

Minutes of Proceedings for the CERTNA Board of Directors
Thursday, August 13, 2009

Larry Walker, Chairman, San Bernardino County
Jim Fitch, Vice-Chairman, Kern County
Bob Werner, Fresno County
Gina Alcomendras, Santa Clara County
Sean Saldavia, Santa Cruz County

Patrick Honny, Executive Director, San Bernardino County

Except where noted, all scheduled items were heard in the Santa Clara County Government Center, First Floor Conference Room, East Wing, 70 W. Hedding Street, San Jose, CA 95110

Present:

Board of Directors:

Larry Walker, Chairman
Jim Fitch, Vice Chairman
Mike Rocha, Alternate Member
Gilbert Carter, Alternate Member
Carol Sutherland, Alternate Member

Others in Attendance:

Patrick Honny, San Bernardino County
Curt Ehlers, ACS/Exigent
Jeani Smith, Kern County
Norval Chan, EDD
Brenda Sizer, FTB
Kevin Norris, CERTNA Counsel (Teleconference)
Kelly Shaffstall, Kern County (Teleconference)
Wendy Sulzmann, San Bernardino County (Teleconference)

9:30 AM – Convened meeting of the CERTNA Board of Directors, Santa Clara County Government Center, First Floor Conference Room, East Wing, 70 W. Hedding Street, San Jose, CA 95110

1. Call to order. The meeting was called to order by Chairman Walker.
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 July 9, 2009 were reviewed. The minutes were moved by Alternate Member Carter, seconded by Alternate Member Rocha and carried unanimously.
6. Adopt date, hour, and place of next Board meeting. The next meeting will be in Santa Clara County on September 10, 2009 at 9:30am. By consensus, the Board adopts the date of September 10, 2009 at 9:30am in Santa Clara County.
7. Administration
 - a. Review and discuss calendar of events. No changes. In September, CeRTNA is attending the CRAC Annual conference as a vendor.
 - b. Budget Report. Kelly Shaffstall went over the budget reports. The appropriations have been established for the fiscal year 09/10 budget as adopted in July. There were no expenditures during the month of July. The Deposit Report shows the total amount received for the month of July which is \$188,930.28 which includes 3rd quarter 08/09 payments from San Bernardino and Santa Clara and the 4th quarter payment from Kern County. The Cash Balance is \$1,506,345.86. The budget report was moved by Vice Chairman Fitch, seconded by Alternate Member Carter and carried unanimously.
 - c. Discuss and approve Honny utilization by San Bernardino County through September with report in October. Patrick Honny continues to serve as interim Department Information Systems Administrator for the San Bernardino County Recorder. The application process for this position has closed and there are approximately 75 applications. The schedule is still in place for a September selection. Chairman Walker asked for a motion to extend the utilization through September. Vice Chairman Fitch asked if Patrick will be training the new person. Chairman Walker said there will not be a training period but a period where he hopes Patrick will be available and be of guidance. There will probably be a transition period of 2-3 months. There is also a project that has been dormant but if it does become active, Patrick will be asked for guidance. Chairman Walker and Patrick will keep the Board informed if this happens. This item should be on the September agenda with more specifics. Chairman Walker, Patrick Honny and Kevin Norris will meet during the month regarding issues and how this item should be more formally adopted. The Board was asked to extend the previous action to October. Patrick Honny's utilization with San Bernardino County through October was moved by Alternate Member Rocha, seconded by Alternate Member Sutherland carried unanimously.
8. Update on certification process. Patrick Honny gave an update. The certification package was given to DOJ. The application made it through the administrative portion review and was now in the technical review. Michelle Mitchell will call Patrick with the status of the review. There is a 90 day period to take action. The 90 days started with the original submission. Patrick also said that he has been working with Jeani Smith and Gil Carter in preparing title companies. Vice Chairman Fitch asked if title companies are coming on board with Fresno. Gil replied that the calls keep coming to him saying that they are ready to start. First American is very interested. Vice Chairman Fitch asked if there was a

Memorandum of Understanding that title companies are signing with us. Patrick stated that this is one of the items that will be brought up in the certification procedures committee to get the MOU finalized. There is a demo in Kern County on August 25, 2009 so a draft or outline of the MOU may be available at this time. Jeani and Mike were getting asked what the cost would be to title companies. Jim Fitch indicated that a report would be put together for the 8/25 meeting to give the title companies this information.

9. Update on county membership development plan.
 - a. CERTNA demo schedule. None scheduled other than the title company demonstration at Kern County on August 25, 2009. Actively pursuing demonstrations at the county level. Kent Christensen (Merced County) came to Jim and indicated that he will be making a decision soon. He is interested in the client option. Information has been provided to San Joaquin County and they are interested in the director partnership. At the demo, Kern's backend system will be shown to the title companies. Jim spoke with Larry Ward from Riverside County and their go live date is 3rd quarter of calendar year 2010. He frequently asks about CeRTNA. It is worth making another contact with Marc Tonnessen, Solano County. He initially had a problem with the cost and not sure if he is aware that the cost has changed. Still waiting to hear from Contra Costa County.

ATPAC is having a user's meeting next week and will be showing the process through CeRTNA.

Patrick stated that there will be a Recorder's package that will be prepped and sent out within the next week. It will include new trifolds, client pricing information and another package might include a letter from San Bernardino County Board of Supervisor Josie Gonzales. Chairman Walker indicated that Supervisor Gonzales might send to a select group or send to every supervisor. Mike Rocha would like a copy of Supervisor Gonzales' letter. Chairman Walker stated it will be made sure that it will also go to that Recorder and members of the CeRTNA Board. This should go out before the September conference. The Recorder letters are drafted, just waiting on envelopes.

10. Committee Reports.
 - a. Technical Standards Committee. The Chair has changed from Paula Steger to Brett Zamora.
 - i. Brett Zamora-Chair – There will be a Technical Standards Committee meeting on September 9. There will be an agenda item to look at some of the XML specifications specifically the return of all documents back to the submitter. The 2nd half of the day will be a training session for integrators, both submission vendors and backend vendors.
 - b. Legislative Committee
 - i. Patrick Honny-Interim Chair – No Report.
 - c. County Certification Policies and Procedures Committee

- i. Gil Carter-Chair – Still working on County Submission Manual and need to do the MOU's. Need to get the County Submission Manual out to all of the counties and Patrick will work on the MOU's.
- 11. Public Comment. Brenda Sizer from Franchise Tax Board spoke re: pursuing legislative changes to allow for government to government transactions through an ERDS. CERTNA board expressed support for this effort.
- 12. New Business. Patrick said that Brenda Sizer forwarded him a Secretary of State notice. Specifically they were tasked with a law years ago where they had to adopt regulations and standards for preservation of electronic records. Patrick took a look at this to see if it affects CeRTNA's ability to do business. Patrick's initial impression is that this does not impact CeRTNA. Larry was concerned about a conversion issue and also concerned about the technical issues. We do not have the resources to identify this and make an appropriate response. As President of the Recorders' Association, Larry said that he could use some technical guidance from the people who know what they are doing and CeRTNA would be one of those. He thinks it would be good to comment and generate comments between staff and the technical people of the County Recorders who are on this organization. This will have to be dealt with as County Recorders and is not business for CeRTNA.
- 13. Adjourn. The CeRTNA Board of Directors adjourned at 10:39am.