

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

Thursday May 16, 2013

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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 Lake Tahoe Resort Hotel 4130 Lake Tahoe Blvd, South Lake Tahoe, CA

Present:

Board of Directors:

William Schultz, Chair, El Dorado County  
Les Flemmer, Alternate Vice Chair, San Joaquin County  
James Holly, Alternate Member, Fresno County  
Brian Pace, Alternate Member, Kern County  
Alicia Sotelo, Alternate Member, Monterey County  
Dan Harp, Alternate Member, San Bernardino County  
Gina Alcomendras, Member, Santa Clara County  
Carol Sutherland, Alternate Member, 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):

Kevin Norris, CERTNA Counsel, San Bernardino County

10:00 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 - No changes
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 March 14, 2013 were reviewed.

A motion to approve the minutes was made by Alternate Member Harp with one correction. Correction to the name of the Chair from Alcomendras to Schultz. The motion was seconded by Alternate Member Pace and carried unanimously.

- b. Adopt a date, hour, and place of the next Board meeting.
  - i. 7/11/13 10:00 a.m. Santa Clara County

A motion was made by Member Alcomendras to adopt the 7/11/13 meeting location, 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
- b. Review and receive financial reports
  - i. CERTNA Financial Activity Report – T. Andreas

A motion was made by Alternate Member Pace to accept the financial reports as presented by T. Andreas. The motion was seconded by Alternate Member Holly and carried unanimously.

- c. Review and approve Resolution #2013-001 – 2012/2013 Budget Modification – P. Honny/T. Andreas
  - i. Transfer \$30,000 from contingencies to fixed assets to procure two HP servers (\$15,000 per) to replace existing, end-of-life SQL Server cluster
  - ii. Transfer \$45,000 from contingencies to fixed assets to procure a mass-storage array (\$45,000) to replace and expand existing end-of-life mass-storage array.

A motion was made by Alternate Member Pace to approve Resolution #2013-001 as presented by P. Honny. The motion was seconded by Alternate Member Sutherland and carried unanimously.

- d. Department of Justice Local Inspection Audits – P. Honny
  - i. Fresno County 4/17/13
  - ii. Kern County 4/18/13
- e. Travel Update – P. Honny
- f. Report on ERDS and G2G implementation process – P. Honny
  - i. Butte County – Client
    - 1. G2G – Pending vendor integration
    - 2. ERDS – Pending vendor integration
  - ii. Contra Costa County - Client
    - 1. G2G – Live
    - 2. ERDS – Live
  - iii. El Dorado County – Board of Directors
    - 1. G2G – Live
    - 2. ERDS – Approved
  - iv. Fresno County – Board of Directors
    - 1. G2G – Live
    - 2. ERDS – Live
  - v. Kern County – Board of Directors
    - 1. G2G – Live
    - 2. ERDS – Live

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- vi. Kings County
  - 1. G2G – Pending
  - 2. ERDS – Pending
- vii. Merced County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Audit in progress
- viii. Monterey County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- ix. Placer County – Client
  - 1. G2G – MOU in review
  - 2. ERDS – MOU in review
- 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 - In-Process
  - 2. ERDS – Live
- xiii. San Joaquin County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xiv. San Luis Obispo – G2G
  - 1. G2G - Pending
- 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 – Approved
- xvii. Solano County – Board of Directors
  - 1. G2G – Pending BOS action
  - 2. ERDS – Pending BOS action
- xviii. Tehama County – G2G
  - 1. G2G – Live
  - 2. ERDS – Working with vendor
- g. Update on G2G Submitters – Various
  - i. Employment Development Department (EDD)
    - 1. Live (Revised Testing)
  - ii. Board of Equalization (BOE)
    - 1. Live
  - iii. Franchise Tax Board (FTB)
    - 1. Live
  - iv. Department of Child Support Services (DCSS)
    - 1. Testing
  - v. Megabyte Systems
    - 1. Tax Collector Interface
      - a. San Joaquin County - Testing
      - b. Merced County – Live
      - c. Monterey County - Testing

7. Committee Reports

- a. County Certification Policies and Procedures Committee
  - i. Mike Rocha – Chair

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- b. Technical Standards Committee
  - i. Mike Rocha - Chair
  
- 8. Continuing Business
  - a. Agent Access Fee Agreement (Executive Summit Discussion)
    - i. To be discussed in afternoon session
  - b. Insurance Coverage review
    - i. To be discussed in afternoon session

- 9. New Business
  - a. None

- 10. Board of Directors
  - a. None

- 11. Public Comment
  - a. None

- 12. Adjourn at 11:07 a.m. Executive Business Summit to start at 1:30 p.m.

A motion was made by Member Alcomendras to adjourn BOD Meeting and to reconvene at the Executive Business Summit at 1:30 p.m. The motion was seconded by Alternate Member Sutherland and carried unanimously.

Reconvene the Meeting of the Board of Directors at 1:30 p.m.

- 13. Welcome to El Dorado County – W. Schultz
  
- 14. Executive Business Summit Proceedings – W. Schultz
  - a. 5 Year Strategic Plan
    - i. History provided by P. Honny
  
  - b. CERTNA Bylaws – P. Honny
    - i. Review and modification process
      - 1. No comments regarding any changes to the Bylaws
      - 2. Direction given by Board to the Executive Director to post the Joint Powers on the Website
  
  - c. Legislative/Regulatory Action – P. Honny
    - i. Proposals and Issues
      - 1. Update provided, no further discussion
    - ii. Lobbyist
      - 1. Direction given by Board to the Executive Director to come back at future BOD meeting with options for further discussion
  
  - d. Budget Workshop – T. Andreas/P. Honny
    - i. Budget Process Overview
      - 1. Budget Categories
      - 2. Revenue/Cost Estimation Process
        - a. Many steps taken to move the Contingency Plan forward
        - b. Hiring an additional staff member recommended
        - c. Direction given to Executive Director to bring back some personnel specs based on a salary beginning at \$150,000-\$250,000

- d. May need to make an adjustment to the travel expenditures to accommodate a potential increase
- 3. Agent Network access Fee Agreement
  - a. Direction given to Executive Director to coordinate with the Agents and bring back some options to the Board for discussion and review.
- e. Organizational Risks – P. Honny
  - i. Employees
  - ii. Management
  - iii. Facilities
  - iv. Systems
  - v. Competitors
  - vi. Other?
    - 1. Direction given to Executive Director to discuss with Counsel a non-compete clause for an agreement or contract for new employee
    - 2. Executive Director will be reviewing accelerating the repayment schedule in July.
- f. Next Steps

A motion was made by Alternate Member pace to adjourn. The motion was seconded by Alternate Member Sutherland and carried unanimously.

Adjourn 4:27 p.m.