

Board of Directors

Gina Alcomendras, Chair, Santa Clara County
William Schultz, Vice Chair, El Dorado County
Paul Dictos, Member, Fresno County
Jim Fitch, Member, Kern County
Kent Christensen, Member, Merced County
Stephen Vagnini, Member, Monterey County
Dennis Draeger, Member, San Bernardino County
Ken Blakemore, Member, San Joaquin County
Sean Saldavia, Member, Santa Cruz County

CERTNA Board of Directors meeting was heard at the Santa Clara County Roads and Airports Department, Training Room, 101 Skyport Drive, San Jose CA 95110

Present:

Board of Directors:

Gina Alcomendras, Chair, Santa Clara County
William Schultz, Vice Chair, El Dorado County
James Holly, Alternate Member, Fresno County
Brian Pace, Alternate Member, Kern County
Barbara Levey, Alternate Member Merced County
Alicia Sotelo, Alternate Member, Monterey County
Dan Harp, Alternate Member, San Bernardino County
Ken Blakemore, Member, San Joaquin 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

Off-Site Contributors (teleconference):

Regina Coleman, CERTNA Counsel, San Bernardino County
Karen Kitchen, CERTNA Business Manager, Kern County

10:05 a.m. convened meeting of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Chair Alcomendras.
2. Presentation of the Agenda - No changes
3. Action on consent calendar – None.
4. Deferred items – None
5. Review and approve minutes from the previous meeting.
The minutes from July 12, 2012 were reviewed.

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

6. Adopt a date, hour, and place of next Board meeting.
 - a. 11/8/12 10:00 a.m. Santa Clara County

A motion was made by Vice Chair Schultz to adopt the 11/8/12 meeting date and time. The motion was seconded by Member Blakemore and carried unanimously.

Note: William Schultz and Barbara Levey will be unable to attend in November due to elections.

7. Administration.
 - a. Review and discuss calendar of events – P. Honny
 - i. No changes
 - b. Review and receive financial reports
 - i. CERTNA Financial Activity Report – K. Kitchen

A motion was made by Alternate Pace to accept the financial reports as presented by Karen Kitchen. The motion was seconded by Vice Chair Schultz and carried unanimously.

- c. Update on outside audit of CERTNA – K. Kitchen
 - i. To begin the week of October 29, 2012
- d. Update on CERTNA Insurance – P. Honny
 - i. General Liability Insurance Coverage – Renewed
 1. \$2,000,000 General Aggregate
 2. \$2,000,000 Products/Completed Operations Aggregate
 3. \$1,000,000 Personal Injury and Advertising Injury
 4. \$1,000,000 Each Occurrence
 5. \$100,000 Fire Damage
 6. \$10,000 Medical Payments
 - ii. Key-Person Live Insurance – In process
 1. \$3,000,000 Life
- e. Authorize Executive Director, in conjunction with CERTNA counsel, to finalize negotiations and execute CERTNA/Agent Network Access Fee agreements within the following general guidelines.
 - i. Agent Only Counties - \$0.50 per recorded Type I documents and \$0.25 per recorded Type II documents.
 - ii. Hybrid Counties - \$0.25 per recorded Type I and II documents.
 - iii. Agents billed on a monthly basis.
 - iv. Update Board on a periodic basis as to revenue generation and contract status.

A motion was made by Alternate Sutherland and seconded by Alternate Harp to authorize the Executive Director in conjunction with CERTNA counsel, to finalize negotiations and execute CERTNA/Agent Network Access Fee Agreements within the general guidelines stated above.

- f. Informational Updates – P. Honny
 - i. Secretary of State contact

- g. Report on ERDS and G2G implementation process – P. Honny
 - i. Butte County – Board of Directors
 - 1. G2G – Pending BOS action
 - 2. ERDS – Pending BOS action
 - ii. Contra Costa County - Client
 - 1. G2G – Live
 - 2. ERDS – Approved
 - iii. El Dorado County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Audit In-Process
 - iv. Fresno County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - v. Kern County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - vi. Merced County – Board of Directors
 - 1. G2G – In process
 - 2. ERDS – Third Quarter 2012
 - vii. Monterey County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Approved
 - viii. Placer County – Client
 - 1. G2G – MOU in review
 - 2. ERDS – MOU in review
 - ix. Sacramento County – G2G
 - 1. G2G – Testing
 - x. San Bernardino County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xi. San Francisco County - Client
 - 1. G2G - In-Process
 - 2. ERDS – Audit in process
 - xii. Santa Clara County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xiii. Santa Cruz County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Audit In-Process
 - xiv. San Joaquin County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xv. Solano County
 - 1. G2G – Pending BOS action
 - 2. ERDS – Pending BOS action
 - xvi. Tehama County – G2G
 - 1. G2G – Live
 - 2. ERDS – Working with vendor
- h. Update on G2G Submitters – Various
 - i. Employment Development Department (EDD)
 - 1. Live
 - ii. Board of Equalization (BOE)
 - 1. Live
 - iii. Franchise Tax Board (FTB)
 - 1. Live

- iv. Department of Child Support Services (DCSS)
 - 1. Project in process. Working with local offices.

- 8. Committee Reports.
 - a. County Certification Policies and Procedures Committee
 - i. Mike Rocha – Chair
 - 1. Updates and discussion regarding how rejects reasons are received by customers.
 - 2. Discussion regarding the processing of voids and receipts.
 - 3. Continued discussion regarding umbrella accounts.
 - 4. Technical Standards meeting will be scheduled in the near future.

- 9. Board of Directors
 - i. No items

- 10. Public Comment
 - a. Procurement policy & update on contingency plan discussion.

- 11. New Business

- 12. Adjourn 11:34.