

Draft Minutes of Proceedings for the CeRTNA Board of Directors
Wednesday May 8th 2024

Board of Directors

Sheri Thomas, Chair, Santa Cruz County
Janelle Horne, Member, El Dorado County
Laura Avila, Member, Kern County

CeRTNA Board of Directors meeting was held at:

Santa Cruz County Recorder's Office

701 Ocean Street
Redwood Conference Room, 5th Floor
Santa Cruz, CA 95060

CeRTNA Staff

Richard Sherman, CeRTNA Strategic Operations Director
Brett Zamora \ Greg Dapkus, CeRTNA Technical Director
Karina Moreno, CeRTNA Business Manager, Kern County
Nubia Goldstein, White Brenner LLP, CeRTNA General Counsel

PUBLIC SESSION

10:00 A.M. - CONVENE MEETING OF THE BOARD OF DIRECTORS

Call to order- The meeting was called to order by Alternate Chair Carol Sutherland @10:01 am.

Board of Directors Roll Call

Sheri Thomas, Chair, Santa Cruz County
Carol Sutherland, Alternate Chair, Santa Cruz County
Laura Avila, Vice Chair, Kern County
Janelle Horne, Member, El Dorado County

- **Presentation of the Agenda-** None
- **Public Comment-** None
- **Adjourn to Closed Session**
GC 54957(b) Public Employee Appointment – Contract Renewal CeRTNA Operations Director- Adjourned to close session @ 10:02 am.
- **Reconvene Public Session-** Reconvened public session @ 10:21am
- **Report Out of Closed Session-** Reported to staff.

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**.

- **Action on consent calendar-** No items
- **Deferred items-** No items

DISCUSSION CALENDAR

- **General Administration**

- a. Review and Approve minutes from previous meetings.
 - i. Regular Meeting 03/13/24

A motion was made by Member Horne to approve minutes from the Regular Meeting 03/13/2024. The motion was seconded by Vice Chair Avila, roll call vote was taken and the motion passed with a 3-0-0 vote.

Santa Cruz County – Aye
El Dorado - Aye
Kern County – Aye

- b. Adopt date, hour, and place of next regular Board meeting.
 - i. Wednesday, 07/10/2024 – 10:00 am – Santa Cruz County Recorder.

A motion was made by Vice Chair Avila to adopt the 7/10/2024 regular meeting location, date and time as set out above. The motion was seconded by Alternate Chair Sutherland, roll call vote was taken and the motion passed with a 3-0-0 vote.

Santa Cruz County – Aye
Kern County – Aye
El Dorado - Aye

- **Management**

- a. Approve Employee Contract, Richard Sherman, and adopt promotional job title of Executive Director - Carol Sutherland, Alternate Chair

A motion was made by Member Horne to approve Employee Contract, Richard Sherman, and adopt promotional job title of Executive Director. The motion was seconded by Vice Chair Avila, roll call vote was taken and the motion passed with a 3-0-0 vote.

Santa Cruz County – Aye
Kern County – Aye
El Dorado – Aye

- b. Review and Receive CeRTNA Financial Activity Reports – Karina Moreno, CeRTNA Business Manager
A motion was made by Vice Chair Avila to receive the financial reports. The motion was seconded by Alternate Chair Sutherland, roll call vote was taken and the motion passed with a 3-0-0 vote.
Santa Cruz County – Aye
Kern County – Aye
El Dorado - Aye
- c. Review and Approve CDTFA 3 Year Revenue Contract – Richard Sherman, CeRTNA Strategic Operations Director
A motion was made by Member Horne to approve CDTFA 3 Year Revenue Contract. The motion was seconded by Vice Chair Avila, roll call vote was taken and the motion passed with a 3-0-0 vote.
Santa Cruz County – Aye
Kern County – Aye
El Dorado – Aye
- d. Review and Approve Credit Card Procedure for Lost Receipt – Richard Sherman, CeRTNA Strategic Operations Director
A motion was made by Alternate Chair Sutherland to approve the Credit Card Procedure for Lost Receipt. The motion was seconded by Member Horne, roll call vote was taken and the motion passed with a 3-0-0 vote.
Santa Cruz County – Aye
Kern County – Aye
El Dorado – Aye
- e. Adopt Resolution 24-001 CeRTNA Credit Card Policy – Richard Sherman, CeRTNA Strategic Operations Director
A motion was made by Member Horne to adopt Resolution 24-001 CeRTNA Credit Card Policy. The motion was seconded by Vice Chair Avila, roll call vote was taken and the motion passed with a 3-0-0 vote.
Santa Cruz County – Aye
Kern County – Aye
El Dorado – Aye
- f. Review and Approve FPPC Conflict of Interest Code – Richard Sherman, CeRTNA Strategic Operations Director
A motion was made by Vice Chair Avila to approve the FPPC Conflict of Interest Code. The motion was seconded by Member Horne, roll call vote was taken and the motion passed with a 3-0-0 vote.
Santa Cruz County – Aye
Kern County – Aye
El Dorado - Aye
- g. Review and Approve Brett Zamora’s Letter of Resignation – Richard Sherman, CeRTNA Strategic Operations Director
A motion was made by Member Horne to approve Brett Zamora’s Letter of Resignation. The motion was seconded by Alternate Chair Sutherland, roll call vote was taken and the motion passed with a 3-0-0 vote.
Santa Cruz County – Aye
Kern County – Aye
El Dorado – Aye

- h. Review and Adopt Honorary Resolution of Appreciation of the Board of Directors of the California Electronic Recording Transaction Network Authority for Technical Director Brett Zamora - Carol Sutherland, Alternate Chair
A motion was made by Vice Chair Avila to adopt Honorary Resolution of Appreciation of the Board of Directors of the California Electronic Recording Transaction Network Authority for Technical Director Brett Zamora. The motion was seconded by Member Horne, roll call vote was taken and the motion passed with a 3-0-0 vote.

Santa Cruz County – Aye
Kern County – Aye
El Dorado - Aye

- i. Report on ERDS implementation process – Brett Zamora and Greg Dapkus, CeRTNA Technical Director

- i. Alameda County – Client
 1. G2G – Live
 2. ERDS – Live
- ii. Alpine County – Client
 1. G2G – 2024
 2. ERDS – 2024-Grant Application
- iii. Butte County – Client
 1. G2G – Live
 2. ERDS – Live
- iv. Calaveras County – Client
 1. G2G – Live
 2. ERDS – Live
- v. Del Norte County – Client
 1. G2G – 2025
 2. ERDS – 2025
- vi. El Dorado County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- vii. Glenn County – Client
 1. G2G – Live
 2. ERDS – Live
- viii. Humboldt County – Client
 1. G2G – Live
 2. ERDS – Live
- ix. Inyo County – Client
 1. G2G – 2024 In Progress
 2. ERDS – Live
- x. Kern County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
- xi. Lake County – Client
 1. G2G - 2024
 2. ERDS – 2024 Q4

- xii. Madera County – Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xiii. Mendocino – Client
 - 1. G2G – 2024 - In Progress
 - 2. ERDS – 2024 – Audited and ready, waiting on LRMS

- xiv. Modoc County – Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xv. Mono County - Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xvi. Monterey County – Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xvii. Napa County – Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xviii. Placer County – Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xix. Plumas – Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xx. Sacramento County – G2G Only
 - 1. G2G – Live

- xxi. San Francisco County - Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xxii. San Luis Obispo – Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xxiii. Santa Cruz County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live

- xxiv. Siskiyou – Client
 - 1. G2G – 2024
 - 2. ERDS – 2024

- xxv. Sonoma County – Client
 - 1. G2G - Live
 - 2. ERDS – Live

- xxvi. Stanislaus – Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xxvii. Tehama County – Client
 - 1. G2G – Live

2. ERDS – Live

xxviii. Tuolumne County – Client

1. G2G – Live

2. ERDS – Live

xxix. Yolo County – Client

1. G2G – Live

2. ERDS – Live

xxx. Yuba County – Client

1. G2G – Live

2. ERDS – Live

j. Update on G2G Submitters process – Brett Zamora, CeRTNA Technical Director

i. Employment Development Department (EDD)

ii. Board of Equalization (BOE/CDTFA)

iii. Franchise Tax Board (FTB)

iv. Department of Child Support Services (DCSS)

v. Megabyte Systems

k. Update on New Technical Director progress- Brett Zamora, CeRTNA Technical Director

k. Continuing Business

a. Fee Study Update – Karina Moreno, CeRTNA Business Manager and Richard Sherman CeRTNA Strategic Operations Director

b. Audit Update FY 22-23 – Karina Moreno, CeRTNA Business Manager

c. CeRTNA Partner Group Update of April 18, 2024 Meeting - Richard Sherman, CeRTNA Operations Director

- Next Meeting scheduled for July 18th @ 1:00pm

l. New Business- None

m. Board of Directors- None

n. Adjourn- 11:13am