

MEETING NOTICE and AGENDA

BOARD OF DIRECTORS

CALIFORNIA ELECTRONIC RECORDING TRANSACTION NETWORK
AUTHORITY (CERTNA)

Thursday, May 16th, 2013

10:00 A.M.

Lake Tahoe Resort Hotel

4130 Lake Tahoe Blvd
South Lake Tahoe, CA 96150

AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public and a brief general description of items of business to be transacted or discussed. In accordance with the Brown Act, this meeting agenda is posted at least 72 hours prior to the scheduled meeting at the location indicated above. The posting of the recommended actions does not indicate what action will be taken. The Authority may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

CERTNA Consent Calendar Matters may be approved in one motion unless a Board Member requests separate action which he/she deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The Chairman reserves the right to discuss the items listed on the agenda in any order.

The meeting facility is accessible to persons with disabilities. A person with a disability may contact the Board Secretary's (Dana Boeg) office at 855-732-2575 at least 72-hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including auxiliary aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

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PUBLIC COMMENTS ON AGENDA ITEMS

Members of the public wishing to address the Board of Directors regarding any item appearing on the agenda may do so by completing a Speaker's Form and then submitting it to the Board Secretary. Speakers will be recognized by the Chairman at the time the agenda item is to be considered. When addressing the Board, please state your name for the record. Please address the Board as a whole through the Chair. Please note comments to individual Board members or staff are not permitted when addressing the Board. A speaker's comments shall be limited to three (3) minutes.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the public wishing to address the Board of Directors regarding any item not on the agenda, but within the subject matter jurisdiction of the Board, will be taken under the Public Comment item of the agenda, and will be subject to the same guidelines as noted above.

SUPPORTING DOCUMENTATION

All supporting documentation, as referenced by the agenda, will be available at the meeting location. Documentation will also be posted and available for download from www.CeRTNA.com 24 hours prior to the meeting.

AGENDA

10:00 A.M. - CONVENE MEETING OF THE BOARD OF DIRECTORS

Lake Tahoe Resort Hotel, South Lake Tahoe, CA

PUBLIC SESSION

1. Call to order.
 - a. Board of Directors Roll Call
 - i. El Dorado County
 - ii. Fresno County
 - iii. Kern County
 - iv. Merced County
 - v. Monterey County
 - vi. San Bernardino County
 - vii. San Joaquin County
 - viii. Santa Clara County
 - ix. Santa Cruz County
2. Presentation of the Agenda

CONSENT CALENDAR

The following consent items are expected to be routine and non-controversial and will be acted upon at one time under **ACTION ON CONSENT CALENDAR** unless the Board directs that an item be held for further discussion under **DEFERRED ITEMS**. Persons wishing to address consent items or have them held for further discussion, continued, or taken off

calendar, should address the Board under **ACTION ON CONSENT CALENDAR.**

3. Action on consent calendar.

a. No items

4. Deferred items.

a. No items

DISCUSSION CALENDAR

5. General Administration.

a. Review and approve minutes from previous meeting.

b. Adopt date, hour, and place of next bimonthly Board meeting.

i. BOD - 07/11/2013 – 10:00 am – Santa Clara County

6. Management.

a. Review and discuss calendar of events – P. Honny

b. Review and receive financial reports

i. CERTNA Financial Activity Report – T. Andreas

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.
- d. Department of Justice Local Inspection Audits – P. Honny
 - i. Fresno County – 4/17/2013
 - ii. Kern County – 4/18/2013
- e. Travel Update – P. Honny
- f. Report on ERDS and G2G implementation process - P. Honny
 - i. Butte County – Client
 - 1. G2G/ERDS – Vendor integration in process
 - 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
- vi. Kings County – Client
 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/ERDS – Pending BOS action
- xviii. Tehama – G2G
 - 1. G2G – Live
 - 2. ERDS – Vendor integration in process
- 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

b. Technical Standards Committee

i. Mike Rocha – Chair

8. Continuing Business

a. Agent Access Fee agreement (Executive Summit Discussion)

b. Insurance Coverage review

9. New Business

10. Board of Directors

11. Public Comment

12. Adjourn to Executive Business Summit at 1:30 pm.

1:30 P.M. - RECONVENE MEETING OF THE BOARD OF DIRECTORS

Lake Tahoe Resort Hotel, South Lake Tahoe, CA

13. Welcome to El Dorado County – W. Schultz
14. Executive Business Summit Proceedings – W. Schultz
 - a. 5 Year Strategic Plan
 - b. CERTNA Bylaws – 15 minutes
 - i. Review and modification process
 - c. Legislative/Regulatory Action – 15 Minutes
 - i. Proposals and Issues
 - ii. Lobbyist
 - d. Budget Workshop – T. Andreas/P. Honny – 45 Minutes
 - i. Budget Process Overview
 1. Budget Categories
 2. Revenue/Cost Estimation Process
 3. Agent Network Access Fee Agreement
 - e. Break – 15 Minutes
 - f. Organizational Risks – 120 Minutes
 - i. Employees
 - ii. Management
 - iii. Facilities
 - iv. Systems

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v. Competitors

vi. Other?

g. Next Steps.

15. Adjourn.