

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

Thursday March 10, 2016

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Board of Directors

Steve Bestolarides, Chair, San Joaquin County
Stephen Vagnini, Vice Chair, Monterey 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
Gina Alcomendras, Member, Santa Clara County
Sean Saldavia, Member, Santa Cruz County
Leslie Morgan, Member, Shasta 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

Present:

Board of Directors:

Steve Bestolarides, Chair, San Joaquin County
William Schultz, El Dorado County
Paul Dictos, Member, Fresno County
Brian Pace, Alternate, Kern County
Barbara Levey, Member, Merced County
Dana Boeg, Alternate, San Bernardino County
Wardell House, Alternate, Santa Clara County
Carol Sutherland, Alternate, Santa Cruz 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):

Robert Messinger, CERTNA Counsel, San Bernardino County

10:02 a.m. convened meeting of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Chair Blakemore.
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 January 14, 2016 were reviewed and approved.

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

- b. Adopt a date, hour, and place of the next Board meeting.
 - a. Thursday, 5/12/16 10:00 a.m. @ San Joaquin, CA

A motion was made by Chair Bestolarides to adopt the 5/12/16 meeting location, date and time as set out above. The motion was seconded by Member Dictos and carried unanimously.

- c. Review and discuss calendar of events – D. Boeg
 - 1. Updated Calendar presented
 - d. Update on Executive Business Summit – D. Boeg
 - 1. Discussed set date of July 26th thru July 29th.
 - 2. Discussion regarding Wednesday's CERTNA Dinner
 - a. Directive given to D. Boeg to pursue the same dinner cruise plans as 2015.
6. Management
- a. Review and receive financial reports
 - a. CERTNA Financial Activity Report – T. Andreas
 - b. Provide update on outside audit of CERTNA Financial Statement – T. Andreas
 - a. Reminder to file the report with your Clerk of the Board if your County so requires.
 - 1. Request was made to send an electronic version of the audit to each of the board members.
 - c. Review and authorize Executive Director to execute Agreement with South Tech 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
 - 1. On January 14, 2016, the CERTNA Board of Directors authorized the Executive Director to release a Request for Proposal (RFP) for system development services
 - 2. 3 responses received:
 - a. AtPac – No bid.
 - b. SouthTech - \$100,000
 - c. Xerox - \$185,280
 - 3. Contract approved as to legal form by Robert Messinger – 3/7/16

It is the expectation to get started by April 4th with the design being revealed at the Summit in July.

A motion was made by Alternate Member House to authorize the Executive Director to execute the Agreement with South Tech Systems. The motion was seconded by Member Schultz and carried unanimously.

- d. Report on ERDS and G2G implementation process – P. Honny
 - a. Butte County – Client
 - 1. G2G – Live
 - 2. ERDS – Certified – Live Pending
 - b. Contra Costa County - Client
 - 1. G2G – Live
 - 2. ERDS – Live
 - c. El Dorado County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live

- d. Fresno County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- e. Kern County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- f. Merced County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- g. Monterey County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- h. Napa County – Client
 - 1. G2G – In progress
 - 2. ERDS – In progress (Audit)
- i. Placer County – Client
 - 1. G2G – Live
 - 2. ERDS – In Process (Audit)
- j. Sacramento County – G2G
 - 1. G2G – Live
- k. San Bernardino County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- l. San Francisco County - Client
 - 1. G2G - Live
 - 2. ERDS – Live
- m. San Joaquin County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- n. San Luis Obispo – G2G
 - 1. G2G – Live
 - 2. ERDS – No progress
- o. Santa Clara County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- p. Santa Cruz County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- q. Shasta – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Certified – Live Pending
- r. Solano County
 - 1. G2G – Pending BOS action
 - 2. ERDS – Pending BOS action
- s. Sonoma County
 - 1. Live
 - 2. ERDS – Certified – Live Pending
- t. Sutter County
 - 1. 1. G2G – Live Pending
- u. Tehama County – Client
 - 1. G2G – Live
 - 2. ERDS – Certified – Live Pending

CERTNA will be attending the Hal User Group Meeting hosted by Tehama County.
CERTNA will be adding Mono County for future tracking.

- e. Update on G2G Submitters – Various
 - a. Employment Development Department (EDD) – Update provided by P. Honny
 - 1. Live
 - 2. No Update
 - b. Board of Equalization (BOE) – Update provided by C. Sampson
 - 1. Live
 - c. Franchise Tax Board (FTB) – Updated provided by P. Honny
 - 1. Live
 - a. No Update
 - d. Department of Child Support Services (DCSS) – Update provided by P. Honny
 - 1. Live
 - a. No Update
 - e. Megabyte Systems – Update provided by P. Honny
 - 1. Tax Collector Interface (not a government agency)
 - a. Butte - Testing
 - b. Merced Live
 - c. Monterey Live
 - d. Placer County - Live
 - e. San Joaquin County – Live
 - f. Shasta County – Live
 - g. Tehama - Testing
- 7. Committee Reports
 - a. County Certification Policies and Procedures Committee
 - a. Teresa Williamson – Chair
 - 1. Discussion regarding AB2143 ERDA
 - a. Some changes have taken place since it left the committee
 - b. Now requires both the Agent and the Submitter to have insurance and the DOJ to write the insurance requirements into the regulations.
 - b. Technical Standards Committee
 - a. Brett Zamora – Chair
 - 1. Updating platform
 - a. Everyone with a token and every ERDS workstation will be effected
 - b. Instructions will be sent out as it is rolled out.
 - 2. MSBA Reports are due
- 8. Continuing Business
 - a. Form 700 Annual Filing Reminder – P. Honny
 - 1. Due April 1, 2016
 - 2. P. Honny will be sending out reminders to anyone who has not yet submitted.
 - b. Unified MOU process overview – P. Honny
 - 1. Background given as a reminder of the previous conversations and of the previously adopted Resolution

2. A package will be sent out to all counties next week which will include a copy of the Resolution, the unified MOU, Opt in/out form, and an outline on how this process will work.
3. CERTNA needs an updated Operating Procedures from each opted in county and a special requirements for your county.
4. Each County will have a webpage that will be created by Executive Director and is to then be maintained by the County. Training is available.
5. MOU's will be sent directly to the Executive Director for review and signing and potentially Liability Insurance requirement if passes.
6. Once CERTNA ID has been created, Executive Director will send an email to the Agent and all Counties letting them know that they have been set up. It is up to the County at this point to determine if they want to activate the account or not.
7. Once activated or deactivate a notice is sent to the Submitter/Agent informing them of the status.

9. New Business

- a. None

10. Board of Directors

- a. Question by Member Levey as to whether or not any other counties have had an issue with monies being taken from ACH for IRS payment that is not due by the Recorder. Several other counties have had similar situation. They were eventually able to recover the funds.
- b. Member Dictos made an inquiry regarding the status of the life insurance policy on the Executive Director. It was explained that since there is an additional CERTNA employee it was deemed no longer necessary and the insurance was cancelled.

Meeting Adjourned 11:01