

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

Thursday May 8, 2014

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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
Ken Blakemore, Vice Chair, San Joaquin County
James Holly, Alternate Member, Fresno County
Jim Fitch, 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):

Regina Coleman, 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 13, 2014 were reviewed.

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

- b. Adopt a date, hour, and place of the next Board meeting.
 - i. 7/10/14 10:00 a.m. Santa Clara County

A motion was made by Member Alcomendras to adopt the 7/10/14 meeting location, date and time. The motion was seconded by Alternate Member Sutherland and carried unanimously.

- c. 2014 Executive Business Summit Update
 - i. Update provided by D. Boeg
 - 1. Registration recommended for 2015 Executive Business Summit
- d. Review and discuss calendar of events – D. Boeg
 - i. No change
- e. Update on implementation of Agent Fee – P. Honny/T. Andreas
 - i. Agents have been contacted regarding the pending fee approved by the Board
 - 1. Executive Director will contact Agents regarding billing process.
- f. Review and Approve CERTNA/San Bernardino County Employment Contract for Brett Zamora as CERTNA Director of Technical Services and direct the Executive Director and CERTNA Counsel to work with San Bernardino County Assessor-Recorder or his designee(s) to bring the contract to the County's Board of Supervisors – P. Honny
 - i. Approved as to legal form – 5/5/2014 – K. Norris
 - ii. Discuss with H.R. to add to contract to allow the Director of Technical Services to work from home

A motion was made by Member Fitch to give the Executive Director the authority to work with counsel to amend as necessary for the contract to be taken to the Board of Supervisor's. The motion was seconded by Alternate Member Harp and carried unanimously.

6. Management

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

A motion was made by Member Fitch to adopt the financial report as presented. The motion was seconded by Alternate Member Sutherland and carried unanimously.

- b. Report on ERDS and G2G implementation process – P. Honny
 - i. Butte County – Client
 - 1. G2G – Live
 - 2. ERDS – In progress
 - ii. Colusa County – Client
 - 1. G2G – MOU Provided
 - iii. Contra Costa County - Client
 - 1. G2G – Live
 - 2. ERDS – Live
 - iv. El Dorado County – Board of Directors

1. G2G – Live
2. ERDS – Live
- v. Fresno County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- vi. Kern County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- vii. Kings County - Client
 1. G2G – Pending
 2. ERDS – Pending
- viii. Merced County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- ix. Monterey County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- x. Napa County – Client
 1. G2G – Awaiting MOU
 2. ERDS - Awaiting MOU
- xi. Placer County – Client
 1. G2G – MOU approved – Awaiting Vendor Integration
 2. ERDS – MOU approved – Awaiting Vendor Integration
- xii. Sacramento County – G2G
 1. G2G – Live
- xiii. San Bernardino County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xiv. San Francisco County - Client
 1. G2G - Live
 2. ERDS – Live
- xv. San Joaquin County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xvi. San Luis Obispo – G2G
 1. G2G – Live
- xvii. Santa Clara County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xviii. Santa Cruz County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xix. Shasta – Client / possible Board of Directors
 1. G2G – Awaiting MOU
 2. ERDS – Awaiting MOU
- xx. Solano County – Board of Directors
 1. G2G – Pending BOS action
 2. ERDS – Pending BOS action
- xxi. Sonoma – To be added for tracking purposes
 1. G2G -
 2. ERDS -
- xxii. Tehama County – G2G
 1. G2G – Live
 2. ERDS – In progress

- c. Update on G2G Submitters – Various
 - i. Employment Development Department (EDD)
 - 1. Live
 - ii. Board of Equalization (BOE)
 - 1. Live
 - a. Pulling resources, hope to be adding new Counties again in 4-6 months
 - iii. Franchise Tax Board (FTB)
 - 1. Live
 - a. Butte now Live
 - b. Now have 15 counties live
 - c. Ready to bring on the new counties as they become available
 - iv. Department of Child Support Services (DCSS)
 - 1. Moving forward
 - a. Expect to have title fix in place in November
 - b. Expect to have missing signature issue fixed by November
 - v. Megabyte Systems
 - 1. Tax Collector Interface
 - a. San Joaquin County - Testing
 - b. Merced County – Live
 - c. Monterey County – Live
- 7. Committee Reports
 - a. County Certification Policies and Procedures Committee
 - i. Teresa Williamson – Chair
 - 1. Updates provided
 - a. No change for the type 1/type 2 requirements from the DOJ
 - b. No new legislation to track
 - c. G2G Titles have been added to Certna and are ready to be put in place by each of the Counties as they are ready
 - d. eTokens will be distributed soon
 - e. Had our first Best Practice Committee Meeting. Main subject was standardizing the MOU
 - b. Technical Standards Committee – P. Honny
 - 1. Working on several enhancements
- 8. Continuing Business
 - a. None
- 9. New Business
 - a. None
- 10. Board of Directors
 - a. None
- 11. Public Comment
 - a. None

12. Adjourn to Executive Business Summit at 1:30

A motion was made by Alternate Member Holly to adjourn till 1:30. The motion was seconded by Alternate Member Sutherland and carried unanimously.

13. Reconvene at 1:31

- a. Note: Dan Harp, San Bernardino County had to leave and Brian Pace, Kern County filled in for Jim Fitch who also had to leave.

14. Executive Business Summit Proceedings – W. Schultz

- a. 5 Year Strategic Plan
- b. CERTNA Bylaws
 - i. Review and modification process
 - 1. No plan to make any changes
 - a. No cap on Board Members at this time
- c. Legislative/Regulatory Action
 - i. Proposals and Issues
 - 1. Type 1/Type 2 changes not moving forward
 - ii. Lobbyist
 - 1. Put on Agenda for future tracking
 - 2. Gina offered to reach out to Secure for interest and participation in a sub-committee
 - 3. Gina offered to reach out to Phil McCauley regarding an ER sub-committee
 - 4. Gina offered to reach out to the Board to develop an ER sub-committee regarding future Legislative action
- d. Budget Workshop – T. Andreas/P. Honny
 - i. Budget Process Overview
 - 1. Budget Categories
 - 2. Revenue/Cost Estimates 2014/2015
 - 3. Agent Fee
 - a. Will not go into general fund
 - b. Will be used for a special fund to be used at Boards discretion
- e. Organized Risks
 - i. Employees
 - 1. B. Zamora starting soon
 - ii. Management
 - iii. Facilities
 - 1. Look into lease, rent or buy office space
 - iv. Systems
 - 1. Planning on upgrades this year
 - v. Competitors
 - vi. Other?
- f. Next Steps

15. Adjourn at 3:21