

Minutes of Proceedings for the CERTNA Board of Directors
February 10, 2011

Board of Directors:

Jim Fitch, Chairman, Kern County
Gina Alcomendras, Vice Chairman, Santa Clara County
Gil Carter, Alternate Member, Fresno County
Dennis Draeger, Member, San Bernardino 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 Training and Conference Center, 2310 North First Street, Suite 102, Room 4, San Jose, California, 95131.

Present:

Board of Directors:

Jim Fitch, Chairman, Kern County
Mike Rocha, Alternate Member, Santa Clara County
Gil Carter, Alternate Member, Fresno County
Alicia Sotelo, Alternate Member, Monterey County
Ken Blakemore, Member, San Joaquin County
William Schultz, Member, El Dorado County
De Ana Thompson, Alternate Member, San Bernardino County
Carl Sutherland, Alternate Member, Santa Cruz County

CERTNA Staff:

Patrick Honny, Executive Director, San Bernardino County

Off-site Contributors (teleconference):

Karen Kitchen, CERTNA Business Manager, Kern County
Kevin Norris, Counsel, San Bernardino County
Wendy Sulzmann, CERTNA Secretary, San Bernardino County

10:04 am – Convened meeting of the CERTNA Board of Directors, Santa Clara County Training and Conference Center, 2310 North First Street, Suite 102, Room 4, San Jose, California, 95131.

1. Call to order. The meeting was called to order by Chairman Fitch.
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 December 1, 2010 were reviewed.
A motion to approve the minutes as presented 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. 3/10/2011 – 10:00 am – Santa Clara County
 - b. 4/14/2011 – 10:00 am – Santa Clara County
 - c. 5/12/2011 – 10:00 am – Santa Clara County
- There was discussion on the possibility of having quarterly meetings. This would mean the bylaws would have to be changed. The decision for now is to still meet monthly. The 4/14 CERTNA meeting conflicts with the Assessor Conference. This will also be discussed further at the March meeting.
A motion was made by Member Blakemore to adopt the 3/10/2011 meeting. The motion was seconded by Member Schultz and carried unanimously.

7. Administration.
- a. Review and discuss calendar of events. – P. Honny
Patrick discussed the calendar of events.
 - b. Review and discuss budget reports. – P. Honny
 - i. Budget vs. Actual Report – P. Honny*A motion was made by Alternate Member Rocha to receive the budget reports. The motion was seconded by Member Blakemore and carried unanimously.*
 - c. Report on FPPC annual filings – P. Honny
The annual filing period is coming up for the Form 700s. These will be due in April. Patrick will send out a notice with more information.
 - d. Report on CERTNA Business Manager hiring process – P. Honny
In November, 2010 the Board approved a development, negotiation and execution of a contract to hire a Business Manager for CERTNA and also approved an MOU for reimbursement back to Kern County for payroll. There is no candidate at this time. The item is still budgeted and Patrick will get with the Chairman on this. The hiring process is on hold. Karen Kitchen, Kern County Business Manager, will be handling this job until someone is hired.
 - e. Review and receive 2009/2010 Audited Financial Statement – P. Honny.
Patrick went over the audited financial statement. There were no major findings. This is done annually and is filed with the Clerk of the Board. All financial statements are posted on the CERTNA website.
A motion was made by Member Schultz to receive the 2009/2010 Audited Financial Statement. The motion was seconded by Alternate Member Carter and carried unanimously.
 - f. Report on DOJ/CERTNA Audit process – P. Honny

Based on ERDA Law, DOJ audits operational ERDS once every two years and first year of operation. We are in the midst of our first year of operation. The DOJ performed a local site visit to San Bernardino for CERTNA. They will now visit Kern County and Fresno County next week. They will be looking at the ERDS workstation.

- g. Review and approve support agreement – P. Honny
 - i. 6 month period until new annual support contract is in place July 2011.
In June, will bring to the Board the annual maintenance contract. The Board will pass the contract subject to Counsel's approval. There was further discussion about the contract.
A motion was made by Member Schultz to approve the contract subject to Counsel's approval. The motion was seconded by Alternate Member Sutherland and carried unanimously.
- h. Report on ERDS implementation process. – P. Honny
 - i. El Dorado County – June 2011 – looking for a date for Patrick to come to El Dorado County.
 - ii. Fresno County – Live – Progressing well. Seeing an increase in the MOUs.
 - iii. Kern County – Live – Recorded 2,000 documents electronically. Kern County went live with EDD G2G portal. Images are awesome. Still dealing with some issues. Staff is preparing for the audit.
 - iv. Merced County – on hold pending submitter – No change. Patrick will be talking to Merced County about G2G.
 - v. Monterey County – April 2011 – Ready to get started. Once ACS, Monterey County's vendor, is contacted, the current MOU will be sent to their county counsel. G2G will also be discussed. April is still a possibility.
 - vi. San Bernardino County – Live – Recorded one document. This was stopped due to workload and the new office changeover. Hope to start back up March 1, 2011.
 - vii. Santa Clara County – March 2011 – Very close to going live. The backend system is ready and prepared. One item is outstanding with the security audit.
 - viii. Santa Cruz County – May 2011 – Met with Manatron. May 2011 is still the target.
 - ix. San Joaquin County – Live – Went live and more than doubled San Bernardino County's recorded documents. Prepared to take on more title companies.
- i. Update on G2G implementation process – P. Honny
 - i. EDD-Live – Went live in January. The pilot county was Kern County. EDD gave an update.
 - ii. BOE – Development and testing – Signed contract with CERTNA and going through the testing process. BOE gave an update. Looking at June 14, 2011 to go live.

- iii. El Dorado County – June 2011. Working with vendor on the implementation of ERDS. One of the things being looked at is turning on G2G first and then turning on CERTNA.
- iv. Fresno County – Implementation/Testing.
- v. Kern County – Live.
- vi. Merced County – Unknown. No update.
- vii. Monterey County – April 2011.
- viii. San Bernardino County – Implementation. There is a scheduled meeting today.
- ix. Santa Clara County – March 2011. Possibly going live with G2G first.
- x. Santa Cruz County – May 2011 – Possibly going live with G2G first.
- xi. San Joaquin County – Requirements. Vendor is looking at the requirements.

8. Committee Reports

a. County Certification Policies and Procedures Committee

i. Mike Rocha-Chair

Yesterday's meeting was well attended by counties, ACS and government collaborators. It works really well to meet on the day before the CERTNA meeting. It was requested that this meeting continue to meet monthly, at least for the next 6-12 months. There was an extensive update on G2G. The committee looked at how each county is approaching the local security audit and shared ideas on how to re-channel ACH. ACS walked through the requirements gathering process for a reporting activity report. There was a lot of roundtable discussion.

9. Board of Directors.

a. Selection of Secretary to the Board of Directors

Alternate Member Thompson nominated Dana Boeg from San Bernardino County, as Secretary to the CERTNA Board of Directors.

A motion was made by Alternate Member Rocha to appoint Dana Boeg, San Bernardino County, as Secretary to the Board of Directors. The motion was seconded by Alternate Member Thompson and carried unanimously.

10. Public Comment –

Norval Chan introduced EDD staff that will be attending the CERTNA meetings in his absence. Norval is retiring.

11. New business

Patrick mentioned that there was correspondence with the Department of Justice on a particular regulation. The feedback received is that the requirement that Type 1 and Type 2 be segregated is causing a lot of issues. The issues range

from numbering incorrectly and titling incorrectly. Patrick sent a letter to DOJ based on the feedback. The letter requested relief from this. DOJ said that they cannot ignore the regulation but based on discussions on this, they agreed there was no security impact when Type 1 and Type 2 are combined so they will progress with a formalized change to the regulation. There was further discussion by Counsel to follow the regulations so there is no question with the certification of CERTNA. More discussion ensued.

Chairman Fitch brought up the need for a second person to assist CERTNA and the Executive Director but not sure in what capacity, maybe a combination of an IT and Admin person. The budget is being looked into for a full time position.

Santa Clara County and Patrick have been in discussion for help desk support as more counties go live. Santa Clara County staff can handle first level technical support issues. This will be brought back to the Board for consideration in the near future.

Chairman Fitch has a map that shows states that NGEN and Simplifile are in. This will be put on the website.

Patrick is still continuing to talk to other counties about CERTNA.

12. Adjourn. The CERTNA Board of Directors adjourned at 11:45 am.