

MEETING NOTICE and AGENDA

BOARD OF DIRECTORS

CALIFORNIA ELECTRONIC RECORDING TRANSACTION NETWORK  
AUTHORITY (CERTNA)

Thursday, March 10th, 2016

10:00 AM

**San Joaquin County Assessor-Recorder**

44 N. San Joaquin Street, Ste. 260  
Stockton CA 95202

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. In accordance with the Brown Act, this meeting agenda is posted at least 72 hours prior to the scheduled meeting at the location indicated above. The posting of the recommended actions does not indicate what action will be taken. 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.

The meeting facility is accessible to persons with disabilities. A person with a disability may contact the Board Secretary's (Dana Boeg) office at 855-732-2575 at least 72-hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including auxiliary aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

CERTNA Board of Directors Meeting Notice and Agenda

Draft: 03/04/2016

Modified:

Transmittal and posting date: 03/07/2016

Meeting date: 03/10/2016

### 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 completing a Speaker's Form and then submitting it to the Board Secretary. 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

All supporting documentation, as referenced by the agenda, will be available at the meeting location. Documentation will also be posted and available for download from [www.CeRTNA.com](http://www.CeRTNA.com) 24 hours prior to the meeting.

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## **AGENDA**

**10:00 AM** - CONVENE MEETING OF THE BOARD OF DIRECTORS

**San Joaquin County Assessor-Recorder**

### **PUBLIC SESSION**

1. Call to order.
  - a. Board of Directors Roll Call
    - i. San Joaquin County – Chair
    - ii. Monterey County – Vice Chair
    - iii. El Dorado County
    - iv. Fresno County
    - v. Kern County
    - vi. Merced County
    - vii. San Bernardino County
    - viii. Santa Clara County
    - ix. Santa Cruz County
    - x. Shasta County

2. Presentation of the Agenda

**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**.

3. Action on consent calendar.

- a. No items

4. Deferred items.

- a. No items

**DISCUSSION CALENDAR**

5. General Administration.

- a. Review and approve minutes from previous meeting.
- b. Adopt date, hour, and place of next bimonthly Board meeting.
  - i. BOD – 05/12/2016 – 10:00 am – San Jose, CA
- c. Provide updates on Calendar of Events – D. Boeg
- d. Provide update on Executive Business Summit – D. Boeg

6. Management.

- a. Review and receive financial reports – T. Andreas
- b. Provide update on outside audit of CERTNA Financial Statement – T. Andreas

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- c. Review and authorize Executive Director to execute Agreement with SouthTech Systems for System Development Services related to the next version of the CERTNA ERDS platform in an amount not to exceed \$100,000 – P. Honny
  - i. On January 14, 2016, the CERTNA Board of Directors authorized the Executive Director to release a Request for Proposal (RFP) for system development services.
  - ii. 3 responses received:
    - 1. AtPac – No bid.
    - 2. SouthTech - \$100,000
    - 3. Xerox - \$185,280
  - iii. Contract approved as to legal form by Robert Messinger – 3/7/2016
- d. Report on ERDS and G2G implementation process – P. Honny
  - i. Butte County – Client
    - 1. G2G – Live
    - 2. ERDS – Certified - Live Pending
  - ii. Contra Costa County - Client
    - 1. G2G – Live
    - 2. ERDS – Live
  - iii. El Dorado County – Board of Directors
    - 1. G2G – Live
    - 2. ERDS – Live
  - 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 – Live
    - 2. ERDS – Live

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- vii. Monterey County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- viii. Napa County – Client
  - 1. G2G – In progress
  - 2. ERDS – In progress (Audit)
- ix. Placer County – Client
  - 1. G2G – Live
  - 2. ERDS – In progress (Audit)
- x. Sacramento County – G2G
  - 1. G2G – Live
- xi. San Bernardino County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xii. San Francisco County - Client
  - 1. G2G - Live
  - 2. ERDS – Live
- xiii. San Joaquin County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xiv. San Luis Obispo – G2G
  - 1. G2G – Live
  - 2. ERDS – No progress
- xv. Santa Clara County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xvi. Santa Cruz County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xvii. Shasta – Board of Directors

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1. G2G – Live
  2. ERDS – Certified - Live Pending
- xviii. Solano County
  1. G2G – Pending BOS action
  2. ERDS – Pending BOS action
- xix. Sonoma County
  1. G2G - Live
  2. ERDS – Certified - Live Pending
- xx. Sutter County
  1. G2G – Live Pending
- xxi. Tehama County – G2G
  1. G2G – Live
  2. ERDS – Certified - Live Pending
- e. 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. Live
  - v. Megabyte Systems
    1. Tax Collector Interface
      - a. Butte - Testing
      - b. Merced County - Live
      - c. Monterey County – Live

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- d. Placer County - Live
- e. San Joaquin County – Live
- f. Sonoma - Testing
- g. Shasta County – Live
- h. Tehama - Testing

7. Committee Reports.

a. County Certification Policies and Procedures Committee

i. Teresa Williamson - Chair

b. Technical Standards Committee

i. Brett Zamora – Chair

8. Continuing Business

a. Unified MOU process overview – P. Honny

b. Form 700 Annual Filing reminder – P. Honny

9. New Business

10. Board of Directors

11. Adjourn