

MEETING NOTICE and AGENDA

BOARD OF DIRECTORS

CALIFORNIA ELECTRONIC RECORDING TRANSACTION NETWORK  
AUTHORITY (CERTNA)

Thursday, March 14<sup>th</sup>, 2013

10:00 A.M.

**Training and Conference Center @ Charcot  
Suite 102**

2310 N First Street  
San Jose CA 95131

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.

### 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](http://www.CeRTNA.com) 24 hours prior to the meeting.

## **AGENDA**

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

Training and Conference Center @ Charcot – Suite 102.

### **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. 05/09/2013 – 10:00 am – El Dorado County
1. 05/08/2013 – Committee Meetings
2. 05/09/2013 – Board of Directors Meeting followed by  
Strategic Planning and Action Meeting.

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. Report on audited Financial Statements and CERTNA policies – L.  
Walker – Auditor-Controller, San Bernardino County
- d. Review and receive audited Financial Statements for the year  
ended June 30, 2012 – P. Honny

- e. Review and adopt modified CERTNA Bylaws – P. Honny
  - i. Approved as to legal form 03/08/2013 – K. Norris
    - 1. Defining the term of service for the Chair and Vice Chair as two years.
    - 2. Apply term modification retroactively to current Chair and Vice Char.
- f. Update on CERTNA Insurance – P. Honny
  - i. Key-person Life Insurance – In effect
    - 1. \$2,000,000 Life
- g. Department of Justice Local Inspection Audits – P. Honny
  - i. CERTNA – 3/7/2013 – Completed
  - ii. Fresno County – 4/17/2013
  - iii. Kern County – 4/18/2013
- h. Travel Update – P. Honny
  - i. San Jose, CA – 1/9 – 1/10/2013 - CERTNA Committee and Board Meetings
  - ii. San Jose, CA – 1/22/2013 – Technical Standards Conference
  - iii. Salt Lake City, UT – 2/14 – 2/15/2013 – Quarterly datacenter maintenance
  - iv. Merced County – 2/26 – 2/27/2013 – Title company meeting

- v. El Dorado County – 2/28 – 3/1/2013 – System audit and title company meeting
- vi. Kings County – 3/20/2013 – Demo
- vii. Las Vegas, NV – 3/27 – 3/28/2013 – Quarterly datacenter maintenance
- i. Report on ERDS and G2G implementation process - P. Honny
  - i. Butte County – Client
    - 1. G2G/ERDS – Pending vendor integration
  - ii. Contra Costa County - Client
    - 1. G2G – Live
    - 2. ERDS – Live
  - iii. El Dorado County – Board of Directors
    - 1. G2G – Live
    - 2. ERDS – Audit In progress
  - 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 – Live
2. ERDS – Audit in progress
- vii. Monterey County – Board of Directors
  1. G2G – Live
  2. ERDS – Live
- viii. Placer County – Client
  1. G2G – MOU in review
  2. ERDS – MOU in review
- ix. Sacramento County – G2G
  1. G2G – Live
- x. San Bernardino County – Board of Directors
  1. G2G – Live
  2. ERDS – Live
- xi. San Francisco County - Client
  1. G2G – In-Process
  2. ERDS – Approved
- xii. San Joaquin County – Board of Directors
  1. G2G – Live
  2. ERDS – Live
- xiii. Santa Clara County – Board of Directors
  1. G2G – Live

- 2. ERDS – Live
- xiv. Santa Cruz County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Approved
- xv. Solano County – Board of Directors
  - 1. G2G/ERDS – Pending BOS action
- xvi. Tehama – G2G
  - 1. G2G – Live
  - 2. ERDS – Working with vendor.
- j. 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. Contract in draft.
  - v. Megabyte Systems
    - 1. Tax Collector Interface – Testing
      - a. San Joaquin County



b. Merced County

7. Committee Reports.

a. County Certification Policies and Procedures Committee

i. Mike Rocha – Chair

8. Continuing Business

a. Form 700s due.

b. CERTNA county startup support program.

c. Agent Access Fee agreement.

d. Insurance Coverage review.

9. New Business

a. FPPC Form 700 Information – P. Honny

10. Board of Directors.

a. Special Recognition

i. Debra Wilson, - San Joaquin County, in recognition of her contributions to CERTNA – W. Schultz\ K. Blakemore

ii. Karen Kitchen, Business Manager – Kern County, in recognition of her contributions to CERTNA – W. Schultz\J. Fitch

iii. De Ana Thompson, Alternate Board Member – San Bernardino County, on the occasion of her retirement from

public services and in recognition of her contributions to

CERTNA – W. Schultz\D. Drager

iv. Jim Fitch, Board Member - Kern County, on the occasion of

his retirement from public service and in recognition of his

contributions to CERTNA – W. Schultz\L. Walker

11. Public Comment

12. Adjourn