

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

Thursday July 11, 2013

Page 1 of 4

Board of Directors

William Schultz, Chair, El Dorado County
Ken Blakemore, Vice Chair, San Joaquin County
Paul Dictos, Member, Fresno County
Jim Fitch, Member, Kern County
Barbara Levey, Member, Merced County
Stephen Vagnini, Member, Monterey County
Dennis Draeger, Member, San Bernardino County
Gina Alcomendras, Member, Santa Clara 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, Chair, El Dorado County
Ken Blakemore, Vice Chair, San Joaquin County
James Holly, Alternate Member, Fresno County
Jim Fitch, Member, Kern County
Barbara Levey, Member, Merced County
Alicia Sotello, Alternate Member, Monterey County
Dan Harp, Alternate Member, San Bernardino County
Gina Alcomendras, Member, Santa Clara County

CERTNA Staff:

Patrick Honny, CERTNA Executive Director, San Bernardino County
Dana Boeg, CERTNA Secretary, San Bernardino County

Off-Site Contributors (teleconference):

Regina Coleman, CERTNA Counsel, San Bernardino County
Travis Andreas, CERTNA Business Manager, Kern County

10:01 a.m. convened meeting of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Chair Schultz.
2. Presentation of the Agenda - No changes
3. Action on consent calendar – None.
4. Deferred items – None
5. General Administration
 - a. Review and approve minutes from the previous meeting.
The minutes from May 16, 2013 were reviewed.

A motion to approve the minutes was made by Member Alcomendras. The motion was seconded by Alternate Member James Holly and carried unanimously.

- b. Adopt a date, hour, and place of the next Board meeting.
 - i. 9/12/13 10:00 a.m. Santa Clara County

A motion was made by Member Fitch to adopt the 9/12/13 meeting location, date and time. The motion was seconded by Member Levey and carried unanimously.

- c. 2013 Executive Business Summit Coordinator's Report and 2014 Executive Business Summit Update – CERTNA Secretary – D. Boeg
 - i. D. Boeg is to bring back to the board in September for their review and approval, options for 2014 Executive Business Summit.
- d. Review and Discuss Calendar of events D. Boeg
 - i. Calendar of events have been updated and posted on the website

6. Management

- a. Review and receive financial reports
 - i. CERTNA Financial Activity Report – T. Andreas
 - 1. Paper copies were not available. Report was viewed utilizing the display

A motion was made by Alternate Member Fitch to accept the financial reports as presented by T. Andreas. The motion was seconded by Alternate Member Sotello and carried unanimously.

- b. Review and approve Resolution #2013-002 – 2013/2014 CERTNA
 - i. Annual Operating Budget – P. Honny/T. Andreas
 - 1. Maintain \$.49 per doc.
 - 2. Increase amortization to be addressed and increased 14/15 budget
 - 3. Future budget may need to reimburse for business manager, secretary and the help desk

A motion was made by Member Fitch to accept Resolution #2013-002 as presented by P. Honny. The motion was seconded by Member Alcomendras and carried unanimously.

- c. Review and Ratify renewal of Agreement Number 2012-7035 with the State Board of Equalization with the same terms and conditions for a period March 21, 2013 through June 30, 2018.

A motion was made by Alternate Member Holly to ratify the BOE Agreement. The motion was seconded by Member Levey and carried unanimously.

- d. Travel Update – P. Honny
 - i. El Dorado County, Support for go Live
 - ii. Las Vegas visit Data Center
 - iii. San Jose, Board meeting
- e. Report on ERDS and G2G implementation process – P. Honny
 - i. Butte County – Client
 - 1. G2G – Pending vendor integration

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

Thursday July 11, 2013

Page 3 of 4

2. 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 - 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
 1. G2G – Pending
 2. ERDS – Pending
 - vii. Merced County – Board of Directors
 1. G2G – Live
 2. ERDS – August 2013
 - viii. Monterey County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
 - ix. Placer County – Client
 1. G2G – MOU in review
 2. ERDS – MOU in review
 - 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 – Pending BOS action
 2. ERDS – Pending BOS action
 - xviii. Tehama County – G2G
 1. G2G – Live
 2. ERDS – January 2014
- f. Update on G2G Submitters – Various
- i. Employment Development Department (EDD)
 1. Live

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

Thursday July 11, 2013

Page 4 of 4

- ii. Board of Equalization (BOE)
 - 1. Live
 - iii. Franchise Tax Board (FTB)
 - 1. Live
 - iv. Department of Child Support Services (DCSS)
 - 1. Testing
 - a. Title of document being addressed
 - b. Established that signature is a requirement on doc.
 - v. Megabyte Systems – P. Honny Update
 - 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
 - i. Update provided by Mike Rocha – Chair
 - 1. Suggestion made to have the Audit – Review process as an education item.
 - 2. Next meeting will be the annual review of the ERDS Titles, Reject Reasons and create and review for approval G2G Titles.
 - b. Technical Standards Committee
 - i. Update provided by Mike Rocha – Chair
 - 1. Suggestion made to add to V2, an increase in the XML file to include multiple reject reasons and increase the size for the reject reasons to more than 250 characters.
8. Continuing Business
- a. Agent Access Fee Agreement (Executive Summit Discussion)
 - i. Options presented by P. Honny for board review
 - ii. Direction was suggested by Member Gina Alcomendras for the Executive Director to do a fee study and bring the report back for further discussion at the next board meeting in September.
9. New Business
- a. None
10. Board of Directors
- a. None
11. Public Comment
- a. None
12. Adjourn at 12:44.

A motion was made by Member Alcomendras to adjourn BOD Meeting. The motion was seconded by Member Levey and carried unanimously.