

DRAFT Minutes of Proceedings for the **CERTNA Board of Directors**

Thursday July 9, 2020

Page 1 of 6

Board of Directors

Sean Saldavia, Chair, Santa Cruz County  
Steve Bestolarides, Vice-Chair, San Joaquin County  
Janelle Horne, Member, El Dorado County  
Paul Dictos, Member, Fresno County  
Jon Lifquist, Member, Kern County  
Rebecca Martinez, Member, Madera County  
Barbara Levey, Member, Merced County  
Stephen Vagnini, Member, Monterey County  
Gina Alcomendras, Member, Santa Clara County  
Leslie Morgan, Member, Shasta County  
Marc Tonnesen, Member, Solano County

CERTNA Board of Directors meeting was heard via video conference

CERTNA Staff

Patrick Honny, CERTNA Executive Director, San Bernardino County  
Brett Zamora, CERTNA Technical Director  
Paula Pesut, CERTNA Secretary, eRecording Partners Network  
Ajaib Gill, CERTNA Business Manager, Kern County  
Nubia Goldstein, Churchwell White, CERTNA General Counsel

10:02 a.m. convened meeting of the CERTNA Board of Directors,

1. Call to order. The meeting was called to order by Alternate Chair Carol Sutherland
  - a. Board of Directors Roll Call

Present:

Board of Directors:

Carol Sutherland, Alternate Chair, Santa Cruz County  
Steve Bestolarides, Vice Chair, San Joaquin County  
Catrina Christensen, Alternate Member, El Dorado County  
Paul Dictos, Member, Fresno County  
Jon Lifquist, Member, Kern, County  
Jacquelyn Luna, Alternate Member, Madera County  
Barbara Levey, Member, Merced  
Alicia Sotelo, Alternate Member, Monterey County  
Louis Chiaramonte, Alternate Member, Santa Clara County  
Melanie Frazer, Alternate Member, Shasta County

2. Presentation of the Agenda
3. Public Comment – None
4. Action on consent calendar – None
5. Deferred items - None
6. General Administration
  - a. Review and Approve minutes from March 12, 2020 meeting.
    - i. Barbara Levey corrected the spelling of her name

A motion was made by Member Bestolarides to approve minutes, as corrected, from May 14, 2020 meeting. The motion was seconded by Member Levey, roll call vote

was taken and the motion passed with a 7-0-1 vote.

Santa Cruz County – Aye  
San Joaquin County – Aye  
El Dorado County - Abstain  
Kern County – Aye  
Merced County - Aye  
Monterey County – Aye  
Santa Clara County – Aye  
Shasta County - Aye

- b. Adopt a date, hour, and place of the next Board meeting.
  - i. Thursday, September 10, 2020 10:00 am @ San Joaquin County.  
To be revised as necessary.

A motion was made by Member Levey to adopt the 9/10/2020 meeting location, date and time as set out above. The motion was seconded by Member Lifquist, roll call vote was taken and the motion passed with a 9-0-0 vote.

Santa Cruz County – Aye  
San Joaquin County – Aye  
El Dorado County - Aye  
Kern County – Aye  
Madera County - Aye  
Merced County - Aye  
Monterey County – Aye  
Santa Clara County – Aye  
Shasta County – Aye

- c. Provide update on Calendar of Events – P. Pesut
- d. Update on 2020 Business Summit – P. Pesut

## 7. Management

- a. Review and receive CERTNA Financial Activity Reports – A. Gill

A motion was made by Member Bestolarides to receive the financial reports. The motion was seconded by Member Levey, roll call vote was taken and the motion passed with a 10-0-0 vote.

Santa Cruz County – Aye  
San Joaquin County – Aye  
El Dorado County - Aye  
Fresno County - Aye  
Kern County – Aye  
Madera County - Aye

Merced County - Aye  
Monterey County – Aye  
Santa Clara County – Aye  
Shasta County – Aye

- b. Provide update on audited Financial Statement for FY ending 6/30/2019 – A. Gill
  
- c. Review and Discuss CERTNA budget for FY 20-21 – P. Honny
  - i. Adopt Resolution #2020-002: Fiscal Year 2020-2021 CERTNA Operating Budget Effective July 1, 2020

A motion was made by Member Lifquist to adopt Resolution 2020-002 approving the Fiscal Year 2020-2021 CERTNA Operating Budget with the expectation that the Board of Directors review the expenses and revenue and make any necessary adjustments. The motion was seconded by Alternate Member Sotelo, roll call vote was taken and the motion passed with a 9-0-1 vote.

Santa Cruz County – Aye  
San Joaquin County – Aye  
El Dorado County - Aye  
Fresno County - Abstain  
Kern County – Aye  
Madera County - Aye  
Merced County - Aye  
Monterey County – Aye  
Santa Clara County – Aye  
Shasta County – Aye

- ii. Adopt Resolution #2020-003: Agent Fee Changes Effective January 1, 2020 and July 1, 2020

A motion was made by Member Bestolarides to table Resolution 2020-003 until the Fiscal Year 2020-2021 CERTNA Operating Budget is revisited. The motion was seconded by Member Levey, roll call vote was taken and the motion passed with a 10-0-0 vote.

Santa Cruz County – Aye  
San Joaquin County – Aye  
El Dorado County - Aye  
Fresno County - Aye  
Kern County – Aye  
Madera County - Aye  
Merced County - Aye  
Monterey County – Aye  
Santa Clara County – Aye  
Shasta County – Aye

iii. Adopt Revised Client Tier Rates Effective January 1, 2021

A motion was made by Alternate Member Sotelo to adopt the Revised Client Tier Rates effective January 1, 2021. The motion was seconded by Member Dictos, roll call vote was taken and the motion passed with a 9-1-0 vote.

Santa Cruz County – Aye  
San Joaquin County – Aye  
El Dorado County - Aye  
Fresno County - Aye  
Kern County – Aye  
Madera County - Aye  
Merced County - Nay  
Monterey County – Aye  
Santa Clara County – Aye  
Shasta County – Aye

- d. Authorize the Executive Director to negotiate and execute a lease for CERTNA office space within San Bernardino County in an amount not to exceed the adopted budget amount for rents per year and for a period not to exceed three (3) years. CERTNA General Counsel to approve lease agreement prior to execution – P. Honny

A motion was made by Member Levey to Authorize the Executive Director to negotiate and execute a lease for CERTNA office space within San Bernardino County in an amount not to exceed the adopted budget amount for rents per year and for a period not to exceed one (1) year. CERTNA General Counsel to approve lease agreement prior to execution. The motion was seconded by Member Bestolarides, roll call vote was taken and the motion failed with a 3-6-1 vote.

Santa Cruz County – Nay  
San Joaquin County – Aye  
El Dorado County - Aye  
Fresno County - Nay  
Kern County – Nay  
Madera County - Abstain  
Merced County - Aye  
Monterey County – Nay  
Santa Clara County – Nay  
Shasta County – Nay

A motion was made by Member Dictos to Authorize the Executive Director to negotiate and execute a lease for CERTNA office space within San Bernardino County in an amount not to exceed \$17,000 per year and for a period not to exceed three (3) years. CERTNA General Counsel to approve lease agreement prior to execution. The motion was seconded by Member Lifquist, roll call vote was taken and the motion passed with a 7-2-1 vote.

Santa Cruz County –Aye  
San Joaquin County – Nay  
El Dorado County - Aye  
Fresno County - Aye  
Kern County – Aye  
Madera County - Abstain  
Merced County - Nay  
Monterey County – Aye  
Santa Clara County – Aye  
Shasta County – Aye

- e. Ratify amendment to CDTFA contract. Amendment 1 is to extend the end term date from June 30, 2020 to June 30, 2021. The new term for this Agreement shall now be from July 1, 2018 through June 30, 2021. In addition, Contracts in Exhibit A have been updated. Exhibit A is hereby replaced in its entirety and made a part of this Agreement. – P. Honny
  - i. Reviewed and approved by counsel 6/25/2020

A motion was made by Member Dictos to ratify amendment to CDTFA contract. Amendment 1 is to extend the end term date from June 30, 2020 to June 30, 2021. The new term for this Agreement shall now be from July 1, 2018 through June 30, 2021. In addition, Contracts in Exhibit A have been updated. Exhibit A is hereby replaced in its entirety and made a part of this Agreement. The motion was seconded by Alternate Member Sutherland, roll call vote was taken and the motion passed with a 10-0-0 vote.

Santa Cruz County – Aye  
San Joaquin County – Aye  
El Dorado County - Aye  
Fresno County - Aye  
Kern County – Aye  
Madera County - Aye  
Merced County - Aye  
Monterey County – Aye  
Santa Clara County – Aye  
Shasta County – Aye

- f. Report on ERDS and G2G implementation process – B. Zamora
  - i. Due to time Alternate Member Chairperson Sutherland deferred this item to next meeting
- g. Update on G2G Submitters – P. Honny
  - i. Employment Development Department (EDD)
    - 1. No Changes
  - ii. California Department of Tax and Finance Authority (CDTFA)
    - 1. No Changes
  - iii. Franchise Tax Board (FTB)
    - 1. Going live with Alameda & Plumas counties 7/31/2020
  - iv. Department of Child Support Services (DCSS)
    - 1. Glen County local DCSS looking to eRecord

- v. Megabyte Systems
  - 1. Tax Collector Interface (not a government agency)
    - a. Butte – Live
    - b. Calaveras - Live
    - c. El Dorado - Live
    - d. Merced - Live
    - e. Monterey - Live
    - f. Napa - Live
    - g. Placer County – Live
    - h. Plumas County – having discussions with their tax collector
    - i. San Joaquin County – Live
    - j. Shasta County – Live
    - k. Sonoma County - Live
    - l. Tehama – Live
    - m. Tuolumne - Live
- 8. Committee Reports
  - a. County Certification Policies and Procedures Committee – B. Zamora
    - i. July meeting cancelled due to Covid-19
  - b. Technical Standards Committee – B. Zamora
    - i. July meeting cancelled due to Covid-19
- 9. Continuing Business
  - a. Unified MOU process overview and update – P. Honny
    - i. San Francisco is only county not on unified MOU
  - b. Grant Program update – P. Honny
    - i. No Changes
  - c. DOJ Regulation process update – P. Honny
    - i. Changes in progress. Audits in progress.
  - d. AI2 Business Plan – Trusted System Certification (2020)
  - e. Emergency Documentation Development update
- 10. New Business – P. Honny
  - a. CERTNA's role in Covid-19 response
- 11. Board of Directors
  - a. B. Levey asked what the buyout amounts are for San Bernardino County liabilities
    - i. P. Honny stated the amounts will not be known until after June 30, 2020 audited financials are received
- 12. Adjourn 1:05 p.m.