County Recorder's Office, Lower Level Conference Room, 70 West Hedding Street, San Jose, CA.

Present:

Board of Directors:

Bill Schultz, Chair, El Dorado County
Ken Blakemore, Vice Chair, San Joaquin County
James Holly, Alternate Member, Fresno County
Jim Fitch, Member, Kern County
Patti Houbein, Alternate Member, Merced County
Alicia Sotelo, Alternate Member, Monterey County
Dan Harp, Alternate Member, San Bernardino County
Wardell House, 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

10:03 a.m. convened meeting of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Chair Schultz.
2. Presentation of the Agenda - P. Honny
 - a. Deferred item 5E
 - b. Added item 5F
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 September 11, 2014 were reviewed.

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

- b. Adopt a date, hour, and place of the next Board meeting.
 - i. 1/8/2015 10:00 a.m. San Jose, CA

A motion was made by Member Fitch to adopt the 1/8/2015 meeting location, date and time. The motion was seconded by Alternate Member Wardell and carried unanimously.

- c. Review and discuss calendar of events – D. Boeg
 - i. No change
- d. Update on implementation of Agent Fee – P. Honny
 - i. Invoices generated and sent out.
- e. Ratify the annual support contract with Xerox for CeRTNA technical support services in an amount not to exceed \$50,000 – P. Honny
 - i. Deferred to January Meeting
 - ii. P. Honny to send out prior to January's meeting for the Board of Directors to review.
- f. Authorize the Executive Director to negotiate and execute a contract with Mark Cousineau for CeRTNA auditor services – P. Honny

A motion was made by Member Fitch to authorize the Executive Director to negotiate and execute a contract with Counsels approval. The motion was seconded by Alternate Member Sotelo and carried unanimously.

6. Management

- a. Review and receive financial reports
 - i. CERTNA Financial Activity Report – T. Andreas

A motion was made by Member Fitch to adopt the financial report as presented. The motion was seconded by Alternate Member Holly and carried unanimously.

- ii. Report on outside audit of CeRTNA Financial Statement – T. Andreas
 - 1. Finalized report expected sometime in January
- b. Report on ERDS and G2G implementation process – B. Zamora
 - i. Butte County – Client
 - 1. G2G – Live
 - 2. ERDS – In progress
 - ii. Colusa County – Client
 - 1. G2G – MOU Provided
 - iii. Contra Costa County - Client
 - 1. G2G – Live
 - 2. ERDS – Live
 - iv. El Dorado County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - v. Fresno County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - vi. Inyo County
 - 1. Tracking G2G & ERDS 2015
 - vii. Kern County – Board of Directors

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1. G2G – Live
2. ERDS – Live
- viii. Kings County - Client
 1. G2G – Pending
 2. ERDS – Pending
- ix. Merced County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- x. Monterey County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xi. Napa County – Client
 1. G2G – Awaiting MOU
 2. ERDS - Awaiting MOU
- xii. Placer County – Client
 1. G2G – Testing
 2. ERDS – In Process
- xiii. Sacramento County – G2G
 1. G2G – Live
- xiv. San Bernardino County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xv. San Francisco County - Client
 1. G2G - Live
 2. ERDS – Live
- xvi. San Joaquin County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xvii. San Luis Obispo – G2G
 1. G2G – Live
 2. ERDS – No progress
- xviii. Santa Clara County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xix. Santa Cruz County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xx. Shasta – Client
 1. G2G – MOU Received
 2. ERDS – Awaiting MOU
- xxi. Solano County – Board of Directors
 1. G2G – Pending BOS action
 2. ERDS – Pending BOS action
- xxii. Sonoma County
 1. G2G - Testing
 2. ERDS – Awaiting MOU
- xxiii. Stanislaus County
 1. G2G – Awaiting MOU
 2. ERDS – Awaiting MOU
- xxiv. Tehama County – G2G
 1. G2G – Live
 2. ERDS – In progress

c. Update on G2G Submitters – Various

- i. Employment Development Department (EDD)
 - 1. Live
 - ii. Board of Equalization (BOE) – Update provided by C. Sampson
 - 1. Live
 - iii. Franchise Tax Board (FTB) – Updated provided by B. Sizer
 - 1. Live
 - iv. Department of Child Support Services (DCSS) – Update provided by P. Honny
 - 1. Live
 - a. Currently testing changes with Fresno, San Bernardino, Tehama and San Joaquin Counties.
 - v. Megabyte Systems – Update provided by P. Honny
 - 1. Tax Collector Interface
 - a. Placer County - Testing
 - b. San Joaquin County – Testing
 - c. Merced County – Live
 - d. Monterey County - Live
7. Committee Reports
- a. County Certification Policies and Procedures Committee
 - i. Teresa Williamson – Chair (presented by P. Honny)
 - 1. Adding an Education topic for Submitters-
 - 2.
 - b. Technical Standards Committee
 - i. B. Zamora – Chair
 - 1. There wasn't a TSC meeting
 - 2. Updates continue as previously discussed
8. Continuing Business
- a. Ken Blakemore will be appointed chair
 - 1. Discussions regarding who will be vice-chair and can an alternate serve as a chair on behalf of a principal.
 - a. P. Honny to review by-laws for any potential necessary changes.
 - b. P. Honny to revise by-laws if necessary to allow alternate to serve as a chair on behalf of a principal.
9. New Business
- i. Question was asked regarding the frequency of DOJ Meeting
 - 1. There hasn't been a meeting called by DOJ in a while
10. Board of Directors
- a. Resolutions recognizing the service of retiring Board Members:
 - i. Jim Fitch
 - ii. Dennis Draeger
 - iii. Dan Harp
11. Public Comment
12. Adjourn at 11:18