

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

September 25, 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, Tracey Belton, San Benito County Dept. of Health & Human Services

Region 2 – Vice-Chair, Ann Edwards, Sacramento County Department of Human Assistance

Region 3 – Member, Bekkie Emery, Mendocino County Health and Human 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 Social Services Agency

Region 6 – Member, Antonia Jimenez, Los Angeles County Department of Public Social Services

Region 6 – Chair, Michael Sylvester, Los Angeles County Department of Public Social Services
State – Ex-Officio Member, Dan Kalamaras, Office of Systems Integration

Members Absent:

Region 4 – Member, Kathy Harwell, Stanislaus County Community Services Agency

Region 6 – Member, Cynthia McCoy-Miller, Los Angeles County Department of Children and Family Services

Facilitator:

John Boule, CalSAWS Executive Director

1. **JPA Board Vice-Chair, Michael Sylvester, convened the meeting at 9:01 a.m.**
2. **Confirmation of Quorum and Agenda Review**
3. **Public opportunity to speak on any Item NOT on the agenda.**

Action Items

4. **Approval of the Minutes and review of the Action Items from the August 28, 2020 CalSAWS JPA Board of Directors meeting.**
 - **DEI Discussion**

Summary: The Consortium is seeking Board approval of the Minutes and review of the Action Items from the August 28, 2020 CalSAWS JPA Board of Directors meeting including DEI Discussion. John Boule provided a summary of the CalSAWS DEI initiatives. Periodic comprehensive updates on the status of the CalSAWS DEI initiatives will be provided at future PSC and JPA Board Meetings.

Motion to Approve, was made by Member, Kathy Gallagher.

Motion was seconded by Member, Bekkie Emery.

Member, Tracey Belton, voted to approve.

Vice-Chair, Ann Edwards, voted to approve.

Member, Delfino Neira, voted to approve.

Member, CaSonya Thomas, voted to approve.

Member, Melissa Livingston, voted to approve.
Member, Debra Baetz, voted to approve.
Member, Antonia Jimenez, voted to approve.
Chair, Michael Sylvester, voted to approve.
Members, Kathy Harwell and Cynthia McCoy-Miller were absent.
Vote was taken via roll call and the Motion passed.

Public comment made by Jennifer Tracy.

5. Approval of Deloitte Consulting Change Order No. One, which includes requests for:
a. Replacing proposed software with ForgeRock and Qlik
b. Language Translation for the Customer Survey
c. Third-Party ADA Testing

Summary: The Consortium is seeking Board approval of Deloitte Consulting Change Order No. One, which includes requests for: Replacing proposed software with ForgeRock and Qlik, Language Translation for the Customer Survey, and Third-Party ADA Testing.

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

6. Approval of Three-year Extension to Executive Director's Employment Agreement.

Summary: The Consortium is seeking Board approval of Three-year Extension to Executive Director's Employment Agreement. Members of the Board thanked the Executive Director for his service to the Consortium and Counties of California.

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

Informational Items

7. Update on the sale of DXC's U.S. Health and Human Services business

Summary: Diane Alexander, Paul Saleh, and Dawn Wilder provided an update on the sale of DXC's U.S. Health and Human Services business. Effective October 1, 2020 Veritas Capital is to Acquire the U.S. State and Local Health and Human Services Business from DXC Technology. The name has changed to Gainwell Technology. Gainwell Technology continues to be committed to CalSAWS.

8. CalSAWS Gantt Chart Update

Summary: Seth Richman provided an update on CalSAWS Gantt Chart. September 19, 2020 Release 20.09 went into production and went smoothly. Two defects were identified and resolved post-release. The C-IV release had 23 SCRs and one item targeted for October 1, 2020. There are two releases remaining for the LRS Core. Converted data testing precedes UAT, which is scheduled to start in the spring. The CalWIN Conversion process is on time and in budget. Functional Design Sessions have begun, and the analytics architecture is rolling out soon. A risk assessment will be completed for the Portal/Mobile go-live and contingency plan options will be presented at a future JPA Board Meeting.

9. Application Development

- **Disaster CalFresh Update**
- **Medi-Cal Restoration Update**
- **20.09 Release**

Summary: Karen Rapponotti, Lisa Salas, Rocky Givon, and Yingjia Huang provided an update on Application Development including Disaster CalFresh, and Medi-Cal Restoration. Due to the power outages and wildfires in August 2020, Food and Nutrition Service (FNS) has approved a 50% mass replacement of August 2020 CalFresh benefits and May, June, and July 2020 Emergency Allotment benefits issued in August for recipients living in the affected zip codes. Individuals whose Medi-Cal discontinuances do not appear to follow the policy guidelines in EO N-29-20, MEDIL I-20-07 and MEDIL I-20-08 have been restored for April, May, June, and July. Counties are completing their reviews for August/September and DHCS will again run MEDS updates for remaining cases to restore benefits.

10. OCAT Update

Summary: Henk Keukencamp and Jo Anne Osborn provided an update on OCAT. Training materials updated/final draft deliverable submitted on September 4, 2020. Functional System Test was completed September 2, 2020 and UAT began September 8, 2020. The Functional System Test completed execution of all test cases and remediated defects to enter UAT. Pre-UAT Activities have been completed and UAT began September 8, 2020. The OCAT Training and Implementation Go-Live will be Monday, November 2, 2020.

Public comment made by Kevin Aslanian.

11. GA/GR Update

Summary: Lisa Salas, Christi Hendren, and Jo Anne Osborn provided an update on GA/GR. GA/GR Phase 1 will implement the C-IV managed and non-managed solution, support fiscal processing/issuance through CalSAWS, generate the GA 237 for the 39 counties, and send GA transactions to MEDS. Tuesday, January 5, 2021 there will be a demo of the C-IV GA/GR manual solution (21.01 release) and a test environment will be provided for C-IV County participants to click through from Tuesday, January 5, 2021 through Thursday, January 7, 2021. GA/GR Phase 2 includes bi-weekly meetings, which started July 8, 2020 and continue through December 31, 2020. There are approximately 88 rules documents to review and confirm. Consortium Counsel will attend a future meeting to provide an education session regarding data sharing.

12. CalSAWS Portal/Mobile Update

- **“Mobile First” direction**

Summary: Anna Chia and Gabrielle Otis provided an update on CalSAWS Portal/Mobile including “Mobile First” direction. The project is on time and on schedule for September 2021 Implementation. The User Centered Design Activity surveys have been sent out to the public regarding their experience so their feedback can be taken into consideration when creating the Statewide Portal. The project Statement of Work (SOW) includes a Responsive Web Design Approach. The team will research the options for barcode and QR code reading and report back at a future meeting.

13. Reports Replatform and Analytics Update

Summary: Keith Salas provided an update on the Reports Replatform and Analytics. Releases C and D have been designed, developed, tested, and are ready for deployment. Release E is in-progress and on-schedule for County Testing. The next webinars are scheduled for September 23, 2020. The User Acceptance Testing (UAT) for C-IV is scheduled between June and August 2021; and CalWIN is scheduled between July and September 2022. Releases C and D Hard Launch into Production will be by October 12, 2020. A few highlights for Enablement and Training include County Communication Webinars, Release Management Communication, How Counties can Perform Data analysis using the CalSAWS Enterprise Reporting tool Qlik Sense, and How Counties can Access CalSAWS Data Sources for Custom Report’s Needs.

14. Data Retention Update

Summary: June Hutchison, Chris Paige, and Henry Arcangel provided an update on Data Retention. The CalSAWS Data Retention Policy and Guidelines were reviewed with the PSC, JPA, and State Agencies in September 2019. CRFI 19-036 was distributed to counties to share the Retention, Policy, Guidelines and Questions/Answers with Counties. The next steps for Implementation and County Actions include additional features coming to the C-IV System October 2, 2020; new Case Data Removal page to show status of removal and allow Counties to override that decision, and a new Case Data Removal Override report for counties to review what cases have been overridden. The next webcast with C-IV counties will be October 5, 2020. The team will provide a person de-duplication presentation at a future meeting.

15. Legacy Data System (LDS) ISAWS Roadmap

Summary: Mike Tombakian provided an overview of the Legacy Data System (LDS) ISAWS Roadmap. The Consortium has received additional information from CDSS in a draft ACL regarding record retention related to Time Limits. The Consortium is recruiting for a MAPPER developer, which will estimate level of effort and timeline to export necessary data from LDS into a shell case in CalSAWS. CalSAWS received information from some counties about an open case for potential reimbursement for Opioid addiction related costs, including aid to the family. Research continues to determine impacts to the retention policy.

16. Procurement Update

- **CalWIN OCM**
- **Central Print**

Summary: Tom Hartman provided an update on Procurements including CalWIN OCM and Central Print. Deloitte was notified as the selected vendor August 6, 2020 and the Vendor Selection Report was distributed and made public. The Consortium responded to 70 vendor questions for Central Print and issued RFP Addendum 1 on Friday, July 31, 2020. Addenda 2-4 were issued August 28, 2020 through September 4, 2020.

17. Adjourn Meeting

- JPA Board Vice-Chair Michael Sylvester adjourned the meeting at 11:04 a.m.

Action Items	Assigned to	Due Date	Status
1. Provide a quarterly update on recruitment with the Fiscal Report.	Holly Murphy	11/06/20	Open
2. Report back to the Board with comprehensive recommendations for Diversity, Equity, and Inclusion (DEI).	John Boule	Ongoing	Open
3. Make the materials and videos for Reports Replatform available to the counties.	Laura Chavez	11/06/20	Open
4. Provide an overview of the Risk Assessment of Portal/Mobile contingency plans.	Seth Richman	11/06/20	Open
5. Include OCAT defect numbers in the next update.	Jo Anne Osborn Ron Harris	11/06/20	Open
6. Provide an education session regarding GA/GR data sharing.	Jo Anne Osborn Jeff Mitchell	11/06/20	Open
7. Research Barcodes and QR Support for CalSAWS Portal/Mobile.	Gabrielle Otis	11/06/20	Open
8. Provide a presentation on person de-duplication.	Chris Paige	11/06/2020	Open

Next Meeting

Conference Call/Webcast

Friday, November 6, 2020
9:00 a.m. – 11:00 a.m.