

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

May 14, 2021

12:00 p.m.

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

Members Present Via teleconference:

Region 1 – Member, Tracey Belton, San Benito County Dept. of Health & Human Services
Region 1 – Member, Kathy Gallagher, Contra Costa Employment and Human Services Department
Region 2 – Member, Amanda Sharp, Placer County Health & Human Services Department
Region 3 – Member, Bekkie Emery, Mendocino County Health and Human Services Agency
Region 4 – Vice-Chair, 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 – Chair, Michael Sylvester, Los Angeles County Department of Public Social Services
Region 6 – Alternate Member, Roxana Molina, Los Angeles County Department of Public Social Services
Region 6 – Member, Cynthia McCoy-Miller, Los Angeles County Department of Children and Family Services
State – Ex-Officio Member, Dan Kalamaras, Office of Systems Integration

Members Absent Via teleconference:

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

Facilitator:

John Boule, CalSAWS Executive Director

1. **JPA Board Chair, Michael Sylvester, convened the meeting at 12:02 p.m.**
2. **Confirmation of Quorum and Agenda Review**
3. **Public opportunity to speak on any Item NOT on the agenda.**
 - Public comments were made by Alina Kwak, Becky Grishom, Paul Simpson, Erin Simonich, and Spencer Malugani. All spoke in favor and support of BenefitsCal interfacing with GetCalFresh and continuing expanded access points to benefits for community members in need, including use of the GetCalFresh referral URL.
 - Written statement was submitted by Jennifer Tracy and included with the Board Packet.

Action Items

4. **Approval to Increase Delegated Authority of the CalSAWS Executive Director for AWS through CDT in SFY 2020/21**

Summary: The Consortium is seeking Board approval to Increase Delegated Authority of the CalSAWS Executive Director for AWS through CDT in SFY 2020/21.

Motion to Approve, was made by member, Kathy Gallagher.
Motion was seconded by Vice-Chair, Delfino Neira.
Member, Tracey Belton, voted to approve.

Member, Amanda Sharp, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, CaSonya Thomas, voted to approve.
Member, Melissa Livingston, voted to approve.
Alternate Member, Roxana Molina, voted to approve.
Chair, Michael Sylvester, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Member, Kathy Harwell, was absent from vote.
Vote was taken via roll call and the Motion passed.

5. Approval of Delegated Authority to the CalSAWS Executive Director to Extend AWS through CDT Contract

Summary: The Consortium is seeking Board approval of Delegated Authority to the CalSAWS Executive Director to Extend AWS through CDT Contract.

Motion to Approve, was made by member, Melissa Livingston.
Motion was seconded by Chair, Michael Sylvester.
Member, Kathy Gallagher, voted to approve.
Member, Tracey Belton, voted to approve.
Member, Amanda Sharp, voted to approve.
Member, Bekkie Emery, voted to approve.
Vice-Chair, Delfino Neira, voted to approve.
Member, CaSonya Thomas, voted to approve.
Member, Debra Beatz, voted to approve.
Alternate Member, Roxana Molina, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Member, Kathy Harwell, was absent from vote.
Vote was taken via roll call and the Motion passed.

6. Approval to exercise Eide Bailly Contract Option to Extend

Summary: The Consortium is seeking Board approval to exercise Eide Bailly Contract Option to Extend.

Motion to Approve, was made by Chair, Michael Sylvester.
Motion was seconded by Vice-Chair, Delfino Neira.
Member, Kathy Gallagher, voted to approve.
Member, Tracey Belton, voted to approve.
Member, Amanda Sharp, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, CaSonya Thomas, voted to approve.
Member, Melissa Livingston, voted to approve.
Member, Debra Baetz, voted to approve.
Alternate Member, Roxana Molina, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Member, Kathy Harwell, was absent from vote.
Vote was taken via roll call and the Motion passed.

7. Approval of Accenture LRS/CalSAWS Amendment 26 to Incorporate Proquire Terms and Conditions

Summary: The Consortium is seeking Board approval of Accenture LRS/CalSAWS Amendment 26 to Incorporate Proquire Terms and Conditions. The future amendment will account for the Central commodities that are required for CalSAWS which is separate from the county purchases.

Motion to Approve, was made by Chair, Michael Sylvester.
Motion was seconded by Member, Bekkie Emery.
Member, Kathy Gallagher, voted to approve.
Member, Tracey Belton, voted to approve.
Member, Amanda Sharp, 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.
Alternate Member, Roxana Molina, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Member, Kathy Harwell, was absent from vote.
Vote was taken via roll call and the Motion passed.

8. Approval of Consent Items

- a. Approval of the Minutes and review of the Action Items from the April 16, 2021 CalSAWS JPA Board of Directors meeting.**
- b. Approval of First Data LRS QA Amendment 6, which includes language necessary to impose the requirements and obligations of the Privacy and Security Agreement (PSA)**
- c. Approval of First Data C-IV QA Amendment 71, which includes language necessary to impose the requirements and obligations of the Privacy and Security Agreement (PSA)**
- d. Approval of Deloitte Portal/Mobile PSA Amendment 1, which includes language necessary to impose the requirements and obligations of the Privacy and Security Agreement (PSA)**
- e. Approval of Deloitte CalWIN Implementation Services PSA Amendment 1, which includes language necessary to impose the requirements and obligations of the Privacy and Security Agreement (PSA)**
- f. Approval of Infosys PSA Amendment 1, which includes language necessary to impose the requirements and obligations of the Privacy and Security Agreement (PSA)**

Summary: The Consortium is seeking Board approval of Consent Items.

Motion to Approve, was made by member, Kathy Gallagher.
Motion was seconded by Member, Amanda Sharp.
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.
Alternate Member, Roxana Molina, voted to approve.
Chair, Michael Sylvester, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Member, Kathy Harwell was absent from vote.
Vote was taken via roll call and the Motion passed.

Informational Items

9. BenefitsCal Update

- **Outreach, Training, and Public Awareness Plans**
- **Conversion of Customer Accounts**

Summary: Gabby Otis provided an update on BenefitsCal. The stakeholder ecosystem for BenefitsCal was reviewed as well as the communication strategy, which is to leverage a centralized multi-channel communications strategy to drive adoption of BenefitsCal and #EngagePeopleBetter with hyper-targeted messaging to the right people at the right time. Key tenets of the approach are Lead with Value, Keep It Simple, Data-Driven, and Timing is Everything. The team will time the communications and segment them by stakeholder group and application/case status utilizing thought campaign timing. It was determined that videos are more helpful rather than reading materials and 16 micro-videos were identified. In the coming weeks, a new BenefitsCal.com website will be published. The site will include project updates, go-live dates by counites, as well as the Social Media Toolkit. The site will continue to redirect users to C4Y, YBN, or MyBCW as appropriate for current needs. The BenefitsCal Training Plans include How-To Videos, Quick Reference Guide, Job Aid, and Training Scenarios. Current User accounts will be converted if the account has been accessed within the last two years AND the account is linked to an application or case. No special link or code is required to login in to BenefitsCal. The login experience for BenefitsCal will be easy and the user will be prompted to enter missing information.

Public comment made by Jennifer Tracy.

10. Application Development & Policy Update

Summary: Karen Rapponotti provided an update on Application Development & Policy. The team continues to work with DHCS and the counites in the PHE lift workgroup. DHCS requested that a note be added in all the Medi-Cal cases that says they are delayed in redetermination processing for Medi-Cal benefits approval due to the federally declared Public Health Emergency. The team is working through the details and the case note will get triggered by making changes to the RE dates. The MC RE move date is expected as a 21.05 priority release. The testing for Emergency Allotments was completed. The first run of Emergency Allotments using the updated guidance that was received in April 2021 will have February and March under the old guidance and the April benefit under the new guidance. The team is also working with CDSS on the Pandemic Assistance Benefit.

11. UAT Update

Summary: Peggy Macias provided an update on UAT. The CalSAWS UAT Kick-off meetings for C-IV were scheduled for March 18, 2021 and April 19, 2021 for Los Angeles and CalWIN Counties. The CalSAWS UAT Web-Portal had 55 Training materials uploaded and 332 design documents uploaded. There were 403 questions answered throughout the 8 Q&A sessions. There were 869 BenefitsCal Scenarios written, 959 CalSAWS Scenarios written/modified, 55 Imaging Scenarios written, and 45 State reports scenarios written. The next steps include attending the CalSAWS UAT Execution Kick-Off meeting in June 2021; validate UAT environment access; and UAT execution for CalSAWS and BenefitsCal.

12. Conversion Update

Summary: Paul Trisler and Keith Salas provided an update on Conversion activities for C-IV, CalWIN, and CalWIN County Ancillary Systems. The Phases reviewed include Mapping and Development, EDBC Match, Conversion Validation/System Testing, Conversion Reports, Converted Data Release Schedule, Converted Data Test (CDT) Support, Mock Conversions, and the Cutover Schedule.

13. JPA Member Representatives Meeting & Conference Overview

Summary: John Boule provided an overview on the JPA Member Representatives Meeting & Conference. The JPA Member Representatives Meeting will be held Thursday, June 24, 2021 via Zoom. The meeting requires Quorum of the CalSAWS Member Representatives (58-County Welfare Directors). Elections of the JPA Board and PSC Members will occur.

14. Adjourn Meeting

- JPA Board Chair Michael Sylvester adjourned the meeting at 1:16 p.m.

Action Items	Assigned to	Due Date	Status
1. Provide a quarterly update on recruitment with the Fiscal Report.	Holly Murphy	06/24/21	Open
2. Report back to the Board with comprehensive recommendations for Diversity, Equity, and Inclusion (DEI).	John Boule	Ongoing	Open
3. Provide details on how Risk Mitigation is being tracked.	Rachel Frey	06/24/21	Open

Next Meeting

Conference Call/Zoom
 Thursday, June 24, 2021
 8:30 a.m. – 4:30 p.m.