

Minutes of Proceedings for the CERTNA Board of Directors
Thursday, February 11, 2010

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
Ken Blakemore, San Joaquin 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, California.

Present:

Board of Directors:

Larry Walker, San Bernardino County, Chairman
Jim Fitch, Kern County, Vice Chairman
Bob Werner, Fresno County, Member
Mike Rocha, Santa Clara County, Alternate Member
Carol Sutherland, Santa Cruz County, Alternate Member
Ken Blakemore, San Joaquin County, Member

Others in Attendance

Chris Stephan, SPL
Curt Ehlers, ACS-Exigent
Darlene Gardner, Santa Clara County
Norval Chan, EDD
Les Flemmer, San Joaquin County
Brett Zamora, ACS-Exigent
Brenda Sizer, FTB
Kevin Ryan, FTB
Jeani Smith, Kern County
Jason Lee, Kern County
Ruth West, Kern County
De Ana Thompson, San Bernardino County
Patrick Honny, San Bernardino County
Kelly Shaffstall, Kern County (Teleconference)
Kevin Norris, San Bernardino County (Teleconference)
Wendy Sulzmann, San Bernardino County (Teleconference)

9:39 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, California.

1. Call to order. The meeting was called to order by Chairman Walker.

2. Presentation of the Agenda – None.
3. Action on consent calendar - None.
4. Deferred items – None.
5. Review and approve minutes from the previous meeting.
The minutes from January 14, 2010 were reviewed. A motion to approve the minutes as presented was made by Alternate Member Rocha. The motion was seconded by Alternate Member Sutherland and carried unanimously.
6. Adopt date, hour, and place of next Board meeting.
The next meeting will take place in Santa Clara County on March 11, 2010 at 9:30 am. A motion was made by Vice Chairman Fitch to hold the March 11, 2010 meeting at Santa Clara County. The motion was seconded by Member Werner and carried unanimously.
7. Administration.
 - a. Review and discuss calendar of events. Patrick Honny went over the calendar of events. Chairman Walker will not be present at the March 11 CeRTNA meeting.
 - b. Review and Discuss Budget Reports. Kelly Shaffstall went over the budget report handouts. 7740 Travel is being overspent; discussed being moved to 6800. The budget will be looked at in April for direction, again in May and final adoption in June. A motion was made by Member Werner to receive and file the budget report. The motion was seconded by Vice Chairman Fitch and carried unanimously.

Patrick Honny went over the Budget vs. Actual Handout.
8. Update on implementation process. Patrick Honny is working on gaining additional submitters. He has received additional MOUs from Kern County and Fresno County as they continue to develop their submitter base. Patrick traveled to San Joaquin County and Merced County as they prepare to go forth. Now Patrick is working with vendors to fill in their portion for how long it would take to integrate their back end portion. San Bernardino County to move forward at some point. Chairman Walker would like to see San Bernardino County get going this calendar year, in the next fiscal year. El Dorado County and Monterey County on deck. Solano County to move forward with Assessor's projects. San Joaquin County, Merced County, Santa Cruz County and Santa Clara County are all looking to go live before the end of this fiscal year. Alternate Member Rocha said that Santa Clara County would be ready in the June timeframe.
9. Update on county membership development plan. Some of this information was discussed under item 8. Patrick Honny said that Monterey County will have their board items for his review by next week. El Dorado County is the same. Vice Chairman Fitch asked if there were counties not participating in DOJ. El Dorado

County was in that situation and took a resolution to participate in DOJ and pay the money. A cost that counties will have to look at is DOJ. It was discussed that it is possible that counties can join CeRTNA but not AG and then plan their joining with AG when they go live.

- a. CERTNA demo schedule
 - i. None

10. Committee Reports.

- a. Technical Standards Committee
 - i. Brett Zamora-Chair – No report.
- b. Legislative Committee
 - i. Patrick Honny-Interim Chair – No report.
- c. County Certification Policies and Procedures Committee
 - i. Mike Rocha-Chair – The committee met yesterday. Kern County and Fresno County discussed their implementations. A decision was made to further work on the county checklist to go live and manual. Kern County shared their submitter manual. Meetings will occur more frequently via teleconference and correspond via a RecNet type of communication. Alternate Member Sutherland commended and thanked Jeani Smith and staff on the wonderful job on the user manual.

11. Public Comment – None

12. New Business – Patrick Honny gave an update regarding agent status and communications with DOJ. Discussion ensued. Kevin Norris said that they are waiting for the written guidance from AG legal staff.

Patrick needs status updates on the CeRTNA JPA amendments. The Board needs to adopt the new language. Chairman Walker asked staff to prepare an agenda item updating as to the status of the member counties.

Kelly Shaffstall gave an update on the financial statements audit. A draft was developed and is still out for final comment. A draft item will be given to the Board for review.

Patrick discussed the Conflict of Interest process, Form 700 filing for CeRTNA. A notice will go out in a week or so to members, alternates, counsel, executive director, financial and interested parties to CeRTNA. Patrick is the filing officer.

Vice Chairman Fitch asked the location of the executive director after January 11. Chairman Walker responded that as of now the executive director will still be located on the first floor. Candidates are being interviewed for the DISA position.

Patrick will be looking at a ½ man person around December of this year to take over some duties. It will be more administrative, willing to travel and helping with the Policies and Procedures Committee.

Chairman Walker also mentioned that CeRTNA will need to think about obtaining another secretary in the next few months to replace Wendy Sulzmann.

13. Adjourn. The CeRTNA Board of Directors adjourned at 11:18am.