

MEETING NOTICE and AGENDA

BOARD OF DIRECTORS

CALIFORNIA ELECTRONIC RECORDING TRANSACTION NETWORK
AUTHORITY (CERTNA)

Thursday, April 14th, 2011

10:00 A.M.

Santa Clara County Roads and Airports Department

Training Room
101 Skyport Drive
San Jose CA 95110

AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public and a brief general description of items of business to be transacted or discussed. In accordance with the Brown Act, this meeting agenda is posted at least 72 hours prior to the scheduled meeting at the location indicated above. The posting of the recommended actions does not indicate what action will be taken. The Authority may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

CERTNA Consent Calendar Matters may be approved in one motion unless a Board Member requests separate action which he/she deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The Chairman reserves the right to discuss the items listed on the agenda in any order.

The meeting facility is accessible to persons with disabilities. A person with a disability may contact the Board Secretary's office at (909) 386-8925 at least 72-hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including auxiliary aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

PUBLIC COMMENTS ON AGENDA ITEMS

Members of the public wishing to address the Board of Directors regarding any item appearing on the agenda may do so by completing a Speaker's Form and then submitting it to the Board Secretary. Speakers will be recognized by the Chairman at the time the agenda item is to be considered. When addressing the Board, please state your name for the record. Please address the Board as a whole through the Chair. Please note comments to individual Board members or staff are not permitted when addressing the Board. A speaker's comments shall be limited to three (3) minutes.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the public wishing to address the Board of Directors regarding any item not on the agenda, but within the subject matter jurisdiction of the Board, will be taken under the Public Comment item of the agenda, and will be subject to the same guidelines as noted above.

SUPPORTING DOCUMENTATION

All supporting documentation, as referenced by the agenda, will be available at the meeting location. Documentation will also be posted and available for download from www.CeRTNA.com 24 hours prior to the meeting.

AGENDA

10:00 A.M. - CONVENE MEETING OF THE BOARD OF DIRECTORS

Santa Clara County Roads and Airports Department – Training Room.

PUBLIC SESSION

1. Call to order.
2. Presentation of the Agenda.

CONSENT CALENDAR

The following consent items are expected to be routine and non-controversial and will be acted upon at one time under **ACTION ON CONSENT CALENDAR** unless the Board directs that an item be held for further discussion under **DEFERRED ITEMS**. Persons wishing to address consent items or have them held for further discussion, continued, or taken off calendar, should address the Board under **ACTION ON CONSENT CALENDAR**.

DISCUSSION CALENDAR

3. Action on consent calendar.
 - a. None
4. Deferred items.
 - a. None
5. Review and approve minutes from previous meeting.
6. Adopt date, hour, and place of next Board meeting.
 - a. 5/12/2011 - 10:00 am – Santa Clara County
 - b. 6/9/2011 - 10:00 am – Santa Clara County

c. 7/14/2011 - 10:00 am – Santa Clara County

7. Administration.

a. Review and discuss calendar of events – P. Honny

b. Review and receive budget reports – K. Kitchen

i. Revenue Budget vs. Actual Report – P. Honny

c. Report on FPPC annual filings – P. Honny

i. All filings complete for this annual cycle.

d. Review and Approve ACS Work Request – P. Honny

i. Authorize Executive Director to execute work request

2011031801 with ACS to develop the specified Recordation
Activity Report for a cost not to exceed \$16,200.00.

ii. Approved by the PPC – 3/9/2011

iii. Approved as to legal form by Kevin Norris – 4/1/2011

e. Review and Approve G2G MOU Template – P. Honny

i. Authorize Executive Director to enter into agreements with
those counties desiring to utilize CERTNA's G2G services.

ii. Authorize Executive Director, in consultation with CERTNA
counsel, to make changes to the G2G MOU template as
required to satisfy county-specific requirements.

iii. Approved as to legal form by Kevin Norris – 3/24/2011

- f. Review and Approve the Participation by CERTNA in the State of California Purchase Card Program – P. Honny
 - i. Approve the execution of the Addendum to State of California Purchase Card Program Master Services Agreement.
 - ii. Authorize Executive Director to complete the application, provide all required documentation, and implement all required policies and procedures as required of a participating agency.
 - iii. Approved as to legal form by Kevin Norris – 3/11/2011
- g. Report on ERDS implementation process - P. Honny
 - i. El Dorado County – June 2011
 - ii. Fresno County – Live
 - iii. Kern County - Live
 - iv. Merced County – On hold pending submitter
 - v. Monterey County – Pending Security Auditor
 - vi. San Bernardino County – Live
 - vii. Santa Clara County – Pending Security Auditor
 - viii. Santa Cruz County – May 2011
 - ix. San Joaquin County – Live
- h. Update on G2G implementation process – P. Honny

i. Submitters

1. Employment Development Department (EDD)

a. Live

2. Board of Equalization (BOE)

a. Development and testing

3. Franchise Tax Board (FTB)

ii. Counties

1. El Dorado County – June 2011

2. Fresno County – Implementation/Testing

3. Kern County - Live

4. Merced County – Next FY

5. Monterey County – Live

6. San Bernardino County – April 2011

7. Santa Clara County – Live

8. Santa Cruz County – May 2011

9. San Joaquin County – Implementing

10. Tehama - Contracting

8. Committee Reports.

a. County Certification Policies and Procedures Committee

i. Mike Rocha - Chair

9. Board of Directors.

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a. None

10. Public Comment.

11. New Business.

12. Adjourn.