

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

Thursday July 28, 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 Lake Tahoe Resort Hotel 4130 Lake Tahoe Blvd. South Lake Tahoe, CA 96150

Present:

Board of Directors:

Steve Bestolarides, Chair, San Joaquin County
Alicia Sotelo, Alternate, Monterey County
William Schultz, El Dorado County
Gina Luna, Alternate Member, Fresno County
Jon Lifquist, Member, Kern County
Joani Finwall, Alternate, San Bernardino County
Wardell House, Alternate, Santa Clara County
Carol Sutherland, Alternate, Santa Cruz County
Leslie Morgan, Member, Shasta 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

10:00 a.m. convened meeting of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Chair Bestolarides. .
2. Presentation of the Agenda - P. Honny
3. Welcome to El Dorado County – W. Schultz
4. Action on consent calendar – None.
5. Deferred items – None
6. General Administration
 - a. Review and approve minutes from the previous meeting.
The minutes from May 12, 2016 were reviewed.

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

- b. Adopt a date, hour, and place of the next Board meeting.
 - a. Wednesday, 9/7/16 11:30 a.m. @ Redding, CA

A motion was made by Member Morgan to adopt the 9/7/16 meeting location, date and time as set out above. The motion was seconded by Alternate Finwall and carried unanimously.

- c. Review and discuss calendar of events – D. Boeg
 - a. No Changes.
- d. Update on Executive Business Summit – D. Boeg
 - a. Conference exceeded previous years attendance
 - b. Exact attendance and costs will be presented at the next BOD meeting

7. Management

- a. Review and receive financial reports
 - a. CERTNA Financial Activity Report – T. Andreas
- b. 2015-16 Operating Budget Workshop – P. Honny/T. Andreas
- c. Review and Approve Resolution #2016-001 – 2016/2017 CERTNA Annual Operating Budget – P. Honny/T. Andreas
 - a. Fee per document will be decreased to \$.53

A motion was made by Alternate House to approve Resolution #2016-001. The motion was seconded by Member Schultz and carried unanimously.

Vote to adopt Resolution No. 2016-001. There were 9 Aye votes, 0 No votes and 1 County Absent.

Aye: Steve Bestolarides, Chair, San Joaquin County
Aye: Alicia Sotelo, Alternate, Monterey County
Aye: William Schultz, El Dorado County
Aye: Gina Luna, Alternate Member, Fresno County
Aye: Jon Lifquist, Member, Kern County
Aye: Joani Finwall, Alternate, San Bernardino County
Aye: Wardell House, Alternate, Santa Clara County
Aye: Carol Sutherland, Alternate, Santa Cruz County
Aye: Leslie Morgan, Member, Shasta County

- d. Review and Approve Revised Client Tier Cost matrix effective January 1, 2017 – P. Honny

A motion was made by Member Morgan to approve the Revised Client Tier Cost Matrix. The motion was seconded by Member Schultz and carried unanimously.

- e. Review and Approve Support Agreement with Xerox for the period of 07/1/2016 – 6/30/2017.
 - a. Approved as to legal form by Penny Alexander-Kelley

A motion was made by Member Schultz to approve the Support Agreement with Xerox. The motion was seconded by Alternate Sotelo and carried unanimously.

- f. Report on ERDS and G2G implementation process – B. Zamora

- 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. Madera (add for tracking)
 - 1. G2G - Pending
 - 2. ERDS - Pending
- g. Merced County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- h. Mono County – Client
 - 1. G2G – In Process
 - 2. ERDS – In Process
- i. Monterey County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- j. Napa County – Client
 - 1. G2G – Live
 - 2. ERDS – Live
- k. Placer County – Client
 - 1. G2G – Live
 - 2. ERDS – Certified – Live Pending
- l. Sacramento County – G2G
 - 1. G2G – Live
- m. San Bernardino County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- n. San Francisco County - Client
 - 1. G2G - Live
 - 2. ERDS – Live
- o. San Joaquin County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- p. San Luis Obispo – G2G
 - 1. G2G – Live
 - 2. ERDS – 2017
- q. Santa Clara County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- r. Santa Cruz County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live

- s. Shasta – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- t. Solano County
 - 1. G2G – 2016-2017
 - 2. ERDS – 2017
- u. Sonoma County
 - 1. G2G - Live
 - 2. ERDS – Live
- v. Sutter County
 - 1. 1. G2G – Live
- w. Tehama County – Client
 - 1. G2G – Live
 - 2. ERDS – Live

- g. Update on G2G Submitters – Various
 - a. Employment Development Department (EDD) –
 - 1. Live
 - 2. No Update

 - b. Board of Equalization (BOE) – Update provided by Susan Sinetos & Craig Sampson
 - 1. Live
 - 2. Will be adding more counties towards the end of the year

 - c. Franchise Tax Board (FTB) – Updated provided by Ozra Nayebkhil and Brenda Sizer
 - 1. Live
 - 2. September 2016 is the next update. The following counties are pending.
 - a. Sutter, Napa and Solano Counties.

 - d. Department of Child Support Services (DCSS) – P. Honny
 - 1. Live
 - 2. Added Napa and Sutter Counties

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

There was also discussion regarding Xerox being in place for Tax Collector recordings for San Francisco and El Dorado Counties.

- 8. Committee Reports
 - a. County Certification Policies and Procedures Committee
 - a. Patrick Honny presented on behalf of Teresa Williamson – Chair
 - 1. Discussion on digital vs. digitized
 - a. Digital = starts as an electronic image

- b. Digitized = starts as paper and scanned to create the electronic image
 - 2. ERDA Update
 - a. Continues to move forward. Does contain a sunset clause and regulations that will need to be written by the DOJ.
 - 3. Report Changes coming soon
 - 4. Quarterly audit has been changed to annual.
 - b. Technical Standards Committee
 - a. Brett Zamora – Chair
 - 1. Discussed goals and accomplishments for 2015-2016
 - 2. Discussed goals for 2016-2017 including extending XML definitions
 - 3. Provided development update and provided preliminary view of Apex
 - 4. 3rd quarter 2016 beta testing with volunteers
 - 5. 4th quarter 2016 looking at going into production
 - 9. Continuing Business
 - a. Unified MOU process overview – P. Honny
 - a. There are currently 6 counties that have opted in.
 - 1. Butte, Fresno, Monterey, Napa, Santa Cruz and Shasta
 - b. Offered assistance to any county that may need to take to the Board.
10. Board of Directors
 - a. Recognize committee chairs and Board Secretary – Board Chair and P. Honny
 - b. Recognize Brenda Sizer for contributions to CERTNA's mission – Board Chair and P. Honny
11. New Business
 - a. None
12. Public Comment
13. Meeting Adjourned at 11:38 to the Executive Business Summit to reconvene @12:30 p.m.

Reconvened at 12:34 for the BOD Summit Meeting

- 14. Executive Business Summit Proceedings – BOD and P. Honny
 - a. 5 year Outlook
 - b. CERTNA Bylaws
 - a. Review and modification process
 - c. Legislative/Regulatory Action
 - a. Proposals and Issues
 - d. Organizational Risks
 - a. Employees
 - b. Management
 - c. Facilities
 - d. Systems
 - e. Competitors
 - f. DOJ Auditors
 - g. Other?
 - e. Next Steps

15. Presentations

- a. Increasing G2G Participation – Dana Boeg – San Bernardino County
 - a. D. Boeg to send the handouts to P. Honny electronically to be sent out via email.
- b. ParcelQuest – Grant Mulligan – President
- c. PFA/Kofile – Jim Harper – President

16. Adjourn 2:18 p.m.