

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

Thursday, January 12, 2017

Page 1 of 5

Board of Directors

Steve Bestolarides, Chair, San Joaquin County  
Stephen Vagnini, Vice Chair, Monterey County  
William Schultz, El Dorado County  
Paul Dictos, Member, Fresno County  
Jon Lifquist, Member, Kern County  
Barbara Levey, Member, Merced County  
Bob Dutton, Member, San Bernardino County  
Gina Alcomendras, Member, Santa Clara County  
Sean Saldavia, Member, Santa Cruz County  
Leslie Morgan, Member, Shasta County

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

Present:

Board of Directors:

Steve Bestolarides, Chair, San Joaquin County  
Alicia Sotelo, Alternate Vice Chair, Monterey County  
Bill Schultz, Member, El Dorado County  
Gina Luna, Alternate, Fresno County  
Brian Pace, Alternate, Kern County  
Barbara Levey, Member, Merced County  
Dana Gardner, Alternate, San Bernardino County  
Wardell House, Alternate, Santa Clara County  
Carol Sutherland, Alternate, Santa Cruz County  
Paula Pesut, Alternate, Shasta County

CERTNA Staff:

Patrick Honny, CERTNA Executive Director, San Bernardino County  
Dana Gardner, CERTNA Secretary, San Bernardino 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 Bestolarides.
2. Presentation of the Agenda - P. Honny
3. Action on consent calendar – None.
4. Deferred items – None
5. General Administration
  - a. Confirmation of the 217-2018 Chairman of the Board – S. Bestolarides
    - i. Confirm the Vice-Chair, Stephen L. Vagnini, as the Chairman of the Board of Directors for CERTNA with a term of Jan. 12, 2017- Jan. 10, 2019.
    - ii. Roll call Vote  
Ayes: 10 Nays: 0 Carried Unanimously

- b. Selection of 2017-2018 Vice Chairman of the Board – S. Bestolarides
  - i. Nominations
    - 1. Nomination was made to select Sean Saldavia as Vice Chair
  - ii. Selection of the Vice- Chairman of the Board of Directors for CERTNA with a term of Jan. 12, 2017 – Jan. 10, 2019
  - iii. Roll Call Vote
    - Ayes: 10 Nays: 0 Carried Unanimously
- c. Passing of the Chairman’s gavel – S. Bestolarides to S. Vagnini
- d. Call to order – A. Sotelo, Alternate Chair
- e. Review and approve minutes from the previous meeting.  
The minutes from November 10, 2016 were reviewed.

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

- f. Adopt a date, hour, and place of the next Board meeting.
  - i. Thursday, March 9, 2017 10:00 @ San Joaquin, CA

A motion was made by Member Bestolarides to adopt the 3/10/17 meeting location, date and time as set out above. The motion was seconded by Alternate Sutherland and carried unanimously.

- g. Review and discuss calendar of events – D. Gardner
  - i. Presented with addition of April 10 & 11 for Principals meeting which is to be held at the Embassy Suites in Sacramento.
  - ii. Included a July meeting with location to be determined. However, this meeting conflicts with the CACEO meeting which is the week of July 10<sup>th</sup> at the Lake Tahoe Resort.
- h. Update on Executive Business Summit – D. Gardner
  - i. Farther down on the agenda is the approval of the contract. Once the contract has been approved, Dana will be moving forward with researching an event.

## 6. Management

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

A motion was made by Alternate Pesut to receive the Financial Report. Motion was seconded by Member Schultz and carried unanimously.

- b. Review and Receive CERTNA Audited Financials
  - i. CERTNA Audited Financials – T. Andreas
- c. Update on CERTNA Grant Program - P. Honny
  - i. Once Grant Program became available several counties confirmed that the startup costs was a deterrent and now show interested in eRecording.
  - ii. Member Schultz was able to get a meeting together up on Jan. 19, 2017 with Amador, Calaveras and Tuolumne Counties to discuss eRecord and the Grant Program.
  - iii. P. Honny mentioned that there are other counties that have also showed interest which include Alpine, Inyo and Mono.

- iv. Counties considering Grant Program need to be sure to sign letter of intent with DOJ.
  - v. It may be necessary to expand the funds available in the next fiscal year.
- d. Review and Ratify Payroll Services contract with the County of San Bernardino to continue to provide payroll and IRS reporting services to CERTNA – P. Honny

A motion was made by Member Schultz to ratify and approve the Payroll Services contract with the San Bernardino County. Motion was seconded by Alternate Luna and carried unanimously.

- e. Review and Authorize the Executive Director to execute Contract with the Santa Cruz Hilton to provide various services for the CERTNA Annual Business Summit scheduled for 6/7/2017 – 6/9/2017
- i. Approved as to legal form – R. Messinger 01/09/2017

A motion to authorize the Executive Director to execute a contract with the Santa Cruz Hilton for the Annual Summit was made by Member Bestolarides and seconded by Alternate House 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. Kern County – Board of Directors
    - 1. G2G – Live
    - 2. ERDS – Live
  - vi. Madera 2017/18
  - vii. Merced County – Board of Directors
    - 1. G2G – Live
    - 2. ERDS – Live
  - viii. Mono County – Client
    - 1. G2G – In Process
    - 2. ERDS – In Process
  - ix. Monterey County – Board of Directors
    - 1. G2G – Live
    - 2. ERDS – Live
  - x. Napa County – Client
    - 1. G2G – Live
    - 2. ERDS – Live
  - xi. Placer County – Client
    - 1. G2G – Live
    - 2. ERDS – Certified – Live Pending
  - xii. Sacramento County – G2G
    - 1. G2G – Live

- xiii. San Bernardino County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xiv. San Francisco County - Client
  - 1. G2G - Live
  - 2. ERDS – Live
- xv. San Joaquin County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xvi. San Luis Obispo – G2G
  - 1. G2G – Live
  - 2. ERDS – 2017
- xvii. Santa Clara County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xviii. Santa Cruz County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xix. Shasta – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
- xx. Solano County – 2016/17
  - 1. G2G – In Process
  - 2. ERDS – In Process
- xxi. Sonoma County - Client
  - 1. G2G - Live
  - 2. ERDS – Live
- xxii. Sutter County - Client
  - 1. 1. G2G – Live
- xxiii. Tehama County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
- g. Update on G2G Submitters – Various
  - i. Employment Development Department (EDD) – Various
    - 1. Live
    - 2. No Update
  - ii. Board of Equalization (BOE) – P. Honny
    - 1. Live
    - 2. No Update
  - iii. Franchise Tax Board (FTB) – Updated provided by P. Honny
    - 1. Live
    - 2. No Update
  - iv. Department of Child Support Services (DCSS) – P. Honny
    - 1. Live
    - 2. No Update
  - 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

7. Committee Reports

- a. County Certification Policies and Procedures Committee – Paula Pesut on behalf of Teresa Williamson – Chair
  - i. Reject reasons and Titles continue to be worked on
- b. Technical Standards Committee – Brett Zamora – Chair
  - i. Continue to work on APEX, test to be released in 2 weeks.
    - 1. Testing will be with San Bernardino, San Francisco, Contra Costa and Fresno.
    - 2. Speed of transactions will increase between the submitter to the county and the county to the submitter.
    - 3. Eliminates size constraints
      - a. No further need for multi-part payloads
    - 4. Will now be multithreaded
  - ii. Some Survey's will be sent out regarding
    - 1. Various XML tweaks that have been requested
    - 2. Check Sums to verify file integrity
      - a. This item will require vendor interface

8. Continuing Business

- a. Unified MOU process overview – P. Honny
  - i. Contra Costa is the most recent county to participate in the Unified MOU process.

9. New Business

- a. FPPC Form 700 Reporting for 2016
  - i. Reminder:
    - 1. Anything over \$50 is reportable
    - 2. Anything over \$460 cannot be accepted
    - 3. Can do one Form 700 for both CERTNA & the County
    - 4. Will need to send an image to P. Honny
- b. Payroll Time Reporting Process
  - i. Patrick given direction to move forward with having his payroll time reporting removed from the need to have J. Finwall approve his bi-weekly submissions.
  - ii. Payroll process to remain under the departmental payroll clerk control of San Bernardino County but with CERTNA as a separate entity.
  - iii. Once this process is put in place, a Resolution is to be presented to the Board.
  - iv. Suggestion made to provide the Board a quarterly report on accruals.

10. Board of Directors

- a. Special Recognition
  - i. Travis Andreas in recognition of his service to CERTNA as Business Manager - S. Vagnini
  - ii. Steve Bestolarides in recognition of his service as CERTNA's Chairman of the Board of Directors – S. Vagnini

11. Public Comment

- a. None

12. Adjourn 11:36