

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

Thursday, August 10, 2017

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Board of Directors

Stephen Vagnini, Chair, Monterey County
Sean Saldavia, Vice-Chair, Santa Cruz County
William Schultz, El Dorado County
Paul Dictos, Member, Fresno County
Jon Lifquist, Member, Kern County
Barbara Levey, Member, Merced County
Bob Dutton, Member, San Bernardino County
Steve Bestolarides, Member, San Joaquin 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 San Joaquin County Assessor-Recorder
44 N. San Joaquin Street, Ste. 260 Stockton, CA 95202.

CERTNA Staff:

Patrick Honny, CERTNA Executive Director, San Bernardino County
Paula Pesut, CERTNA Secretary, Placer County
Travis Andreas, CERTNA Business Manager, Kern County

Off-Site Contributors (teleconference):

Robert Messinger, 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 Vice Chair Carol Sutherland
 - a. Board of Directors Roll Call

Present:

Board of Directors:

Carol Sutherland, Alternate Vice Chair, Santa Cruz County
Gina Luna, Alternate, Fresno County
Brian Pace, Alternate, Kern County
Barbara Levey, Member, Merced County
Steve Bestolarides, Member, San Joaquin County
Wardell House, Alternate, Santa Clara County

2. Presentation of the Agenda - P. Honny
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 June 15, 2017 were reviewed.

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

- b. Adopt a date, hour, and place of the next Board meeting.
 - i. Thursday, November 9, 2017 10:00 @ San Joaquin County

A motion was made by Member Bestolarides to adopt the 11/9/17 meeting location, date and time as set out above. The motion was seconded by Alternate Pace and carried unanimously.

- c. Provide update on Calendar of Events – P. Pesut
- d. Final report on 2017 Executive Business Summit – P. Pesut
 - i. Final figures still being worked on and will be presented at November meeting.
 - ii. 55 attended the BOD which was the highest ever at the BOD meeting.
- e. Discussion on 2018 Executive Business Summit
 - i. It was suggested to look at 3rd week in July 2018 in either Monterey or in same location as CACEO

6. Management

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

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

- b. Review and Approve Resolution #2017-001-001 – 2017/2018 Final CERTNA Annual Operating Budget – P. Honny/T. Andreas

Resolution 2017-001-001 adopted unanimously by roll call vote.

- c. Review and Approve change to ViaWest housing agreement whereby CERTNA's committed data rate is increased from 10 Mbps to 50 Mbps per month for a total increase in cost of \$20.00 per month – P. Honey
 - i. Budgeted Item

A motion was made by Alternate House to approve change to ViaWest housing agreement. Motion was seconded by Alternate Pace and carried unanimously.

- d. Review and approve compensation adjustment for Brett Zamora, Technical Director, CERTNA, in the amount of 9% over the next 3 fiscal years as detailed in the Report/Recommendation to the Board – P. Honny
 - i. Budgeted Item

A motion was made by Alternate House to approve compensation adjustment. The motion was seconded by Alternate Luna and adopted unanimously by roll call vote.

- e. Report on ERDS and G2G implementation process – P. Honny
 - i. Butte County – Client
 - 1. G2G – Live
 - 2. ERDS – Live
 - 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. Imperial County - 2018
- vi. Kern County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- vii. Madera 2017/18
 1. Estimating to be live with new vendor in October 2017
- viii. Merced County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- ix. Mono County - Client
 1. G2G – In Process
 2. ERDS – In Process
- x. Monterey County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xi. Napa County – Client
 1. G2G – Live
 2. ERDS – Live
- xii. Placer County – Client
 1. G2G – Live
 2. ERDS – Certified – Live Pending
- 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 – Client
 1. G2G – Live
 2. ERDS – In 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 – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xxi. Solano County – Board of Directors
 1. G2G – Live
 2. ERDS – In Process

- xxii. Sonoma County - Client
 - 1. G2G - Live
 - 2. ERDS – Live
- xxiii. Sutter County - Client
 - 1. 1. G2G – Live
- xxiv. Tehama County – Client
 - 1. G2G – Live
 - 2. ERDS – Live

- f. Update on G2G Submitters – Various
 - i. Employment Development Department (EDD)
 - 1. Live
 - 2. No Update
 - ii. Board of Equalization (BOE)
 - 1. Live
 - 2. No Update
 - iii. Franchise Tax Board (FTB)
 - 1. Live
 - 2. No Update
 - iv. Department of Child Support Services (DCSS) – P. Honny
 - 1. Live
 - 2. No Update
 - v. Megabyte Systems – Update provided by P. Honny
 - 1. Tax Collector Interface (not a government agency)
 - a. Butte - Live
 - b. Merced - Live
 - c. Monterey - Live
 - d. Napa - Live
 - e. Placer County - Live
 - f. San Joaquin County – Live
 - g. Sonoma County - Live
 - h. Shasta County – Live
 - i. Tehama – Live

- 7. Committee Reports
 - a. County Certification Policies and Procedures Committee – P. Honny – Chair
 - 1. Working with Counties to ensure county specific MOUs and Policy & Procedure Manuals reflect current regulations.

 - b. Technical Standards Committee – Provided by P. Honny on behalf of B. Zamora Chair
 - 1. No meeting held this month.

- 8. Continuing Business
 - a. Unified MOU process update – P. Honny
 - i. Version 4 of the Unified MOU has been distributed to submitters for feedback. Required to be used by agents/submitters 9/1/17.

 - b. Grant Program update – P. Honny
 - i. Will be unveiled at CRAC Annual in September.

 - c. Payroll Time Reporting Process – P. Honny
 - i. Changed over to Auditor-Controller and processing smoothly. No further discussion needed.

- d. DOJ ERDS Advisory Committee Meeting April 6, 2017 – P. Honny
 - i. The meeting was well attended and had representation from all that are involved such as the DA's association, CLTA, CRAC, Recorder's, CERTNA and Secure etc. A lot was accomplished in the short time.
 - ii. M. Mitchell sent an email out on 5/10/17 with the revisions. The need to be previewed and comments sent to M. Mitchell no later than Friday May 26, 2017.
 - iii. P. Honny will be forwarding the attachments for everyone's review and comments.
- e. Executive Director – CERTNA to testify in criminal case from the US District Court, Northern District of California – P. Honny
 - i. Provided information to attorney. Defendant pleaded guilty prior to trial.

9. New Business

- a. Review and Discuss letter received from San Bernardino County Counsel withdrawing as general counsel for CRTNA effective January 31, 2018
 - i. Chairman will respond to letter with request to continue as Counsel through June 30, 2018. Mr. Messinger felt this request would be entertained.

10. Board of Directors

- a. None

11. Public Comment

- a. None

12. Adjourn 11:04