

Board of Directors

Gina Alcomendras, Chair, Santa Clara County
William Schultz, Vice Chair, El Dorado County
Jim Fitch, Member, Kern County
Paul Dictos, Member, Fresno 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:

William Schultz, Vice Chair, El Dorado County
Brian Pace, Alternate Member, Kern County
Dan Harp, Alternate Member, San Bernardino County
Carol Sutherland, Alternate Member, Santa Cruz County
Barbara Levey, Alternate Member, Merced County
Wardell House, Alternate Member Santa Clara County (jointed at 9:10)
Alicia Sotelo, Alternate Member, Monterey County (jointed at 9:40)

CERTNA Staff:

Patrick Honny, CERTNA Executive Director, San Bernardino County
Karen Kitchen, CERTNA Business Manager, Kern County

Off-Site Contributors (teleconference):

Kevin Norris, CERTNA Counsel, San Bernardino County

9:03 a.m. convened meeting of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Vice Chair Schultz.
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 April 12, 2012 were reviewed.

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

Note: P. Honny mentioned that the Quarterly Board meeting item will be added to the June Agenda for discussion.

6. Adopt a date, hour, and place of next Board meeting.
 - a. 6/14/12 10:00 a.m. Santa Clara County

A motion was made by Alternate Sutherland to change the meeting date as set out on the Agenda from 6/13/12 to 6/14/12 and to adopt the 6/14/12 meeting. The motion was seconded by Alternate Harp and carried unanimously.

7. Administration.
 - a. Review and discuss calendar of events – P. Honny
 - i. No Update – Pending CRAC event dates
 - b. Review and receive financial reports – K. Kitchen
 - i. CERTNA Financial Activity Report – K. Kitchen
 - ii. Quarterly Revenue Budget vs. Actual Report – P. Honny

Note: Wardell House, Alternate Member, Santa Clara County joined Board Meeting at 9:10 a.m.

A motion was made by Alternate Harp to accept the financial reports as presented by Karen Kitchen and to accept the quarterly revenue reports as presented by Patrick Honny. The motion was seconded by Alternate Levey and carried unanimously.

- c. Report on ERDS and G2G implementation process – P. Honny
 - i. First Quarter Statistics
 1. ERDS – 58,904 documents for \$1.565 million
 2. G2G – 6,210 documents
 - ii. Contra Costa County - Client
 1. G2G – Live
 2. ERDS – Finalizing MOU
 - iii. El Dorado County – Board of Directors
 1. G2G – Live
 2. ERDS – Second Quarter 2012
 - 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 – Third Quarter 2012
 2. ERDS – Third Quarter 2012
 - vii. Monterey County – Board of Directors
 1. G2G – Live
 2. ERDS – Second Quarter 2012
 - viii. Sacramento County – G2G
 1. G2G – Pending submitter MOU
 - ix. San Bernardino County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
 - x. San Francisco County - Client
 1. G2G - Awaiting MOU
 2. ERDS – Awaiting MOU

- xi. Santa Clara County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xii. Santa Cruz County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Second Quarter 2012
- xiii. San Joaquin County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xiv. Tehama County – G2G
 - 1. G2G – Live

- d. 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. Testing
 - iv. Department of Child Support Services (DCSS)
 - 1. Pending

- 8. Committee Reports.
 - a. County Certification Policies and Procedures Committee
 - i. Mike Rocha – Chair
 - 1. Prior to PPC Meeting, CERTNA met with DFM & DFM Counties
 - 2. Discussed progression of G2G to expand beyond state submitters.
 - 3. Discussed a request to have an “Other” document type added immediately to G2G in the interim to accommodate City of Bakersfield. G2G document type items to be reviewed by PPC in June.
 - 4. Education item, review of reports – P. Honny
 - 5. Discussion regarding proposed CERTNA portal changes – P. Honny

- 9. Board of Directors

- 10. Public Comment
 - a. None

- 11. New Business
 - a. Update on Security Auditor – P. Honny
 - b. Update regarding some Agents being shut down & special requests being made by Counties which are submitting documents thru non-CERTNA ERDS portal –P. Honny & Chris Stephens, SPL
 - c. Type 1 & Type 2 – P. Honny

Note: Alicia Sotelo, Alternate Member, Monterey County joined Board Meeting at 9:40 a.m

Note: Break, return at 10:15

- d. 5 Year Strategic Plan – P. Honny
- e. CERTNA Bylaws
 - i. Review and modification process – P. Honny

- ii. Action Item: P. Honny is to update the website to include the most recent version of the Bylaws (dated fall of 2010) and to forward it to each of the Board members for their review. Any suggestions for revisions are to be sent to P. Honny. Revisions are to be brought back to the Board in June/July for review and adoption.
- f. Legislative/Regulatory Action – P. Honny
 - i. Proposals and Issues
 - ii. Lobbyist
 - iii. Action Item: P. Honny in conjunction with K. Norris is to review and develop an idea and language of the process
- g. Budget Workshop
 - i. Budget Process Overview – P. Honny & K. Kitchen
 - 1. Budget Categories
 - 2. Revenue/Cost Estimation Process
 - 3. Agent Network Access Fee Agreement
 - ii. Action Item: P. Honny to look into finding an organization to assist in P.R. as well as lobby hours
- h. Break (cancelled)
- i. Organizational Risks
 - i. Employees
 - ii. Management
 - iii. Facilities
 - iv. Systems
 - v. Competitors
 - vi. Other?
- j. Next Steps
 - i. Action Item: P. Honny to:
 - 1. Research and Report regarding Key Person Insurance
 - 2. Research and Development cost
 - 3. Define options for additional employees
 - 4. Define what Agent Network access will be (in June, for an effective date of July 1)
 - a. Request made that Patrick distribute to board members the Agent Network Agreement for review prior to the June BOD meeting
 - 5. Research and Report real estate options

12. Adjourn 12:35.

Motion to adjourn was made by Alternate House. The motion was seconded by Alternate Sutherland and carried unanimously.