

Minutes of Proceedings for the CERTNA Board of Directors
April 14, 2011

Board of Directors:

Jim Fitch, Chairman, Kern County
Gina Alcomendras, Vice Chair, Santa Clara County
William Schultz, Member, El Dorado 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

Except where noted, all scheduled items were heard in the Santa Clara County Roads and Airports Department, Training Room, 101 Skyport Dr., San Jose, CA 95110

Present:

Board of Directors:

Jim Fitch, Chairman, Kern County
Gina Alcomendras, Vice Chairman, Santa Clara County
William Schultz, Member, El Dorado County
Gil Carter, Alternate Member, Fresno County
Alicia Sotelo, Alternate Member, Monterey County
De Ana Thompson, Alternate Member, San Bernardino County
Les Flemmer, Alternate Member, San Joaquin County

CERTNA Staff:

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

Off-site Contributors (teleconference):

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

10:03 am – Convened meeting of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Chairman Fitch.
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 March 10, 2011 were reviewed.
A motion to approve the minutes as amended was made by Vice Chair Alcomendras. The motion was seconded by Member Schultz and carried unanimously.

6. Adopt date, hour, and place of next Board meeting.
 - a. 5/12/2011 – 10:00 am – Santa Clara County
 - b. 6/9/2011 – 10:00 am – Santa Clara CountyA motion was made by Alternate Member Thompson to adopt the 5/12/2011 meeting. The motion was seconded by Vice Chair Alcomendras and carried unanimously.

7. Administration.
 - a. Review and discuss calendar of events. – P. Honny
Patrick discussed the calendar of events.
 - b. Review and discuss budget reports. – P. Honny
 - i. Revenue Budget vs. Actual Report – P. HonnyA motion was made by Member Schultz to receive the budget reports. The motion was seconded by Alternate Member Carter and carried unanimously.
 - c. Report on FPPC annual filings – P. Honny
 - i. All filings complete for this annual cycle
 - d. Review and Approve ACS Work Request – P. Honny
 - i. Authorize Executive Director to execute work request 2011031801 with ACS to develop the specified Recordation Activity Report for a cost not to exceed \$16,200.00.
 - ii. Approved by the PPC – 3/9/201111
 - iii. Approved as to legal from by Kevin Norris – 4/1/2011A motion was made by Vice Chair Alcomendras to adopt the authorization to the Executive Director to execute the ACS Work Request. The motion was seconded by Alternate Member Carter and carried unanimously.
 - e. Review and Approve G2G MOU Template – P. Honny
 - i. Authorize Executive Director to enter into agreements with those counties desiring to utilize CERTNA's G2G services.
 - ii. Authorize Executive Director, in consultation with CERTNA counsel, to make changes to the G2G MOU template as required to satisfy county-specific requirements.
 - iii. Approved as to legal form by Kevin Norris – 3/24/2011A motion was made by Vice Chair Alcomendras to approve with the correction of article number typo. The motion was seconded by Alternate Member Sotelo and carried unanimously.
 - f. Review and Approve the Participation by CERTNA in the State of California Purchase Card Program – P. Honny
 - i. Approve the execution of the Addendum to State of California Purchase Card Program Master Services Agreement.

- ii. Authorized Executive Director to complete the application, provide all required documentation, and implement all required policies and procedures as required of a participating agency.
- iii. Approved as to legal form by Kevin Norris – 3/11/2011
A motion was made to approve by Member Schultz. The motion was seconded by Alternate Member Flemmer and carried unanimously.
- g. Report on ERDS implementation process – P. Honny
 - i. El Dorado County – June 2011
 - ii. Fresno County – Live
 - iii. Kern County – Live
 - iv. Merced County – On hold pending submitter
 - v. Monterey County – Pending Security Auditor
 - vi. San Bernardino County – Live
 - vii. Santa Clara County – Pending Security Auditor
 - viii. Santa Cruz County – May 2011
 - ix. San Joaquin County – Live
- h. Update on G2G implementation process – P. Honny
 - i. Submitters
 - 1. Employment Development Department (EDD)
 - a. Live
 - 2. Board of Equalization (BOE)
 - a. Development and testing
 - 3. Franchise Tax Board (FTB)
 - a. Continued Research & Development
 - ii. Counties
 - 1. El Dorado County – June 2011
 - 2. Fresno County – Implementation/Testing
 - 3. Kern County – Live
 - 4. Merced County – Next FY
 - 5. Monterey County – Live
 - 6. San Bernardino County – April 2011
 - 7. Santa Clara County – Live
 - 8. Santa Cruz County – May 2011
 - 9. San Joaquin County – Implementing
 - 10. Tehama - Contracting
- 8. Committee Reports.
 - a. County Certification Policies and Procedures Committee
 - i. Mike Rocha – Chair
 - 1. Yesterday’s meeting well attended by counties, ACS and several government agencies. Assisted BOE with some technical questions they had. Deferred System Administration training to May. Will be working with San Bernardino County to set up an ACH workshop in May. Patrick is to work with the aggregators to streamline and propose an adoption to the committee regarding payments

being made in full rather than partial days, move forward with cleaning up reject reasons and possible adoption of additional document types.

9. Board of Directors. – No items

10. Public comment. - None

11. New business.

- a. Security Auditor – P. Honny
- b. Submitter MOU – P. Honny

12. Adjourn. The CERTNA Board of Directors adjourned at 11:27 am.