**Executive Summary for the**

**California Automated Consortium Eligibility Systems (“CalACES”)**

**Meeting of the Board of Directors**

**January 26, 2018**

| **#** | **Type of Item** | **Agenda Item/Summary** |
| --- | --- | --- |
|  | Procedural | **Call Member Representative and JPA Board Meetings to Order****Summary: The** CalACES Board Chair, Scott Pettygrove, will be calling two meetings to order at the same time, the JPA General Session, which includes the designated Welfare Directors from the 40 CalACES JPA member Counties. In addition, Scott will be calling to order the CalACES JPA Board of Directors Meeting. Both meetings need to be called to order because there is an action item that requires the vote of the entire General Membership and actions item that require the vote of the JPA Board of Directors. |
|  | Procedural | **Public opportunity to speak on items not on the Agenda****Summary: Scott Pettygrove will provide the Public with an opportunity to speak on items not on the agenda.** |
|  | Procedural | **Confirmation of Quorum, Webinar/Conference Call Logistics/Protocols and Agenda Review****Summary:** The CalACES Executive Director and Secretary to the JPA, John Boule, will review the agenda for the meetings and conduct a roll call of Directors to confirm that there is a quorum of both the JPA Board and General Membership. John will also review the webcast/conference call protocol. |
|  |  | **JPA Board Action Items** |
|  | Action | **Approve the Minutes of the December 21, 2017 Special JPA Board Meeting and update of Action Items****Summary:** The Consortium is seeking Board approval of the December 21, 2017 Special JPA Board Meeting Minutes. Prior to approval, John Boule will review the status of any outstanding Action Items from the minutes. (Handout) |
|  | Action | **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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CalACES Technical Planning** | **SFY 17/18** | **SFY 18/19****(Contingency)** | **Total Cost** |
| Technical Analysis Services | $2,100,000 | $0 | **$2,100,000** |
| Project Management and Technical Support Services | $416,586  | $138,863  | **$555,449**  |
| **Total** | **$2,516,586**  | **$138,863**  | **$2,655,449**  |

**All costs associated with this Change Order are covered through the CalACES and CalSAWS Analysis and Planning funding and are accounted for in the FY 2018/19 CalACES Project Budget.****(Handout)** |
|  | Action | **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**(Handout) |
|  | Action | **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”.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team** | **Position** | **Hourly Rate** | **Change Order Total** |
| **Hours** | **Cost** |
| Migration Planning | Business Analyst Lead | $121.00 | 1,512 | $182,952 |
| Migration Planning | Business Analyst  | $133.71 | 6,208 | $830,135 |
| Migration Planning | Technical Analyst | $151.94 | 6,216 | $944,458 |
| Migration Planning | Fiscal Analyst | $110.00 | 5,934 | $652,740 |
| Migration Planning | SME | $133.71 | 482 | $64,448 |
| LRS Joint Development | Functional Lead | $162.00 | 1,512 | $244,944 |
| LRS Joint Development | Business Analyst | $121.00 | 1,512 | $182,952 |
| **Total** |  | **23,376** | **$3,102,629** |

**The table below reflects the difference for the Change Order Total between Revision 3 and Revision 2.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team** | **Position** | **Hourly Rate** | **Change Order Total (Revision 3)** | **Change Order Total (Revision 2)** | **Variance** |
| **Hours** | **Cost** | **Hours** | **Cost** | **Hours** | **Cost** |
| Migration Planning | Business Analyst Lead | $121.00 | 1,512 | $182,952 | 0 | $0 | 1,512 | $182,952 |
| Migration Planning | Business Analyst  | $133.71 | 6,208 | $830,135 | 4,696 | $627,967 | 1,512 | $202,168 |
| Migration Planning | Technical Analyst | $151.94 | 6,216 | $944,458 | 4,704 | $714,725 | 1,512 | $229,733 |
| Migration Planning | Fiscal Analyst | $110.00 | 5,934 | $652,740 | 4,422 | $486,420 | 1,512 | $166,320 |
| Migration Planning | SME | $133.71 | 482 | $64,448 | 482 | $64,448 | 0 | $0 |
| LRS Joint Development | Functional Lead | $162.00 | 1,512 | $244,944 | 0 | $0 | 1,512 | $244,944 |
| LRS Joint Development | Business Analyst | $121.00 | 1,512 | $182,952 | 0 | $0 | 1,512 | $182,952 |
| **Total** |  | **23,376** | **$3,102,629** | **14,304** | **$1,893,560** | **9,072** | **$1,209,069** |

**Costs associated with this Change Order are covered through LRS/C-IV Migration funding and are accounted for in the FY 2018/19 CalACES Project Budget.****(Handout)** |
|  |  | **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****(Handout)** |
|  |  | **Member Representatives Action Item** |
|  | Action | **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.** (Handout) |
| **#** | **Type of Item** | **Member Representatives Informational Items** |
|  | Informational | **CalACES Budget Status****Summary:** Jenny Rutheiser and Vat Om will provide an update on the Governor’s Budget and CalACES Budget Status.* Governor’s Proposed Budget

(Handout) |
|  | Informational | **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. |
|  | Informational | **CalACES Extended Planning****Summary:** John Boule will provide the following updates regarding the CalACES Extended Planning Project:* Planning & Analysis Scope
* PAPD Status
* Potential CalACES MOU for Planning & Procurement of CalSAWS

(Handout) |
|  | Informational | **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
* Policy Changes

(Handout) |
|  | Informational/Procedural | **Public Comment** |
|  | Informational/Procedural | **Adjourn Meeting****Summary:** CalACES BoardChair, Scott Pettygrove will adjourn the Member Representative Meeting and the JPA Board Meeting. |