

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

Thursday January 10, 2013

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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
Barbara Levey, 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
William Schultz, Vice Chair, El Dorado 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
Stephen Vagnini, Member, Monterey County
Barbara Levey, Member Merced County
Ken Blakemore, Member, San Joaquin County

CERTNA Staff:

Patrick Honny, CERTNA Executive Director, San Bernardino County
Dana Boeg, CERTNA Secretary, San Bernardino County

Off-Site Contributors (teleconference):

Kevin Norris, CERTNA Counsel, San Bernardino County
Karen Kitchen, CERTNA Business Manager, Kern 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 Alcomendras.
2. Presentation of the Agenda - No changes
3. Action on consent calendar – None.
4. Deferred items – None
5. General Administration
 - a. Confirmation of the 2013 Chairman of the Board – G. Alcomendras
 - i. Confirm the Vice-Chair William (Bill) Schultz, as the Chairman of the Board of Directors for CERTNA with a term of Jan. 1, 2013 – Dec. 31, 2013.

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A motion was made to confirm William Schultz as the 2013/2013 Chairman by G. Alcomendras. The motion was carried unanimously.

- b. Selection of 2013 Vice Chairman of the Board – G. Alcomendras

A motion was made to nominate Ken Blakemore as 2013 Vice Chair of the Board by Member Fitch and was seconded by Member Vagnini. Motion was carried unanimously.

- c. Passing of Chairman's gavel – G. Alcomendras to W. Schultz

- d. Review and approve minutes from the previous meeting.
The minutes from November 8, 2012 were reviewed.

A motion to approve the minutes was made by Member Fitch. The motion was seconded by Member Alcomendras and carried unanimously.

- e. Adopt a date, hour, and place of next Board meeting.
3/14/13 10:00 a.m. Santa Clara County

A motion was made by Member Vagnini to adopt the 3/14/13 meeting date and time. The motion was seconded by Alternate Member Sutherland and carried unanimously.

6. Management

- a. Review and discuss calendar of events – P. Honny
 - i. Update to follow
- 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 Member Alcomendras and carried unanimously.

- c. Update on outside audit of CERTNA
 - i. Update provided by K. Kitchen
- d. Review and approve MD&A for audit inclusion – K. Kitchen

A motion was made to approve the MD&A by Member Vagnini. The motion was seconded by Member Alcomendras and carried unanimously.

- e. Update on CERTNA Insurance
 - i. Key-person Life Insurance
 - 1. \$3,000,000 Life
 - a. Update provided by P. Honny
- f. Review and authorize Executive Director to approve MOU with the City and County of San Francisco to provide ERDS services and support as a client county. Authorize Executive Director to issue CERTNA letter of self-insurance – P. Honny
 - i. Approved as to legal form by Kevin Norris on 12/28/12

A motion was made by Member Vagnini to allow the Executive Director to approve the MOU and to issue a CERTNA letter of self-insurance. The motion was seconded by Member Fitch and carried unanimously.

- g. Review and adopt CERTNA Policy 13-004: CAL-Card Policy – P. Honny
 - i. Approved as to legal form by Kevin Norris on 1/3/13

A motion was made by Alternate Member Harp to adopt CERTNA Policy 13-004: Cal-Card Policy. The motion was seconded by Member Vagnini and carried unanimously.

- h. Review and ratify action by the Chair to approve a CERTNA Replacement Benefits Plan MOU with the County of San Bernardino
 - i. Approved and signed off as to legal form by Kevin Norris on 12/24/12

A motion was made by Member Fitch for approval of the CERTNA Replacement Benefits Plan MOU with the County of San Bernardino. The motion was seconded by Member Vagnini and carried unanimously.

- i. 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 – Live
 - 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 – Approved

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- 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
- j. 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.
 - v. Megabyte Systems
 - 1. Tax Collector Interface – Testing
7. Committee Reports.
- a. County Certification Policies and Procedures Committee
 - i. Mike Rocha – Chair
 - 1. Provided Update on various items discussed
 - a. Umbrella/Consolidation Account – San Bernardino County Piloting
 - b. TSC Meetings scheduled
 - i. 1/22/13 No. California – San Jose
 - ii. 1/24/13 So. California – San Bernardino
 - iii. Help Desk Support to be provided by Santa Clara
 - iv. Education Topic
 - 1. Training provided by Teresa Williamson, San Joaquin County, regarding how to successfully move from paper to electronic recording
8. Board of Directors
- a. Special Recognition
 - i. Kent Christensen, Board Member – Merced County, on the occasion of his retirement from public service – W. Schultz
 - ii. Gina Alcomendras, Outgoing Chairman of the Board of Directors – W. Schultz

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9. Old Business
 - a. Bylaws updated for revised term of office
 - i. Will be brought back in March for update/discussion
 - b. CERTNA county startup support program
 - i. Will be brought back in March for discussion

10. New Business
 - a. FPPC Form 700 Information – P. Honny
 - i. Need leaving forms for Kent Christensen and De Ana Thompson
 - b. Requested by G. Alcomendras to bring back strategic business meeting
 - i. Update provided by P. Honny
 1. Will be scheduled for May
 2. Possibly Monterey or South Lake Tahoe
 - ii. G. Alcomendras proposed including a user meeting to discuss history of, how funded, how CERTNA got started

11. Public Comment
 - a. Introduction of Nate Jones, Simplifile

12. Adjourn 12:03.