

Minutes of Proceedings for the CERTNA Board of Directors
Thursday, September 10, 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
Bob Werner (joined meeting at 9:42 am)
Gilbert Carter, Alternate Member
Mike Rocha, Alternate Member

Others in Attendance

Patrick Honny, San Bernardino County
Darlene Gardener, Santa Clara County
Curt Ehlers, ACS
Brenda Sizer, FTB
Norval Chan, EDD
Jeani Smith, Kern County
Kevin Norris, CERTNA Counsel (Teleconference)
Rebecca Roche, San Bernardino County (Teleconference)

9:36 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 August 13, 2009 were reviewed. A motion to approve the minutes was made by Vice Chairman Fitch. The motion was seconded by Alternate Member Carter and carried unanimously.

6. Adopt date, hour, and place of next Board meeting.
Jim Fitch suggested that every third meeting should be held in San Bernardino County to even out the travel schedules for all involved. A motion was made by Vice Chairman Fitch to hold the October 8 meeting in San Bernardino. The motion was seconded by Bob Werner and carried unanimously.
7. Administration.
 - a. Review and discuss calendar of events. As previously noted, the October meeting location was changed to San Bernardino County.
 - b. Budget Report. Kelly Shaffstall prepared the budget reports. In Kelly's absence, Patrick briefly reviewed the report on her behalf. There was nothing of particular interest to note, as everything in the report is normal business. Patrick did say that he and Kelly are working together on reviewing the requirements for submitting an application to GFOA for award in public reporting and putting a proposal together, to include timeline and budget impact, for the Board to look at. Discussion ensued. A motion was made by Vice Chairman Fitch to approve the budget report. The motion was seconded by Bob Werner and carried unanimously.
8. Update on certification process.
Patrick Honny gave an update on his recent communication with the DOJ regarding the certification of CeRTNA. Application has moved from administrative review to technical review. We had an initial response to our audit findings by the DOJ requesting 8 areas of clarification which we responded to last month. We now have 3 areas of clarification within the same scope of the original 8 areas. The most recent communication was received yesterday, which is an advance copy of what Vice-Chairman Fitch and Bob Werner will be receiving shortly. Patrick believes that the 3 areas are easily resolved and that we should be able to respond to the DOJ prior to the conference next week. A conference call will be scheduled for tomorrow to deal with the specifics of the response to the DOJ. Discussion ensued.
9. Update on county membership development plan.
Chairman Walker said that the sixth (next) county that has indicated a decision to join CeRTNA is San Joaquin County with Ken Blakemore, Assessor-Recorder. The 7th county to join will be El Dorado County with Bill Schultz, Recorder-Clerk. Kent Christianson from Merced County has opted to join as a client county, which will make Merced the first client county of CeRTNA.

Patrick Honny indicated that we have sent a package to what we believe to be every county in the state of California. He feels that the package looks professional, and hope that it will create some sort of knowledge of CeRTNA so that when we are at the conference and have the opportunity to talk to some people, we can do so. We received some discouraging news in that San Mateo

County has decided to go with Secure. Additional discussion ensued regarding membership development.

10. Committee Reports.

a. Technical Standards Committee

- i. Curt Ehler for Brett Zamora, Chair – There was a meeting yesterday in Santa Clara for two purposes; one was to conduct technical training for submitters and backend vendors and included a demo from AtPac and Exigent. Jason from ACS was one of the developers and Brett Zamora conducted training. All bases were covered on what needed to be done to integrate with CeRTNA. This was well attended. The second part was the Technical Standards Committee meeting to review the xml standard, doc types, and rejects and reason codes. There were a couple of motions to enhance doc types and reject reasons that were submitted by different counties.

b. Legislative Committee

- i. Patrick Honny-Interim Chair – There have been no meetings or further action. As Brenda reported last month, the State agencies are moving forward on a 3-prong process of attempting to create an opportunity for them to use an ERDS portal for their submission of documents.

c. County Certification Policies and Procedures Committee

- i. Gil Carter-Chair – No Report.

11. Public Comment

General discussion ensued regarding the overall direction of state agencies and their strategy for being able to submit through a portal.

12. New Business

13. Adjourn. The CeRTNA Board of Directors adjourned at 10:38am.