

Minutes of Proceedings for the CERTNA Board of Directors  
Thursday, March 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:

De Ana Thompson, San Bernardino County, Alternate Member  
Jim Fitch, Kern County, Vice Chairman  
Bob Werner, Fresno County, Member  
Mike Rocha, Santa Clara 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  
Brett Zamora, ACS-Exigent  
Brenda Sizer, FTB  
Kevin Ryan, FTB  
Jeani Smith, Kern County  
Patrick Honny, San Bernardino County  
Kelly Shaffstall, Kern County (Teleconference)  
Kevin Norris, San Bernardino County (Teleconference)  
Wendy Sulzmann, San Bernardino County (Teleconference)

9:35 am – Convened meeting of the CERTNA Board of Directors, Santa Clara County Training and Conference Center, Room 1, 2310 N. First St., 1<sup>st</sup> Floor, Suite 102, San Jose, California.

1. Call to order. The meeting was called to order by Vice Chairman Fitch.
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 February 11, 2010 were reviewed. *A motion to approve the minutes as presented was made by Member Werner. The motion was seconded by Alternate Member Roche and carried unanimously.*
6. Adopt date, hour, and place of next Board meeting.  
The next meeting will take place in Santa Clara County on April 8, 2010 at 9:30 am. *A motion was made by Member Werner to hold the April 8, 2010 meeting in Santa Clara County. The motion was seconded by Alternate Member Thompson and carried unanimously.*  
Vice Chairman Fitch asked if there could be a change in meeting location for May. This will be discussed at the April meeting. The agenda for the April meeting should read that the next meeting will take place in San Bernardino.
7. Administration.
  - a. Review and discuss calendar of events. No changes.
  - b. Review and Discuss Budget Reports. Kelly Shaffstall went over the budget report handouts. *A motion was made by Member Werner to adopt the budget report. The motion was seconded by Member Blakemore and carried unanimously.*
  - c. Conflict of Interest Policy adoption. Patrick Honny said the notification for the Conflict of Interest Policy adoption went out for review and comment. If not received, let Patrick know. There will be an initial filing period and then annually after that. Patrick is the filing officer. The location of where the contracts will be maintained will be worked out between Patrick and Kelly.
    - i. Submitted to FPCC on 2/16/10
    - ii. Hearing request closes on 3/19/10
    - iii. Comments period closes on 4/5/10
  - d. Amendment #1 to JPA progress report. Patrick Honny reported that he received adoption paperwork from Santa Cruz County and received notification that this went through San Bernardino County's Board. Kern County is going to the Board on March 23. Fresno County is looking at an April date. El Dorado County went to the Board on Tuesday and Monterey County is going to the Board in a couple of weeks. New counties already have the amendment included.
  - e. Review and accept Audited Financial Statement.
    - i. Year ended 6/30/2009.  
Patrick will send an electronic version and also put on the website. There were no findings. *A motion was made by Member Werner to accept and adopt the Audited Financial Statement. The motion was seconded by Alternate Member Rocha and carried unanimously.*

8. Update on implementation process.
  - a. Merced County – In process of contracting with ACS to do the work on their backend integration.
  - b. San Joaquin County – Will not start development until later than anticipated. The live date will be later July, early August.The update on the implementation process was further discussed.

9. Update on county membership development plan.
  - a. CERTNA demo schedule
    - i. None; may drop this as an agenda item. Patrick will be following up with interested counties.

10. Committee Reports.
  - a. Technical Standards Committee
    - i. Brett Zamora-Chair – No report.
  - b. County Certification Policies and Procedures Committee
    - i. Mike Rocha-Chair – Looking to set up a recurring teleconference call and propose to hold it on the Thursday before the agenda prep/review meeting in the morning. A proposal being brought forth is an agenda item taking Patrick's go live checklist and expanding it to be a more comprehensive document.

11. Public Comment – None

## 12. New Business

The Department of Justice has been involved in an ongoing conversation with CERTNA regarding the status of agents. Received clearance from the Department of Justice regarding agency status for Simplifile, ERX and INGEO.

The MOU will be discussed at the next Policies and Procedures Committee meeting. Kevin Norris discussed the standardization of the MOU. No issues noted. Kevin Norris and Patrick Honny will go over the regulations.

Washington DC PRIA – Version 3.0 XML is out for comment. Will need to talk in the next Technical Standards Committee meeting about what will need to be done with the XML specifically with the mapping revisions.

Patrick will be in Washington State at the Recorder's Conference representing CERTNA. Also going to a PREP Regional with two county recorders and presenting G2G to the two largest counties.

Microsoft is involved with CERTNA. Need to start putting in procedures regarding infrastructure support.

13. Adjourn. The CERTNA Board of Directors adjourned at 11:00am.