

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

April 17, 2020

9:00 a.m.

Location: CalSAWS Rancho Cordova
11290 Pyrites Way, Suite 150
Rancho Cordova, CA 95670

Members Present Via teleconference:

Region 1 – Member, Kathy Gallagher, Contra Costa Employment and Human Services Department
Region 1 – Member, Karen Fies, Sonoma County Human Services Department
Region 2 – Member, Ann Edwards, Sacramento County Department of Human Assistance
Region 3 – Member, Bekkie Emery, Mendocino County Health and Human Services Agency
Region 4 – Member, Kathy Harwell, Stanislaus County Community Services Agency
Region 4 – Member, Delfino Neira, Fresno County Department of Social Services
Region 5 – Member, CaSonya Thomas, San Bernardino County Human Services Agency
Region 5 – Member, Debra Baetz, Orange County Social Services Agency
Region 5 – Member, Melissa Livingston, Ventura County Human Services Agency
Region 6 – Member, Antonia Jimenez, Los Angeles County Department of Public Social Services
Region 6 – Member, Cynthia McCoy-Miller, Los Angeles County Department of Children and Family Services
Region 6 – Vice-Chair, Michael Sylvester, Los Angeles County Department of Public Social Services
State – Ex-Officio Member, Dan Kalamaras, Office of Systems Integration

Members Absent:

Facilitator:

John Boule, CalSAWS Executive Director

1. **JPA Board Vice-Chair, Michael Sylvester, convened the meeting at 9:06 a.m.**
2. **Public opportunity to speak on any Item NOT on the agenda.**
 - a) None
3. **Confirmation of Quorum and Agenda Review**

Informational Item

4. **CalSAWS Project response to the COVID-19 (Coronavirus) Pandemic.**

Summary: John Boule, Lisa Salas, and Diane Alexander discussed the CalSAWS Project response to the COVID-19 (Coronavirus) Pandemic. The focus during this time is to stay safe, stay home, and stay connected. The Consortium is following social distancing and working from home as much as possible. There is limited appointment-based technical support available at all three project sites (Rancho Cordova, Roseville, and Norwalk). The Consortium expects teams to communicate using collaboration tools and staff is staying connected with bi-weekly All Staff Zoom meetings. There is also a bi-weekly newsletter being sent out to provide project information and news to staff. All project status related information is available to all staff through the Project SharePoint. Also, all COVID-19 actions are available to view for all Project team members with JIRA access. The goal remains to continue benefits for customers.

5. AppStream Update

Summary: Laura Chavez reported that CIT 0048-20 was sent out to inform counties the new CalSAWS AppStream, which is being provided by AWS for free during the COVID-19 crisis. AppStream allows users remote access to the C-IV and LRS applications and MEDS. AppStream 2.0 is an Amazon Web Services (AWS) cloud product that provides a secure, easy-to-access portal where multiple applications can be made

accessible via the cloud. Data security is ensured since all data in AWS AppStream is encrypted in transit and at rest, and no data can be saved to staff's personal device.

JPA Board Action Items

6. Consent Items

- a. **Approval of the Minutes and review of the Action Items from the March 27, 2020 CalSAWS JPA Board of Directors meeting.**
- b. **Approval of the CalSAWS JPA Project Budget, which includes updates to Details by Category as required by the Fiscal Agent.**
- c. **Approval of DXC Amended and Restated Agreement, which includes:**
 - i. **Name Change**
 - ii. **Updates to Cost Schedules (no overall increase)**
- d. **Approval of LRS First Data Amendment 4, which includes requests for:**
 - i. **Addition of one (1) Senior Business Analyst Staff Augmentation Services**
- e. **Approval of agreement to use and accept digital signatures via DocuSign technology with Accenture.**
- f. **Approval of agreement to use and accept digital signatures via DocuSign technology with First Data.**
- g. **Approval of agreement to use and accept digital signatures via DocuSign technology with ClearBest, LLC.**
- h. **Approval of agreement to use and accept digital signatures via DocuSign technology with Cambria Solutions.**

Summary: The Consortium is seeking Board approval of the Consent Calendar.

Motion to Approve, was made by Vice-Chair, Michael Sylvester.

Motion was seconded by Member, Melissa Livingston.

Member, Kathy Gallagher, voted to approve.

Member, Ann Edwards, voted to approve.

Member, Bekkie Emery, voted to approve.

Member, Kathy Harwell, voted to approve.

Member, Delfino Neira, voted to approve.

Member, CaSonya Thomas, voted to approve.

Member, Debra Baetz, voted to approve.

Members, Antonia Jimenez, voted to approve.

Member, Cynthia McCoy-Miller, voted to approve.

Member, Karen Fies, was absent.

Vote was taken via roll call and the Motion passed.

7. **Pursuant to the JPA Agreement, Article III, Section 3.01, the Board of Directors shall elect from among its Directors, a Chair and Vice-Chair.**
 - a) **Seek nominations and creation of a slate for Board of Directors Vice-Chair for the period of April 17, 2020 – June 30, 2020.**
 - b) **Proceed to elect the Vice-Chair for the period of April 17, 2020 – June 30, 2020.**

Summary: The Consortium is seeking nominations and creation of a slate for Board of Directors Vice-Chair for the period of April 17, 2020 – June 30, 2020, as well as an election based on the nominees.

Acting Chair, Michael Sylvester, nominated himself for Chair and Ann Edwards for Vice-Chair.

Motion to Approve election of Michael Sylvester as Chair and Ann Edwards as Vice-Chair for the period of April 17, 2020 – June 30, 2020, was made by Acting Chair Michael Sylvester.

Motion was seconded by Member, Debra Baetz.

Member, Kathy Gallagher, voted to approve.

Member, Ann Edwards, voted to approve.

Member, Bekkie Emery, voted to approve.

Member, Kathy Harwell, voted to approve.

Member, Delfino Neira, voted to approve.

Member, CaSonya Thomas, voted to approve. Member, Melissa Livingston, voted to approve.

Acting Chair, Michael Sylvester, voted to approve.

Member, Cynthia McCoy-Miller, voted to approve.

Members, Antonia Jimenez, voted to approve.

Member, Karen Fies, was absent.

Vote was taken via roll call and the Motion passed.

Informational Items

8. CalSAWS Conference Discussion

Summary: Initially, due to the COVID-19 (Coronavirus) Pandemic the Westin San Diego provided two options for the CalSAWS Conference. The first option was to reschedule the conference dates to anytime between now and December 31, 2020 with 70% of the cancellation being applied toward the rebooking. The second option was to wait until the end of April/first week of May to revisit the COVID-19 situation/travel restrictions, then they may be able to apply 95%-100% of the cancellation toward the rebooking (before December 31, 2020). Now, the Westin agrees that the responsible action is to postpone the conference and they will provide a 100% credit toward the rebooking.

After discussion, the Board agreed they would like to take action today by adding an emergency action item to the agenda to cancel the 2020 CalSAWS Conference at the Westin San Diego.

Motion to Approve, was made by Member, Karen Fies.

Motion was seconded by Member, Debra Baetz.

Member, Kathy Gallagher, voted to approve.

Member, Ann Edwards, voted to approve.

Member, Bekkie Emery, voted to approve.

Member, Kathy Harwell, was absent.

Member, Delfino Neira, voted to approve.

Member, CaSonya Thomas, was absent.

Member, Melissa Livingston, voted to approve.

Members, Antonia Jimenez, voted to approve.

Vice-Chair, Michael Sylvester, voted to approve.

Member, Cynthia McCoy-Miller, voted to approve.

Vote was taken via roll call and the Motion passed.

Emergency Item: Motion to authorize Executive Director, John Boule, to cancel the CalSAWS Conference at the Westin San Diego on behalf of the CalSAWS JPA Board.

Motion to Approve, was made by Member, Karen Fies.

Motion was seconded by Member, Debra Baetz.
Member, Kathy Gallagher, voted to approve.
Member, Ann Edwards, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, Kathy Harwell, was absent.
Member, Delfino Neira, voted to approve.
Member, CaSonya Thomas, voted to approve.
Member, Melissa Livingston, voted to approve.
Members, Antonia Jimenez, voted to approve.
Vice-Chair, Michael Sylvester, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Vote was taken via roll call and the Motion passed.

9. CalSAWS Quarterly Financial Report

Summary: Holly Murphy reported on the CalSAWS Quarterly Financial Report. It was noted that the DXC SLAs have been broken recently and are being researched for verification.

10. CalSAWS Staffing Update

Summary: Holly Murphy provided an update on CalSAWS Staffing. A few positions remain open and will be recruited for in the future.

11. Update on State/Federal Approvals

- **IAPDU**
- **Schedule Adjustment**

Summary: Holly Murphy provided an update on State/Federal Approvals including Functional Design Amendment, IAPDU, Schedule Adjustment, and FCED. The Quality Assurance Amendment has fallen behind the other amendments, but it is now on its way to our Federal Sponsors for review. The as-needed IAPDU is also on its way to receive FNS approval. The schedule adjustment has been approved and after the assessment Placer County has decided to be part of Wave 1.

12. Imaging/Task Management Overview/Timeline

- **Update on Potential County Imaging Options**

Summary: Danielle Benoit, John Dray, and John Boule provided an overview of the Imaging/Task Management timeline. Note: Dates on the timeline will be updated. The amendment was approved by the JPA Board and the State/Federal partners. The Project kick-off was February 24, 2020. The document migration plan was reviewed with the Imaging Committee February 27, 2020 and individual county plans for migration will be developed in the future. Due to San Diego County requesting to keep their County Imaging System and integrate it with the CalSAWS Central Imaging Solution, two potential options are being researched. The first option is transmitting all images at the Point of Scan giving the county the ability to retain their existing Imaging System for scanning in documents. The second option is additional API requests without sending the images. Option 1 was noted to be the preferred method for interfacing, if necessary.

13. Conversion Team Activities Update

- **Duplicate Person Report/Communication**
- **Overview of Duplicate Person Governance**

Summary: Keith Salas and Paul Trisler provided an update on Conversion Team Activities including Duplicate Person Report/Communication and Overview of Duplicate Person Governance. The final validation round of the report was completed in February and the Consortium is on track for statewide distribution in April of 2020. Although the report will be available for familiarization, the Counties do not have to work the report now. Funding for working the report will be available eight (8) months prior to go-live and four (4) months post go-live.

14. OCAT Update

Summary: Ron Harris and Jennifer Martindill provided a schedule update for OCAT. The schedule adjustment for implementation was adjusted eight weeks. The Final System Test will be finished on July 10, 2020. Go-Live is scheduled for August 24, 2020. The key activities are application development and test, ForgeRock user identity and access management, and an OCAT demo.

15. Application Development Update

- Policy

Summary: Michele Peterson provided an update on Application Development including policy. Cal-OAR will add functionality to automatically generate and send the monthly, quarterly, and semi-annual Cal-OAR data files to CDSS. A C-IV/LRS functionality demonstration webcast on the system changes to support Cal-OAR, Housing Support, Home Visiting, and Family Stabilization policy is scheduled for April 23, 2020. The Home Visiting Program (HVP) will add a Home Visiting List and Detail data collection pages. The pages will track home visiting services offered and accepted.

16. Procurement Update

- Central Print

Summary: Tom Hartman provided an update on Procurement including Central Print. The CalSAWS Portal/Mobile has been completed and the team is in the process of reviewing the final Vendor Selection Report. CalWIN OCM Support and Training will be changed to virtual meetings and proposals are due April 23, 2020. The Central Print Center RFP and Requirements are under development.

17. Adjourn Meeting

- JPA Board Vice-Chair Michael Sylvester adjourned the meeting at 11:58 a.m.

Action Items	Assigned to	Due Date	Status
1. Use the CRFI process to collect procedural process requirements for Data Retention from each County.	Regional Managers	05/29/20	Open
2. Coordinate the submission of an enhancement request for M&O to look at vetting out Fraud Functionality.	Region 6 RMs	05/29/20	Open
3. Provide a quarterly update on recruitment with the Fiscal Report.	Holly Murphy	July 2020	Open
4. Specific roles and responsibilities for Accenture and the counties will be defined in reference to the Imaging	Laura Chavez	05/29/20	Open

Action Items	Assigned to	Due Date	Status
Solution performance. Confirm protections within the contract in relation to the design of the solution.			
5. Notify the Board when the official approval is received from Federal partners.	John Boule	04/17/20	Closed

Next Meeting

Conference Call/Webcast

Friday, May 29, 2020

9:00 a.m. – 11:00 a.m.