

Board of Directors

Gina Alcomendras, Chair, Santa Clara County
William Schultz, Vice Chair, El Dorado County
Jim Fitch, Member, Kern County
Paul Dictos, Member, Fresno County
Stephen Vagnini, Member, Monterey County
Dennis Draeger, Member, San Bernardino County
Ken Blakemore, Member, San Joaquin 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:

Gina Alcomendras, Chair, Santa Clara County
William Schultz, Vice Chair, El Dorado County
Jim Fitch, Member, Kern County
Dan Harp, Alternate Member, San Bernardino County
Carol Sutherland, Alternate Member, Santa Cruz County
Paul Dictos, Member, Fresno County
Ken Blakemore, Member, San Joaquin County
Alicia Sotelo, Alternate Member, Monterey County

CERTNA Staff:

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

Off-Site Contributors (teleconference):

Kevin Norris, CERTNA Counsel, San Bernardino County
Karen Kitchen, CERTNA Business Manager, Kern County

10:00 a.m. convened meeting of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Vice Chair Schultz.
2. Presentation of the Agenda - No changes
3. Action on consent calendar – None.
4. Deferred items – None
5. Review and approve minutes from the previous meeting.
The minutes from June 14, 2012 were reviewed.

A motion to approve the minutes was made by Member Fitch. The motion was seconded by Vice Chair Schultz and carried unanimously.

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

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

7. Administration.
 - a. Review and discuss calendar of events – P. Honny
 - i. Updated to reflect: Annual CRAC September 5, 6 & 7 in Placer County
 - ii. Updated to reflect: CRAC New Law Conference December 4th thru the 8th.
 - b. Review and receive financial reports
 - i. CERTNA Financial Activity Report – K. Kitchen
 - ii. Review and adopt 2012-2013 budget resolution and per document fee - P. Honny/K. Kitchen

A motion was made by Member Fitch to accept the financial reports as presented by Karen Kitchen. The motion was seconded by Member Dictos and carried unanimously.

Vote to adopt 12/13 budget resolution unanimously passes with 9 Ayes and 0 Nays

Aye - Santa Clara County
Aye – El Dorado County
Aye – Fresno County
Aye – Kern County
Aye – Merced County
Aye – Monterey County
Aye – San Bernardino County
Aye – San Joaquin County
Aye – Santa Cruz County

- c. Review and adopt CERTNA Policy 13-001: Document Title Review and Modification Process

A motion was made by Member Sutherland to adopt #13-001 policy. The motion was seconded by Member Dictos.

- d. Review and adopt CERTNA Policy 13-002: Quarterly ERDS and G2G Workstation Security Review

A motion was made by Alternate Member Sotelo to adopt #13-002 policy. The motion was seconded by Alternate Member Harp.

- e. Review and authorize Executive Director to execute Annual Support Agreement (2225) with ACS, a Xerox Company, which provides CERTNA a total of 700 hours of support services for the period 7/1/12-6/30/12, for a cost not to exceed \$99,000.00
 - i. Approved as to legal form by Kevin Norris – 7/6/12
 - ii. Suggestion that P. Honny bring back to board something that will give him authorization to proceed in case of an emergency rather than him having to bring back to the board at an emergency meeting.

A motion was made by Member Dictos to authorize the Executive Director to execute the Annual Support Agreement with ACS, Xerox Company. The motion was seconded by Member Shultz.

- f. Review and authorize Chairman or designee to execute documentation to begin underwriting process for “key person” life insurance policy in the amount of 3 million dollars.
 - i. Approved as to legal form by Kevin Norris 7/9/12
 - ii. Mr. Fitch recommended that a contingency plan be developed and that the policy only be approved 1 year.

A motion was made by Member Schultz to authorize the “key person” life insurance policy. The motion was seconded by Alternate Member Sutherland.

- g. Report on ERDS and G2G implementation process – P. Honny
 - i. Contra Costa County - Client
 - 1. G2G – Live
 - 2. ERDS – Awaiting Audit
 - ii. El Dorado County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Audit In-Process
 - 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
 - 1. G2G – Third Quarter 2012
 - 2. ERDS – Third Quarter 2012
 - vi. Monterey County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Application submitted to DOJ
 - vii. Placer County – Client
 - 1. G2G – MOU in review
 - 2. ERDS – MOU in review
 - viii. Sacramento County – G2G
 - 1. G2G – Pending submitter MOU
 - ix. San Bernardino County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - x. San Francisco County - Client
 - 1. G2G - In-Process
 - 2. ERDS – Awaiting MOU
 - xi. Santa Clara County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xii. Santa Cruz County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Audit In-Process
 - xiii. San Joaquin County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
 - xiv. Tehama County – G2G
 - 1. G2G – Live

- h. 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 development. Working with local offices.
- 8. Committee Reports.
 - a. County Certification Policies and Procedures Committee
 - i. Mike Rocha – Chair
 - 1. Discussion regarding agents and aggregator “umbrella” accounts on a trial basis only at this time and the development of the disclosure language for an MOU addendum.
- 9. Board of Directors
 - a. Cost recovery discussion
 - i. Fixed fee vs. Percentage
- 10. Public Comment
 - a. None
- 11. New Business
 - a. Santa Clara sponsoring PREP Conference October 10, 2012
- 12. Adjourn 11:22.