

MEETING NOTICE and AGENDA

BOARD OF DIRECTORS

CALIFORNIA ELECTRONIC RECORDING TRANSACTION NETWORK
AUTHORITY (CERTNA)

Thursday, November 14th, 2013

10:00 A.M.

Santa Clara County Roads and Airports Department

Training Room
101 Skyport Drive
San Jose CA 95110

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

Santa Clara County Roads and Airports Department – Training Room.

PUBLIC SESSION

1. Call to order.
 - a. Board of Directors Roll Call
 - i. El Dorado County – Chair
 - ii. San Joaquin County – Vice Chair
 - iii. Fresno County
 - iv. Kern County
 - v. Merced County
 - vi. Monterey County
 - vii. San Bernardino 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 - 01/09/2014 – 10:00 am – Santa Clara County

c. 2014 Executive Business Summit Update – CERTNA Secretary –

D. Boeg

i. Adopt date and location of next Executive Business Summit and authorize the Secretary and Executive Director, in conjunction with CERTNA counsel, to develop contracts.

1. Summit – 05/08/2014 – 10:00 am – South Lake

Tahoe, CA

d. Review and Discuss calendar of events – D. Boeg

6. Management.

- a. Review and Receive financial reports
 - i. CERTNA Financial Activity Report – T. Andreas
 - ii. CERTNA Outside Audit Update – T. Andreas
- b. Review and Approve contract, in an amount not to exceed \$8,100.00 (includes 10% contingency), with Southtech Systems to automate the CERTNA Form 700 process. In addition, authorize the Executive Director to execute and file the appropriate application, to include a \$1,000.00 certification fee, with the California Fair Political Practices Commission.
 - i. Approved as to legal form on 11/8/2013 by K. Norris
- c. Review and Approve the process for selecting the CERTNA Director of Technical Services.
 - i. Review and Adopt the CERTNA Technical Director position specification.
 - ii. Authorize the Executive Director to utilize job recruitment sites and other tools as appropriate to publicize the position opening and ensure an adequate response for a period of approximately 30 days.
 - iii. Authorize the Executive Director and the Chair of the Policies and Procedures Committee to develop a panel for

- initial candidate selections and have that panel select 3-5 finalists through application review and interviews.
- iv. Authorize the Executive Director to place a closed session on the March agenda for Board interviews of the selected finalists.
 - v. Authorize the Executive Director, in conjunction with CERTNA Counsel and San Bernardino County, to develop an employment contract and return to the CERTNA board for approval.
- d. Discuss and provide guidance on agent fee – P. Honny
 - e. Discuss and Approve the establishment of a working committee – C. Stephen
 - 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 – 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. Kings County – Client

1. G2G – Pending
2. ERDS - Pending

vii. Merced County – Board of Directors

1. G2G – Live
2. ERDS – Live

viii. Monterey County – Board of Directors

1. G2G – Live
2. ERDS – Live

ix. Placer County – Client

1. G2G/ERDS – MOU approval in process

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 – Live
 - 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 – Live
- xvii. Solano County – Board of Directors
 - 1. G2G/ERDS – Pending BOS action
- xviii. Tehama – G2G
 - 1. G2G – Live
 - 2. ERDS – January 2014
- g. 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. Live
 - v. Megabyte Systems
 - 1. Tax Collector Interface
 - a. San Joaquin County - Testing
 - b. Merced County - Live
 - c. Monterey County - Live
7. Committee Reports.
- a. County Certification Policies and Procedures Committee
 - b. Technical Standards Committee
 - i. Mike Rocha – Chair
8. Continuing Business
9. New Business
10. Board of Directors
11. Public Comment

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12. Adjourn.