**Location:** Bodie Conference Room

Webcast/Conference Call

11290 Pyrites Way, Suite 150

Rancho Cordova, CA 95670

**Board Members present via Webcast/Conference Call:**

Region 1 - Susan von Zabern, Riverside County DPSS Director

Region 2 - CaSonya Thomas, San Bernardino County HSA Assistant Executive Officer

Region 3 - Sanja Bugay, Kings County Human Services Agency Director (non-voting this meeting)

Region 4 - Kathy Harwell, Stanislaus County Community Services Agency Director

Region 5 - Scott Pettygrove, Merced County Human Services Agency Director and Chair

Region 6 - Mike Dent, Nevada County Department of Social Services Director

Region 7 – Shelby Boston, Butte County Dept. of Employment and Social Services Director

Region 8 – Sheryl Spiller, Los Angeles County Dept. of Public Social Services Director

Region 8 - Antonia Jimenez, Los Angeles County Dept. of Public Social Services Chief Deputy and Vice Chair

Region 8 – Michael Sylvester, Los Angeles County Dept. of Public Social Services Assistant Director

Region 8 – Brandon Nichols, Los Angeles County Dept. of Children and Family Services Acting Director

**Board Secretary:**

John Boule, CalACES Executive Director

**Member Representatives in Attendance:**

Alpine – Nichole Williamson San Benito – James Rydingsword

Amador – James Foley San Joaquin – Michael Miller

Lassen – Eric Nielson Sierra – Vickie Clark

Mariposa – Chevon Kothari Tehama – Mandy Sharp

Mendocino – Bekkie Emery Trinity – Letty Garza

Monterey – Elliott Robinson Yuba – Jennifer Vasquez

Non-voting members this meeting

Glenn – Christine Zoppi

Kern – Dena Murphy

Mono – Kathy Peterson

**Additional Attendees:**

CalACES North/South Project Staff

County Staff

State Stakeholder Representatives

1. **Chair Scott Pettygrove convened the meeting at 9:10a.m.**
2. **Public opportunity to speak on any Item NOT on the agenda**
   * No public comments.
3. **Confirmation of Quorum, Conference Call Logistics/Protocols and Agenda Review**
   * CalACES Executive Director, John Boule, read the roster of the County Directors and a quorum of the Board was confirmed. Quorum of the Member Representatives was confirmed with 24 Directors at 9:12 a.m.
   * John Boule reviewed the Agenda.

**JPA Board Action Items**

1. **Approve the Minutes of the December 21, 2017, JPA Special Board Meeting and update of Action Items.**

**Summary: The Consortium is seeking Board approval of the December 21, 2017 JPA Special Board Meeting Minutes. Prior to approval, John Boule will review the status of any outstanding Action Items from the minutes.**

Motion to Approve was made by Member Sheryl Spiller.

Motion was seconded by Member Susan von Zabern.

Motion passed unanimously.

1. **Approve First Data C-IV Change Order CO-047 CalACES Migration Technical Planning and Analysis**

**Summary:** Federal sponsors, both Food and Nutrition Service (“FNS”) and the Centers for Medicare and Medicaid Services (“CMS”), have requested additional information and analysis surrounding consolidation of the databases, data centers as well as operating in a Cloud environment, in order to support and approve the Implementation Advance Planning Document (“IAPD”) for the CalACES Migration D&I project to proceed.

The following activities are critical to the CalACES migration strategy and require a technical alternative analysis and cost benefit analysis:

1. Transition to a single database
2. Transition to a single data center
3. Transition to the Cloud
4. Shared services

This Change Order outlines the staffing requirements, costs, and timeline for First Data and/or its subcontractors, in the development of a technical alternatives analysis and cost benefits analysis.

**Total Change Order Cost:** **$2,655,449**

Motion to Approve was made by Member Kathy Harwell.

Motion was seconded by Member Sheryl Spiller.

Motion passed unanimously.

1. **Approve First Data C-IV Contract Amendment No. 57 (references Change Order CO-047 CalACES Migration Technical Planning and Analysis and updates to Exhibit A)**

**Summary:** The following items are being requested to be amended into the First Data Agreement via Contract Amendment No. Fifty-Seven:

• Change Order CO-047 CalACES Migration Technical Planning and Analysis increases the Total Contract Value by $2,655,449. This Change Order outlines the staffing requirements, costs, and timeline for First Data and/or its subcontractors, in the development of a technical alternatives analysis and cost benefits analysis.

**Total Cost:**

**Amendment No. Fifty-Seven increases the Total Contract Value by $2,655,449**

Motion to Approve was made by Member Kathy Harwell.

Motion was seconded by Member Sheryl Spiller.

Motion passed unanimously.

1. **Approve First Data C-IV Change Order CO-031 C-IV Migration Planning, Rev.3**

**Summary:** C-IV will be conducting migration planning activities beginning in early Fiscal Year (“FY”) 2015/2016, which will include development of the Migration Development and Implementation (“D&I”) requirements, Statement of Work (“SOW”), contract amendment, Implementation Advance Planning Document (“IAPD”) and the subsequent Implementation Advance Planning Document Update (“IAPDU”).

**Revision 3.** The CalACES migration planning as well as unified design and development activities have been extended through September 2018, including a three-month schedule contingency period from July – September 2018. As a result, the Consortium has requested that First Data extend related services.

This Change Order consolidates the extension of migration planning and joint development positions beginning January 2018, including those positions that were previously funded via CO-020 Rev 2, C-IV Modernization and CO-015 Rev 4, LRS Joint Development through December 31, 2017.

**Total Change Order Cost:**

The combined total for “Total Costs thru 12/31/17” and the “Total Cost 1/1/18 thru 9/30/18”. - **$3,102,629**

Difference for the Change Order Total between Revision 3 and Revision 2. - **$1,209,069**

Motion to Approve was made by Member Kathy Harwell.

Motion was seconded by Member Sheryl Spiller.

Motion passed unanimously.

1. **Approve First Data C-IV Contract Amendment No. 58 (references Change Order CO-031 - C-IV Migration Planning, Rev.3 and updates to Exhibit A)**

**Summary:** The following items are being requested to be amended into the First Data Agreement via Contract Amendment No. Fifty-Eight:

Change Order CO-031 C-IV Migration Planning, Revision 3 increases the Total Contract Value by $1,209,069. This Change Order outlines the staffing requirements, costs, and timeline for First Data to perform Quality Assurance (“QA”) Services associated with C-IV migration planning. These additional Services will consist of support as well as review and assessment associated with the Consortium activities.

**Total Cost:**

**Amendment No. Fifty-Eight increases the Total Contract Value by $1,209,069**

Motion to Approve was made by Member Kathy Harwell.

Motion was seconded by Member Sheryl Spiller.

Motion passed unanimously.

**Member Representatives Action Item**

1. **Approve Administrative Budget for Unfunded Costs for FY 2018/19**

**Summary:** The Consortium is seeking Member Representatives approval of the Administrative Budget for Unfunded Costs for FY 18/19. Jenny Rutheiser and Vat Om will review the proposed administrative budget for FY 18/19 prior to conducting a roll call vote of the CalACES JPA Member Representatives.

Motion to Approve was made by Member Sanja Bugay.

**All present Member Representatives were in favor of the motion (Excluding Glenn County, Kern County, Kings County and Mono County who abstained.)**

**Motion passed unanimously.**

**Informational Items**

1. **CalACES Budget Status**

**Summary:** Jenny Rutheiser and Vat Om will provide an update on the Governor’s Budget and CalACES Budget Status.

CalACES received full funding for Maintenance and Operation for C-IV and LRS for FY 18/19. CalACES had expected to start Migration in January; instead, we are extending the Migration Planning. There is funding for the PAPD (extended planning) based on the D&I funding requested through the state in September. Vat reviewed the high-level premise items. CalACES is working with OSI to get additional funding in the May Revise for the following

* Homeless Assistance Program
* Diaper Assistance
* Veteran’s Benefits
* AB 214 Post-Secondary Education: Student Hunger
* AB 557 CalWORKs: Victims of Abuse
* SB 282 Restaurant Meals Program

CalACES is still waiting for a breakout from OSI for OCAT Integration and Foster Care Eligibility Determination Solution (FCED).

1. **CalSAWS Leadership Team Update**

**Summary:** Scott Pettygrove, Antonia Jimenez, Susan von Zabern and Brandon Nichols will provide updates regarding recent activities and discussions of the CalSAWS Planning Team.

The CalSAWS group discussion included the response received from the Federal Partners and understanding the feedback and its impacts. Creation of a governance structure is a top priority. CalACES provided the CalWIN Board with their JPA governance documents to assist them in developing questions and discussion in future meetings. The CalSAWS group wants a set of Guiding Principles that everyone at the staff level could reference to help with how decisions are going to be made and how we are going to coordinate going forward until we get the formal governance in place. A draft document intended to be the little “g” governance guidance, similar to what was created when developing CalACES, was shared with the group. The CalSAWS Leadership Team will meet monthly.

1. **CalACES Extended Planning**

**Summary:** John Boule will provide the following updates regarding the CalACES Extended Planning Project:

On 12/8/2017, the state was expecting to receive Migration D & I Project approval letters with some conditions but did not receive it. Federal partners want to see how California will create a roadmap that includes a technical analysis for data consolidation and also include CalWIN migration timelines with the extended planning effort. The Federal Partners have asked the consortium to give assessments, benefit analysis and documentation to support findings. Multiple IAPDs & PAPDs were prepared between December and January. Final PAPD approval was received from FNS on 1/5/2018 and CMS on 1/9/2018. Both Federal Partners had conditions that they are articulated in their letters:

* They want a third party involved (McKinsey & Company will lead the project and bring technical expertise) and want to receive work products on a flow basis.
* They still expect implementation of CalACES within the 2020 timeframe
* They expect to see CalSAWS completion by 2023

FNS had a few more conditions on their letter.

* They would like to see the CalSAWS governance structure. The CalSAWS Leadership team will be talking about the governance process with board and state partners.
* FNS may also not provide funding for California after 2024 if the single SAWS hasn’t taken place.
* The PAPD is divided into three separate workflows. The timeframe for the PAPD is January -June 2018 and contingency period of July 2018-September 2018.

Workflow 1 is for continued migration planning and joint development activities for CalACES.

* Continue with process and change management alignment
* County readiness
* Staff Recruitment

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Workflow 2 focuses on all the detailed short term planning that will take place for the next 90 days.

* Hosting Strategy
* Datacenter consolidation options
* Analyze options for SAWS shared services
* Procurement options & strategies
* Alternatives analysis including risk assessment etc.

Workflow 3 focuses on CalSAWS Planning & Analysis including our CalWIN partners.

* CalWIN conversion strategy
* Conduct business process and functional gaps analysis
* Analysis of County ancillary systems
* CalSAWS change management process

1. **M&O Application Update**

**Summary:** Michele Peterson, Dorothy Avila, Karen Rapponotti and Kelly Young will provide an update on recent M&O Project activities.

Update: Integrated Change Control Process

The following are some of the Change Control objectives:

* Single set of project processes
* Leveraging the new JIRA tool to be uniform to serve both projects.
* Review meetings taking place at both projects and determine which ones can be combined or discontinued.

The following are some of the Change Control accomplishments:

* JIRA tool has been rolled out in the North. The South will start using the tool next week.
* New CalACES Enhancement Request (CER) form was introduced at the last PSC meeting.
* New CalACES SCR Design Document to help the Counties understand changes.
* Team has also been working on work/process flows and aligning communication (CITs, release notes, etc.)

The following are some of the Change Control outstanding Items:

* Finalizing the enhancement process from an Analyst perspective
* Update Analyst SCR prioritization process
* Review LRS Contract to remove Director Approval and 10-day requirement for vendor to respond to M&E request.
* Updating signage at both project locations.

The next Change Control Team meeting is 2/6/2018. The new design document will be shared with the Counties through a CIT when finalized

Policy Changes

**SSA Cola-** Both LRS and C-IV systems have been updated with the new SSA values. Batch EDBC was run with the new values in the EDBC.

**CCR-** Call with CDSS to discuss some changes to AAP Level of Care (LOC) rates. CDSS is extending the delay of implementation of the LOC rates with a few exceptions. New Foster Care Applications on or after March 1, 2018, where the child is placed in a Foster Family Agency, can be accessed and receive the LOC rates. All other placements (KinGap, Foster Care, KinGap AAP and ARC) are not eligible to a LOC rate 2, 3 or 4 until May 2018. CDSS is updating the existing draft letter. C-IV will continue business as usual; a message has been updated on the C-IV System homepage to explain the delay. A CIT will go out to the Counties soon explaining the changes being made. LRS originally planned to implement changes but are currently at a pause and looking at potentially implementing the new changes in March. LRS specific information will also be included in the CIT mentioned above.

**ICT-** The design to send additional images for an automated process went to committee for review on 1/23/2018. A webcast will be conducted to describe the design changes to the committee.

**ABAWDs-** Self Sufficiency explained they are expecting to hear from FNS soon on extending the waiver for 55 Counties, with only three counties subject to the ABAWD policy (No CalACES counties). If CalACES receives final handbook by 2/1/2018, we will plan for the 18.09 release, otherwise the date will slip in accordance with when we receive the handbook.

1. **Public Comment**

* **No Comment**

1. **Adjourn Meeting**

• Chair Scott Pettygrove adjourned the meeting at 10:31a.m.

| **Action Items from previous meeting** | **Assigned to** | **Due Date** | **Status** |
| --- | --- | --- | --- |
| 1. Provide as needed summary updates on critical policy efforts that are in different states of development at C-IV to ensure that County Executive Management is aware of the upcoming changes and if necessary allow them to exercise their influence with the Project and/or with oversight partners. | Tom Hartman | As needed |  |
| **Action Items from this meeting** | **Assigned to** | **Due Date** | **Status** |
| 1. None. |  |  |  |

**Next Meeting**

CalACES Board Meeting - Conference Call

**February 22, 2018**

Sutter Conference Room

11290 Pyrites Way, Suite 150

Rancho Cordova, Ca 95670