

Minutes of Proceedings for the CERTNA Board of Directors
May 13, 2010

Board of Directors:

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

Except where noted, all scheduled items were heard in the San Bernardino County Hall of Records, 4th Floor Conference Room 222 W. Hospitality Lane, San Bernardino, California.

Present:

Board of Directors:

Jim Fitch, Vice-Chairman, Kern County
De Ana Thompson, Alternate Member, San Bernardino County
Bob Werner, Member, Fresno County
Mike Rocha, Alternate Member, Santa Clara County
Carol Sutherland, Alternate Member, Santa Cruz County
Les Flemmer, Alternate Member, San Joaquin County

CERTNA Staff:

Patrick Honny, Executive Director, San Bernardino County

Others in Attendance:

Curt Ehlers, ACS
Kevin Ryan, FTB
Brenda Sizer, FTB
Jeani Smith, Kern County
Kevin Norris, San Bernardino County
Wendy Sulzmann, San Bernardino County
Darlene Gardner, Santa Clara County
Phil DiPrima, SPL

9:35 am – Convened meeting of the CERTNA Board of Directors, San Bernardino County Hall of Records, 4th Floor Conference Room 222 W. Hospitality Lane, San Bernardino, California.

1. Call to order. The meeting was called to order by Vice Chairman Fitch.
2. Presentation of the Agenda – Two corrections were made to the agenda. The place of the meeting is San Bernardino and not Santa Clara. The date of the meeting is 5/13/10 and not 5/14/10.
3. Action on consent calendar - None.

4. Deferred items – None.
5. Review and approve minutes from the previous meeting.
The minutes from April 8, 2010 were reviewed. A motion to approve the minutes was made by Alternate Member Thompson. The motion was seconded by Alternate Member Rocha and carried unanimously.
6. Adopt date, hour, and place of next Board meeting.
 - a. 6/17/2010 – 9:30 am – Santa Clara County – Schedule Variation
The next meeting will take place in Santa Clara County on June 17, 2010 at 9:30 am. The June meeting date was moved to the third Thursday due to graduations and vacations.
 - b. 7/8/2010 – 9:30 am – Santa Clara County
 - c. 8/12/10 – 9:30 am – Santa Clara CountyA motion was made by Member Werner to adopt the dates of the future CERTNA meetings. The motion was seconded by Alternate Member Sutherland and carried unanimously.
7. Administration.
 - a. Review and discuss calendar of events. Patrick Honny went over the calendar of events schedule. It is anticipated that CERTNA will be at each of these conferences. Patrick will also be speaking at the ATIM Conference. A motion was made by Alternate Member Rocha to accept the calendar of events. The motion was seconded by Member Werner and carried unanimously.
 - b. Review and discuss budget reports. Patrick Honny went over the budget report handouts. There is nothing unusual to report. A motion was made by Member Werner to accept the budget report. The motion was seconded by Alternate Member Thompson and carried unanimously.
 - c. Conflict of Interest Policy adoption update.
 - i. Submitted to FPPC on 2/16/10
 - ii. Hearing request closes on 3/19/10
 - iii. Comments period closes on 4/5/10
 - iv. FPPC Comment period closes in June. FPPC does not expect any comments and have not received any comments. If they do receive a comment, the CERTNA Board will receive the comment for action.
 - v. Bring to Board in July – Patrick will bring the Conflict of Interest Policy Amendment to the Board for adoption in July. Patrick will be the filing officer for the identified people in the policy. The FPPC did make minor word changes to the policy but these changes did not require the policy to be sent out for review again. There is a draft resolution that will be presented to the Board in July along with the Conflict of Interest Policy. It will be 60 days from the July CERTNA meeting to file the conflict of interest forms. Alternates will have to complete the forms also.

- d. Amendment #1 to JPA progress report. This amendment has been adopted by each county except one. Each new County will adopt the base JPA and amendment.
 - e. Draft 2010-2011 Budget Review. Patrick handed out draft budget information and explained. A final budget will be presented in June along with an agenda item for adoption. Patrick feels comfortable in recommending to the Board a 45 cent or 44 cent per document. This does not include the four additional counties that may go live by the end of the next fiscal year. The cost per document was discussed further. Patrick is looking for direction from the Board to see if this is the direction that is desired. The census of the Board is to reduce the cost per document. Patrick will bring an agenda item to the Board in June.
 - f. Accept FTB Letter of Intent to Participate. Patrick explained the letter that is before the Board. This is the letter of FTB's intent to participate with CERTNA. A motion was made by Member Werner to accept the FTB Letter of Intent to Participate. The motion was seconded by Alternate Member Mike Rocha and carried unanimously.
8. Update on implementation process. Starting next month, Patrick will include every county and the status. Current live backend vendors are Atpac and ACS. New developments are DFM, Manatron and Tyler..
- a. Merced County – July/August – Working with ACS Exigent to finalize contract. The CERTNA side is ready to go as far as certificates.
 - b. San Joaquin County – August – Working with backend vendor. Working to get their test configuration up by June 1 but are ahead of this deadline.
 - c. Santa Clara County – August – Had a meeting with the title companies.
- San Bernardino is budgeted to go live this next fiscal year.
9. Update on county membership development plan. Patrick Honny gave an update. He attended the Monterey County Board meeting to see the adoption of the CERTNA resolution for Monterey County. Monterey County is now a member of CERTNA. It is anticipated at the June meeting that El Dorado County and Monterey County will be seated with the CERTNA Board of Directors. Solano County has their board item ready to go. Anticipate Solano County to be seated on the Board of Directors in July or August. CERTNA will then be a 9 member Board of Directors with 10 counties participating. County participation was further discussed.
10. Committee Reports.
- a. Technical Standards Committee
 - i. Curt Ehlers gave an update. Reviewing XML standards. Patrick notified the Technical Standards Committee that there is going to be a need for a certified audit checklist for the submitter's work station that is standardized. It just needs to be a standardized form with check boxes that can be submitted to DOJ during any audit that occurs.

- b. County Certification Policies and Procedures Committee
 - i. Mike Rocha-Chair – A conference call meeting occurred. The Committee is currently working on the policy differences between different versions of the MOU. The committee will need Kevin Norris's assistance. The Board's direction is a consolidated MOU. The plan is to have a face to face meeting following the board meeting in June.

11. Public Comment – None.

12. New Business – Patrick Honny gave an update on the DOJ Advisory Committee meeting held last week for ERDS.

Alternate Member Thompson attended two meetings, the legislative and Board of Directors meetings for the California Records Association. Jim McCauley requested that an eRecording meeting be put together. He thought this should be brought up again and discussed. He wants a standing meeting and a committee should be developed to look at all of the regulations. He thought it is time to get rid of some of these regulations. The CRAC Board did decide to think about it and allow the president to put a committee together. This was discussed further.

Vice Chairman Fitch asked about the liability for Board members. Kevin Norris talked with San Bernardino County's Risk Management to see what liability coverage is available. Nothing is available through the County so phone numbers were given for brokers that work with the County. Patrick has not had an opportunity to follow up so this will be on the next agenda. Kevin added that quotes will be needed from the brokers and Risk Management has personnel that can assist CERTNA. It is a good idea to have liability coverage. This subject was discussed further. Kevin and Patrick will talk to brokers. Patrick will arrange a presentation.

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