

Minutes of Proceedings for the CERTNA Board of Directors  
December 1, 2010

Board of Directors:

Larry Walker, Chairman, San Bernardino County  
Jim Fitch, Vice Chairman, Kern County  
Bob Werner, Member, Fresno County  
Gina Alcomendras, Member, Santa Clara County  
Sean Saldavia, Member, Santa Cruz County  
Ken Blakemore, Member, San Joaquin County  
Stephen Vagnini, Member, Monterey County  
William Schultz, Member, El Dorado County

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

Present:

Board of Directors:

Larry Walker, Chairman, San Bernardino County  
Jim Fitch, Vice Chairman, Kern County  
Bob Werner, Member, Fresno County  
Gina Alcomendras, Member, Santa Clara County  
Stephen Vagnini, Member, Monterey County  
Ken Blakemore, Member, San Joaquin County  
Carol Sutherland, Alternate Member, Santa Cruz County

CERTNA Staff:

Patrick Honny, Executive Director, San Bernardino County

Others in attendance:

Kelly Shaffstall, Business Manager, Kern County

Off-site Contributors (teleconference):

Kevin Norris, CERTNA Counsel, San Bernardino County  
Wendy Sulzmann, CERTNA Secretary, San Bernardino County

10:00 am – Convened meeting of the CERTNA Board of Directors, Santa Clara County Roads and Airports Department, Training Room, 101 Skyport Drive, San Jose, California, 95110.

1. Call to order. The meeting was called to order by Chairman Walker.
2. Presentation of the Agenda – There was one change to the agenda. Item 3b should say “Authorize Executive” instead of “Authorize Executing”.
3. Receive report from Executive Director re change of meeting date.

- a. Ratify action of Executive Director in changing the meeting date from December 2, 2010 to December 1, 2010.
- b. Authorize Executive Director to change future meeting dates set by the Board in similar extraordinary circumstances.

A motion to ratify action of Executive Director in changing the meeting date from December 2, 2010 to December 1, 2010; and authorize Executive Director to change future meeting dates set by the Board in similar extraordinary circumstances was made by Member Werner. The motion was seconded by Vice Chairman Fitch and carried unanimously.

4. Action on consent calendar – None

5. Deferred items – None.

6. Review and approve minutes from the previous meeting.

The minutes from October 14, 2010 were reviewed.

A motion to approve the minutes as presented was made by Member Werner. The motion was seconded by Vice Chairman Fitch and carried unanimously.

7. Adopt date, hour, and place of next Board meeting.

- a. No meeting in January per custom.
- b. 2/10/2011 – 10:00 am – Santa Clara County
- c. 3/10/2011 – 10:00 am – Santa Clara County

A motion was made by Vice Chairman Fitch to not have a meeting in January and accept the February Board meeting. The motion was seconded by Member Blakemore and carried unanimously.

8. Administration.

- a. Update on initial FPPC Filing Requirements. – P. Honny.  
Patrick received all Form 700s and all were sent to the FPPC in Sacramento on time per the requirements.
- b. Review and discuss calendar of events. – P. Honny.  
Please send Patrick all items needing to be included in the calendar of events.
- c. Review and discuss budget reports. – K. Shaffstall. Kelly Shaffstall went over the budget reports.

A motion was made by Member Werner to receive the budget reports. The motion was seconded by Alternate Member Sutherland and carried unanimously.

- i. Budget vs. Actual Report – P. Honny  
Patrick discussed the Budget vs. Actual Revenue Report. Actuals exceeding budget for the year.
- ii. Audit Status Update – K. Shaffstall  
The audit has been forwarded to San Bernardino County's audit staff to review. This is the third audit of the financial statements. Next fiscal year, a management discussion will be added to the

audit. A payment card system will be introduced to the Board next year. There were no minor or major findings on this audit.

- d. Review and approve MOU with Kern County for employee reimbursement – P. Honny

The person will have to be hired by Kern County so that the employee has access to the internal systems. The MOU says that CERTNA will reimburse the Kern County Auditor-Controller-County Clerk per warrant. The current cost today is \$5.34 per warrant. This can be amended from time to time. This MOU was approved by Kevin Norris.

A motion was made to approve the MOU by Vice Chairman Fitch. The motion was seconded by Member Vagnini and carried unanimously.

- e. Authorize Executive Director to negotiate and execute an employment agreement to hire a CERTNA Business Manager (part-time no benefits) under the terms of the Kern County Reimbursement MOU – P. Honny

It will be a maximum of 3 days a week and the CERTNA Business Manager will be paid an hourly rate cap of \$35.16. There was further discussion regarding Kelly Shaffstall's time worked as the CERTNA Business Manager.

A motion was made by Member Werner to authorize the Executive Director to negotiate and execute an employment agreement to hire a CERTNA Business Manager (part-time no benefits) under the terms of the Kern County Reimbursement MOU with an hourly rate cap of \$35.16. The motion was seconded by Member Alcomendras and carried unanimously.

- f. Review and approve renewal of ViaWest hosting agreement – P. Honny

- i. Reviewed as to legal form by K. Norris

ViaWest is CERTNA's hosting provider. This is a two year renewal.

A motion was made by Member Werner to renew the ViaWest hosting agreement. The motion was seconded by Member Blakemore and carried unanimously.

- g. Review and approve new hosting agreement with ViaWest for G2G infrastructure – P. Honny

- i. Reviewed as to legal form by K. Norris

There was discussion regarding the new host agreement with ViaWest for G2G infrastructure.

A motion was made by Member Vagnini to approve new hosting agreement with ViaWest for G2G infrastructure. The motion was seconded by Alternate Member Sutherland and carried unanimously.

- h. Update on ERDS implementation process. – P. Honny

- i. El Dorado County – TBD – targeting Spring 2011 to go live.  
ii. Fresno County – Live – Hit 5,800, progressing well.

- iii. Kern County – Live – In November, recorded 6,000 documents through the portal. In the process of negotiating MOUs with First American.
- iv. Merced County – on hold pending submitter – No change.
- v. Monterey County – April 2011 – In process with county counsel.
- vi. San Bernardino County – December 2010 – Planning on going live on 12/6. Equipment will be installed at First American tomorrow.
- vii. Santa Clara County – December 2010 – One main issue needs to be resolved. Still looking at a December go live date.
- viii. Santa Cruz County – May 2011 – Scope of work is being reviewed by CAO Analyst and County Counsel. Still looking at a May date.
- ix. San Joaquin County – December 2010 – Ready to go. There was a problem with the developer and a little glitch. Still in the testing process.
- i. Update on G2G development process – P. Honny  
The entire infrastructure has been received and Patrick is working on the servers. He is preparing it for installation for mid-December. Still on target for G2G to go live mid-January. There is a letter from EDD to CERTNA announcing the partnership between EDD and CERTNA. There was further discussion.

#### 9. Committee Reports

- a. County Certification Policies and Procedures Committee
  - i. Mike Rocha-Chair  
De Ana Thompson gave an update. There was a meeting yesterday. Discussions included differences in the counties going live and the ones in process of going live, the need for two tables of the reject letters and adding contact information to the MOU. There was further discussion.

#### 10. Board of Directors.

- a. Review and approve Honny employment contract amendment – L. Walker  
Chairman Walker went over the employment contract.  
*A motion was made by Member Werner to approve Patrick Honny's employment contract amendment. The motion was seconded by Member Blakemore and carried unanimously.*
- b. Selection of Vice Chairman of the Board
  - i. Term to run concurrent with Chairman (Jan 1-Dec 31)
  - ii. Nominations  
Vice Chairman Fitch nominated Member Gina Alcomendras to be Vice Chairman for the term Jan 1-Dec 31, 2011.
  - iii. Selection  
The nomination of Member Gina Alcomendras as Vice Chairman was unanimously approved.
- c. Resolution recognizing Kelly Shaffstall – L. Walker/Board
- d. Resolution recognizing Robert Werner – L. Walker/Board
- e. Resolution and plaque recognizing Larry Walker – J. Fitch/Board

*A motion was made by Vice Chairman Fitch to approve the resolutions for Kelly Shaffstall, Robert Werner and Larry Walker. The motion was seconded by Member Blakemore and carried unanimously.*

f. Passing of Chairman's gavel – L. Walker/J. Fitch

11. Public Comment –

Norval Chan congratulated and thanked the Board.

Larry Walker thanked all three of the State departments.

Brenda Sizer also congratulated and thanked the Board. She is looking forward to working with staff.

12. New business

Patrick thanked Larry Walker and Jim Fitch for developing the organization. He also thanked everyone who is a part of CERTNA. Patrick gave special thanks to Bob Werner and Gil Carter from Fresno County who were the first county to join CERTNA. Several comments of appreciation and thanks were given.

The Board will be looking for a new CERTNA Secretary starting in February.

13. Adjourn. The CERTNA Board of Directors adjourned at 11:33am.