

MEETING NOTICE and AGENDA

BOARD OF DIRECTORS

CALIFORNIA ELECTRONIC RECORDING TRANSACTION NETWORK
AUTHORITY (CERTNA)

Thursday, February 9th, 2012

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 office at (909) 386-8925 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 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.
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**.

DISCUSSION CALENDAR

3. Action on consent calendar.
 - a. None
4. Deferred items.
 - a. None
5. Review and approve minutes from previous meeting.
6. Adopt date, hour, and place of next Board meeting.
 - a. Per Board direction, discuss quarterly meeting schedule.
 - b. 3/8/2012 – 10:00 am – Santa Clara County

7. Administration.

- a. Review and discuss calendar of events – P. Honny
- b. Review and receive financial reports
 - i. CERTNA Financial Activity Report – K. Kitchen
 - ii. Budget vs. Actual Report – P. Honny
 - iii. CERTNA 2011 Audited Financial Statements – K. Kitchen
- c. Authorize Executive Director, in conjunction with CERTNA counsel, to negotiate and execute an agreement with the California Franchise Tax Board (FTB) detailing the terms and conditions as to the utilization of the CERTNA G2G portal.
 - i. No cost impact.
- d. Authorize Executive Director, in conjunction with CERTNA counsel, to negotiate and execute agreements with Seth Cox and Susan Fothergill for DOJ-Certified ERDS audit services with terms similar to those negotiated with CERTNA's current DOJ-Certified Auditor.
 - i. \$5,000 per engagement for substantive modification and biennial audits.
 - ii. Contract previously approved as to legal form 5/4/2011 – K. Norris
- e. Review proposed letter by SECURE to the Attorney General and determine CERTNA's participation – P. Honny

i. Approved as to legal form 1/26/2012 – K. Norris

f. Report on ERDS and G2G implementation process - P. Honny

i. Contra Costa County - Client

1. G2G – Finalizing MOU - Testing

2. ERDS – Finalizing MOU.

ii. El Dorado County – Board of Directors

1. G2G – First Quarter 2012

2. ERDS – Second Quarter 2012

iii. Fresno County – Board of Directors

1. G2G - Live

2. ERDS - Live

iv. Kern County – Board of Directors

1. G2G – Live

2. ERDS – Live

v. Merced County – Board of Directors (In Process)

1. G2G – Awaiting board action

2. ERDS – Awaiting board action

vi. Monterey County – Board of Directors

1. G2G – Live

2. ERDS – First Quarter 2012

vii. Sacramento County – G2G

1. G2G – Finalizing MOU
- viii. San Bernardino County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- ix. San Francisco County - Client
 1. G2G – Awaiting MOU
 2. ERDS – Awaiting MOU
- x. Santa Clara County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xi. Santa Cruz County – Board of Directors
 1. G2G – Testing
 2. ERDS – First/Second Quarter 2012
- xii. San Joaquin County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xiii. Tehama – G2G
 1. G2G – Live
- 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. Contracting
 - iv. Department of Child Support Services (DCSS)
8. Committee Reports.
- a. County Certification Policies and Procedures Committee
 - i. Mike Rocha - Chair
9. Board of Directors.
- a. CERTNA Board "Retreat" information.
 - i. Adopt date, hour, and place of special meeting – K. Norris
10. Public Comment.
11. New Business.
- a. Form 700 Filing Information – P. Honny
 - b. DOJ Site Visits – P. Honny
 - i. San Joaquin County
 - ii. San Bernardino County
12. Adjourn.