

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

Thursday, July 19, 2018

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Board of Directors

Stephen Vagnini, Chair, Monterey County
Sean Saldavia, Vice-Chair, Santa Cruz County
William Schultz, Member, 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 Monterey Marriott, San Carlos Ballroom III 350 Calle Principal, Monterey, CA 93940.

CERTNA Staff:

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

Off-Site Contributors (teleconference):

Robert Messinger, CERTNA Counsel, San Bernardino County

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

1. Call to order. The meeting was called to order by Chair Steve Vagnini
 - a. Board of Directors Roll Call

Present:

Board of Directors:

Steve Vagnini, Chair, Monterey County
Carol Sutherland, Alternate Vice Chair, Santa Cruz County
William Schultz, Member, El Dorado County
Paul Dictos, Member, Fresno County
Jon Lifquist, Member, Kern County
Barbara Levy, Member, Merced County
Joani Finwall, Alternate Member, San Bernardino County
Steve Bestolarides, Member, San Joaquin County
Wardell House, Alternate Member, Santa Clara County
Leslie Morgan, Member, Shasta County

2. Presentation of the Agenda - P. Honny
3. Action on consent calendar – None
4. Deferred items – None
5. General Administration
 - a. Welcome to Monterey County – Chair Steve Vagnini
 - b. Review and approve minutes from the previous meeting.
The minutes from March 8, 2018 were reviewed.

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

- c. Adopt a date, hour, and place of the next Board meeting.
 - i. Thursday, October 11, 2018 10:00 @ San Joaquin County

A motion was made by Alternate Member Sutherland to adopt the 10/11/18 meeting location, date and time as set out above. The motion was seconded by Member Schultz and carried unanimously.

- b. Provide update on Calendar of Events – P. Pesut
- c. Update on 2018 Business Summitt – P. Pesut

6. Management

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

A motion was made by Member Dictos to receive the Financial Report. The motion was seconded by Member Schultz and carried unanimously.

- b. FY 2018-2019 Operating Budget Workshop – P. Honny and T. Andreas
- c. Direct the CERTNA Business Manager, effective 7/1/2018 to discontinue adding all future Agent's Fee revenues to fund designation; classify Agent's Fee revenue as operating revenue; and ensure Agent's Fee revenues are reflected on the CERTNA Financial Activity Reports – P. Honny

A motion was made by Alternate Member Finwall to direct the CERTNA Business Manager as outlined above. The motion was seconded by Alternate Member Sutherland and carried unanimously.

- d. Review and Approve Resolution #2018-001 – 2018/2019 CERTNA Annual Operating Budget – P. Honny and T. Andreas

A motion was made by Member Dictos to approve Resolution #2018-001. The motion was seconded by Member Schultz and carried unanimously.

- e. Authorize the Executive Director to complete negotiations and execute an amendment to the Audit Services Contract with MGO and return to the Board for ratification of the amendment – P. Honny

A motion was made by Alternate Member House to authorize the Executive Director to complete negotiations. The motion was seconded by Member Morgan and carried unanimously.

- f. 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 - 2019
- viii. Merced County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- ix. Modoc County – 2018/2019
- x. Mono County - Client
 1. G2G – Live
 2. ERDS – Live
- xi. Monterey County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xii. Napa County – Client
 1. G2G – Live
 2. ERDS – Live
- xiii. Placer County – Client
 1. G2G – Live
 2. ERDS – Live
- xiv. Sacramento County – G2G
 1. G2G – Live
- xv. San Bernardino County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xvi. San Francisco County - Client
 1. G2G - Live
 2. ERDS – Live
- xvii. San Joaquin County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xviii. San Luis Obispo – Client
 1. G2G – Live
 2. ERDS – Live
- xix. Santa Clara County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xx. Santa Cruz County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xxi. Shasta – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xxii. Solano County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xxiii. Sonoma County - Client
 1. G2G - Live
 2. ERDS – Live
- xxiv. Sutter County - Client
 1. 1. G2G – Live
- xxv. Tehama County – Client
 1. G2G – Live
 2. ERDS – Live
- xxvi. Tuolumne County – 2018/2019
- xxvii. Yuba County – 2018/2019

- g. Update on G2G Submitters – Various
 - i. California Department of Tax and Finance Authority (CDTFA)
 - 1. Live
 - ii. Franchise Tax Board (FTB)
 - 1. Live
 - iii. Employment Development Department (EDD)
 - 1. Live
 - iv. Department of Child Support Services (DCSS) – P. Honny
 - 1. Live
 - 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
 - 2. Megabyte looking to add additional document types
 - a. Notice of Power to Sell Tax Defaulted Property
 - b. Rescission of Power to Sell Tax Defaulted Property
 - c. Tax Deed to Purchaser of Tax Defaulted Property
- 7. Committee Reports
 - a. County Certification Policies and Procedures Committee – T. Williamson – Chair
 - b. Technical Standards Committee – B. Zamora Chair
- 8. Continuing Business
 - a. Unified MOU process update – P. Honny
 - b. Grant Program update – P. Honny
 - i. Action Item – P. Honny will work to locate surplus equipment available to donate, if necessary, to grant applicants
 - c. DOJ Regulation process update – P. Honny
 - d. CeRTNA General Counsel update – P. Honny
 - i. RFQ deadline 7/13/2018, Proposals due by 7/24/2018. San Bernardino will continue to act as counsel until new counsel is in place.
- 9. New Business
 - a. Informational Meetings to be held at CRAC Annual Conference and New Law
 - b. AI2 – Advanced Image Integrity
- 10. Board of Directors
- 11. Public Comment
- 12. Adjourn for lunch 11:35 a.m.
- 13. Reconvene 1:30 p.m.
- 14. Executive Business Summit Proceedings – BOD and P. Honny
 - a. 5 Year Outlook

- b. CERTNA Bylaws
 - i. Review and modification process
- c. Legislative/Regulatory Action
 - i. Proposals and Issues
- d. Organizational Risks
 - i. Employees
 - 1. New Employee Training
 - 2. Succession Planning
 - a. Obtaining quote for Key Person insurance for both P. Honny and B. Zamora
 - ii. Management
 - 1. BOD
 - 2. Executive Director
 - iii. Facilities
 - 1. San Bernardino County Provided
 - iv. Systems
 - 1. Trusted System Certification
 - 2. AI2
 - 3. Optional Access Model
 - v. Competitors
 - vi. DOJ Auditors
 - 1. Address through legislation

e. Next Steps

15. Sponsor Recognition

- a. Gold Sponsors
 - i. Kofile Technologies
 - ii. SouthTech Systems
- b. Silver Sponsors
 - i. Tyler Technologies
 - ii. Synrgo

c. Bronze Sponsors

i. ePn

ii. Simplifile

16. Adjourn in Memory of Dana L. Gardner - 2:27 pm