**California Automated Consortium Eligibility System (CalACES)**

**JPA Board of Directors and Member Representatives**

**Meeting Minutes**

**June 22, 2018**

**9:00 a.m.**

Location: Tsakopoulos Library Galleria

Galleria Main Floor

828 I Street

Sacramento, CA 95814

Board Members Present:

Region 1 Susan von Zabern, Riverside County DPSS Director

Region 2 CaSonya Thomas, San Bernardino County Human Services Agency Director

Region 3 Sanja Bugay, Kings County Human 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 8 Antonia Jimenez, Los Angeles County Dept. of Public Social Services Acting Director and Vice Chair

Roxana Molina, Los Angeles County Dept. of Public Social Services Chief-In-Charge

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

Brandon Nichols, Los Angeles County Dept. of Children & Family Services Chief Deputy Director

Board Secretary: John Boule, CalACES Executive Director

Member Representatives in Attendance:

Alpine – Nichole Williamson

Calaveras - Kristin Brinks

Colusa – Elizabeth Kelly

Glenn – Bill Wathen

Lassen – Barbara Longo

Mendocino – Bekkie Emery

San Benito - James Rydingsword

San Joaquin - Michael Miller

Shasta - Melissa Janulewicz

Siskiyou – Katherine O’Shea

Trinity – Letty Garza

Tuolumne – Ann Connolly

Yuba – Jennifer Vasquez

1. **Chairperson Scott Pettygrove convened the meeting at 9:06 a.m.**
2. **Public opportunity to speak on items not on the agenda.**

* No public comments.

1. **Confirmation of Quorum and Agenda Review**

* CalACES Executive Director, John Boule, read the roster of the County Directors and a quorum of the Board of Directors was confirmed. Quorum of the Member Representatives was confirmed with 22 Directors at 9:13 a.m.
* John Boule reviewed the Agenda.

**Member Representatives Action Items**

1. Pursuant to the JPA Agreement Article II, section 2.04, subsections (c) and (d), for Regions comprised of more than one county, the Member Representatives from each of those Regions shall elect a candidate to serve on the Board of Directors.

* Present the nomination slate from the Regional Nomination conference calls, gather any further nominations from the floor, and proceed to elect the JPA Board of Directors for those Regions for the period of July 1, 2018, through June 30, 2019.
* Introduce the Directors appointed by Regions 2 and 8 for the period of July 1, 2018 through June 30, 2019.

Region 1 Susan von Zabern

Region 2 CaSonya Thomas

Region 3 Sanja Bugay

Region 4 Kathy Harwell

Region 5 Scott Pettygrove

Region 6 Jennifer Vasquez

Region 7 Shelby Boston

Region 8 Brandon Nichols

Roxana Molina

Antonia Jimenez

Michael Sylvester

* Summary: No additional nominations were made.

**Motion to approve was made by Board Member Mike Dent.**

**Motion was seconded by Board Member Susan von Zabern.**

**All present Member Representatives were in favor of the motion.**

**Motion passed unanimously.**

1. Pursuant to the JPA Bylaws Article VIII, Paragraph A., for Regions comprised of more than one county, the Member Representatives from each of those Regions shall elect a candidate to serve on the Project Steering Committee.

* Present the nomination slate from the Regional Nomination conference calls, gather any further nominations from the floor, and proceed to elect the Project Steering Committee for those Regions for the period of July 1, 2018 through June 30, 2019.
* Introduce the Project Steering Committee members appointed by Regions 2 and 8 for the period of July 1, 2018 through June 30, 2019.

Region 1 Rocio Aguiniga

Region 2 Gilbert Ramos

Region 3 Cindy Uetz

Region 4 Brian Taing

Region 5 Mary Ellen Arana

Region 6 Erma Thurman

Region 7 Debbie Walsh

Region 8 Corey Hanemoto

Winna Crichlow

Luther Evans Jr.

Amy Alvarado

* Summary: No additional nominations were made.

**Motion to approve was made by Board Member Sanja Bugay.**

**Motion was seconded by Member Representative Bekkie Emery.**

**All present Member Representatives were in favor of the motion.**

**Motion passed unanimously.**

**Member Representatives Informational Items**

1. Pursuant to the JPA Agreement Article II, section 2.04 (b) the State shall have the right to select a representative to serve on the Board as the representative of the State.

John Boule introduced the Director of OSI, Dan Kalamaras, as the representative of the State.

**JPA Board Action Items**

1. 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.

* Seek nominations and creation of slate for Board of Directors Chair and Vice-Chair for the period July 1, 2018, through June 30, 2019.
* Proceed to elect the Chair and Vice-Chair for the period of July 1, 2018, through June 30, 2019.

John Boule asked the current JPA Board of Directors for nominations to fill these two positions.

* Board Member Susan von Zabern nominated Antonia Jimenez for Chair.
* Board Member Susan von Zabern nominated CaSonya Thomas for Vice Chair.

Each nominee accepted their nomination

**Motion to approve was made by Board Chair Scott Pettygrove.**

**Motion was seconded by Board Vice-Chair Antonia Jimenez.**

**All present board members were in favor of the motion.**

**Motion passed unanimously.**

1. **Approve the Minutes of the May 24, 2018, JPA Regular Board Meeting.**

**Motion to approve was made by Board Member Susan von Zabern**

**Motion was seconded by Board Member Sanja Bugay.**

**All present board members were in favor of the motion.**

**Motion passed unanimously.**

1. **Authorize completion of Signature/Fund Custodian Authorization Form required by San Bernardino County Auditor-Controller/Treasurer/Tax Collector for Fiscal Year 2018/19:**

• Approve the completion of the form in the name of the CalACES JPA Chair, authorizing her to approve payments to be made by the Controller for CalACES.

• Approve the completion of the form in the name of the CalACES JPA Vice-Chair, authorizing her to approve payments to be made by the Controller for CalACES.

• Approve completion of the form in the name of the CalACES Executive Director John Boule, authorizing him to approve invoices to be paid by the Controller.

• Approve completion of the form in the name of CalACES North Project Director Thomas Hartman, authorizing him to approve invoices to be paid by the Controller, in the absence of the CalACES Executive Director.

• Approve completion of the form in the name of CalACES North Deputy Director Karen Rapponotti, authorizing her to approve invoices to be paid by the Controller, in the absence of the CalACES Executive Director and the CalACES North Project Director.

• Approve completion of the form in the name of CalACES South Project Director Hayward Gee, authorizing him to approve invoices to be paid by the Controller, in the absence of the CalACES Executive Director.

• Approve completion of the form in the name of CalACES South Deputy Director Dorothy Avila, authorizing her to approve invoices to be paid by the Controller, in the absence of the CalACES Executive Director and the CalACES South Project Director.

**Motion to approve was made by Board Member Michael Sylvester.**

**Motion was seconded by Board Member Roxana Molina.**

**All present board members were in favor of the motion.**

**Motion passed unanimously.**

1. Approve Memorandum of Understanding between the California Automated Consortium Eligibility System (CalACES) and California Department of Social Services (CDSS) to provide Supplemental Nutrition Assistance Program (SNAP) recipient data retained by CalACES.

**Summary:** The data to be provided to CDSS is needed to further California’s participation in the U.S. Department of Agriculture, Food and Nutrition Service (FNS) SANP Barriers Study. The Study will identify the major individual, household, and environmental barriers affecting SNAP households’ perceived ability to have access to a healthy diet throughout the month, examine how these barriers vary by household demographics, economics, and geography (urban/rural and FNS Regions) and determine how, if at all, these barriers can be accounted for in determining SNAP allotments.

**Motion to approve was made by Board Member Susan von Zabern**

**Motion was seconded by Board Vice-Chair Roxana Molina.**

**All present board members were in favor of the motion.**

**Motion passed unanimously.**

1. Approve updating the CalACES Legal Services RFP Evaluation Committee by replacing Executive Director, John Boule, and Legal Counsel, Phebe Chu, with two new members.

**Summary:** To avoid possible conflicts of interest it is recommended that the Executive Director, John Boule, and current Legal Counsel, Phebe Chu, be replaced by two new members on the CalACES Legal Services RFP Evaluation Committee.

The RFP is scheduled to be released to the public the week of June 18, 2018 and will be open for proposal submissions through July 11, 2018. In person interviews are expected to be scheduled for the week of July 23, 2018.

**Motion to approve was made by Board Chair Scott Pettygrove to replace John Boule and Phebe Chu with two advisory positions to be filled by Truc Moore, Los Angeles County Deputy County Counsel, and Thomas Hartman, CalACES North Project Director.**

**Motion was seconded by Board Member Michael Sylvester.**

**All present board members were in favor of the motion.**

**Motion passed unanimously.**

**JPA Board Informational Items**

1. **LRS Replica to the AWS Cloud Proof of Concept**

**Summary:** Laura Chavez, and the Accenture and AWS teams provided a high-level overview of the LRS Replica to the AWS Cloud Proof of Concept.

* Laura Chavez provided background on the Amazon Web Services (AWS) Providers and what a proof of concept is, including how some of the cost and implications that will occur can’t be determined until it is done.
* Seth Richman explained:
  + Cloud is on-demand computing resources, scaled to meet the service levels required by all contracts.
  + Idea of being under a step function of unused capacity & the cost associated with that goes away (transition from these fixed assets data centers).
  + Dialing up can be done quickly and with little to no cost.
  + There are three different phases of the Proof of Concept
    - 1x- run transactions using LRS data and volumes.
    - 2x- double volume of data (CalACES) run double the transactions; while creating the roadmap.
    - 3x- scale it up to the 3 and half times the amount of cases and volumes.
  + The scope of the Proof of Concept including defining and documenting the process

Discussion ensued regarding conversion testing. John Boule informed attendees that the board will be getting a read-out each month on the move of the LRS Replica to the Cloud Proof of Concept.

**JPA Board Action Items**

1. **Approve Accenture LRS Amendment No. Ten and authorize the addition of funding to the FY 18/19 CalACES Project Budget**

**Summary:** The Consortium, in preparation of migrating the C-IV and Welfare Client Data System (WCDS) Counties to the LRS Application Software, seeks to assess the feasibility of re-platforming the LRS from its current “on premise” datacenter architecture to Amazon Web Services (AWS) cloud-hosted architecture.

The Consortium, through the California Department of Technology Services (CDTS), will procure AWS Cloud Services (AWS Cloud).

The Consortium, has allotted funding for the Cloud Enablement Proof of Concept Project to perform a Proof of Concept of the LRS Application Software in the AWS Cloud (the POC).

The Contractor desires to utilize Amazon Web Services as a professional services Subcontractor related to the POC.

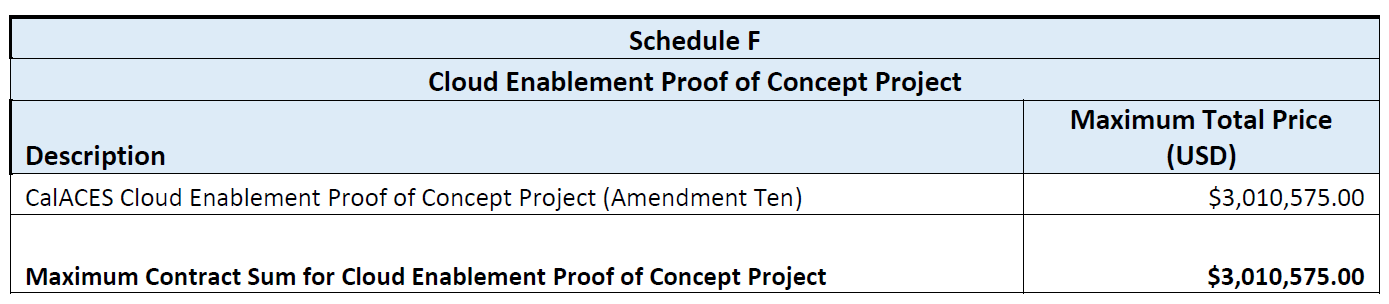


Exhibit T – Scope of Work for CalACES Cloud Enablement Proof of Concept Project is added to the contract.

Funding for this POC is included in the CalACES (Combined) June 2017 IAPDU and is pending final Federal approval.

**Motion to approve was made by Board Vice Chair Antonia Jimenez.**

**Motion was seconded by Board Member CaSonya Thomas.**

**All present Board Members were in favor of the motion.**

**Motion passed unanimously.**

1. **Approve delegation of authority to the CalACES Executive Director to obtain services through the California Department of Technology from Amazon Web Services (AWS) in an amount not to exceed $500,000 to move a replica of LRS to the AWS cloud, subject to review by Legal Counsel.**

**Summary:** The State has obtained FedRAMP High Platform as a Service (PaaS) and Infrastructure as a Service (IaaS) Cloud Services at contracted pricing to the State of California and local governmental agencies via the California Department of Technology (CDT) in accordance with the requirements of Contract # 1-17-70-50A. As a result, the Consortium can leverage the State contract to obtain Cloud services from Amazon Web. These services are necessary to perform the Proof of Concept described in LRS Amendment Ten above.

**Motion to approve was made by Board Member Susan von Zabern**

**Motion was seconded by Board Member Michael Sylvester.**

**All present board members were in favor of the motion.**

**Motion passed unanimously.**

**Member Representatives Informational Items**

1. **Annual Audit Findings**

**Summary:** Jenny Rutheiser gave a high-level explanation of the annual audit findings for C-IV for fiscal year 2016/2017.

* Every year as one of the provisions of the JPA Agreement an independent audit is performed to make sure the consortium is in compliance and everything is matching up to what is being reported.
* San Bernardino procures from a competitive bid an independent auditor. This year’s audit was performed by VTD for FY 2016 ending June 2017 for the C-IV System/Project.
* The auditors found no instances of non-compliance which could have had a direct and material effect on our financial statement amounts.
* The C-IV financial statements “fairly represented the financial position of the governmental activities and the general fund,” of the Consortium. The auditors made no recommendations.

1. **CalACES/CalSAWS Planning Update**

**Summary:** The McKinsey Team gave a high-level update on the effort being made to migrate to a single statewide welfare system.

* McKinsey Team gave a brief introduction of staff and objectives.
* The goal of this effort is to develop a roadmap that gets us to a consolidated single SAWS System for the state of California by 2023.
* A brief background history was given on the Feds vision of a single statewide system.
* Planning effort created for the 58-Counties was organized into 5 different initiatives.
  1. Technical Assessment- (Single System) What should the hosting look like?
     + Ryan Ko reviewed slide 35
  2. Central Migration Planning- what are the requirements across all 58 counties to get to a single system? What is that going to cost to get there? What’s it going to cost us to meeting it?
     + Ryan Ko reviewed slide 35
  3. CalWIN County Analysis- County-level analysis
     + Himanshu reviewed slide 36 and briefly talked about their visits to the CalWIN Counties.
  4. Implementation Planning- How are you going to sequence it? What’s the timeline? How are different services going to be procured along the way?
     + Himanshu reviewed slide 36 and listed the 3 major components (listed above)
  5. Implementation Efforts- What are some pieces of work that can be put forward ahead of time to get a head start on implementation?
     + Himanshu reviewed slide 36

1. **CalSAWS Requirements Gathering**

**Summary:** June Hutchison and Laura Chavez gave a high-level update on the outcome of the 6-weeks of Requirements Gathering Sessions conducted between CalACES and CalWIN.

1. **Overview of CalSAWS Governance and Next Steps**

**Summary:** The CalSAWS Leadership Team gave an update on where they are with the governance planning for migrating CalACES and WCDS/CalWIN.

* Scott briefly discussed some of the staff that make up the CalSAWS Leadership Group.
* Main task of this group is to reform the Joint Powers Authority (effective organizational structure).
* MOU’s have been created to allow the 58 counties the ability to procure services
* The leadership team believes the 58 Counties must have an important voice in the system that we develop and the process of serving our client.
* Guiding Principles
  + Make sure there was balance in the regions, geography & person count
  + Make sure voices were heard and a represented model
  + People can establish relationships and work with each other as we start to grow out the system.
  + Impact to RPMs- in regard to the county locations they would be managing
* Fully Integrated County Regional Model (similar to CWDA model)
  + Barry Zimmerman talked about the 6 Region model and how the leadership team worked to get this unified structure.
* Overview of the Governance Timeline
  + Working over the summer to get to a finalized JPA Agreement.
  + Trying to have many of these decision points (slide 46) completed by Fall 2018.
  + Goal is to start Roadshow earlier 2019 and have JPA in place as well.
* Next Steps
  + Assignment of Contracts
  + Transfer of Assets
  + Will continue to provide updates through the JPA meetings

1. **SAWS Upcoming Activities**

**Summary:** Christiana Smith with CWDA provided an overview of upcoming activities involving SAWS.

* The items shown on Slide 49 are what is listed in the new State Budget Trailer Bill and have SAWS Automation impacts.
* Christiana reviewed the SAWS upcoming activities happening through 2022.

1. **M&O Application and Operations Update**

**Summary:** Michele Peterson and Kelly Young will provide an updated on various policy items.

* **Diaper Bill Update-** Give CalWORKs Welfare to Work recipients $30 to assist with diaper cost. CalACES implemented the first phase of the policy in May. As design/implementation was happening we identified some questions we need to address with CDSS. CalACES also developed several notices that need to be approved by CDSS. The timeline for phase 2 has shifted (August 17, 2018); full automation batch process to be run in September 2018- automate determining who is eligible for the $30 and then automate that need service arrangement process to issue the benefit.
* **SSI Cash Out-** There will be different groups eligible (primarily the group of folks not getting CalFresh but is on SSI and will now be eligible). Group 2 (Supplemental Nutrition Benefit) will experience a reduction in their CalFresh Benefit and CalACES is looking at ways to supplement. Group 3 (Transitional Nutrition Benefit Population) could potential lose their CalFresh Eligibility. CalACES recently met with CDSS to talk about the new policy and do some strategizing for implementation. CDSS is required to publish a letter for this new policy by August 1st.
* **CalFresh Able-Bodied Adults without Dependents**- Continue to meet with the CDSS, Counties, CWDA and state stakeholder workgroup to document the design. To finalize the design, we need the ABAWD Handbook 2.0 and MEDs requirements. CalACES has moved the implementation for ABAWD to January 2019.
* **Long Term Funding for Emergency Caregivers**- Funding for AB110 has been extended long term effective July 1st, 2018. ARC is no longer a funding option for this population and will just be an emergency assistance. CalACES is working through what we can do to continue this funding beyond June 30. A design process has been started on a SCR and hope to have something prepared and ready for the committee by next week or the following week.
* **Changes to CalFresh Reporting Requirements**- CDSS went to the FEDs and received a two-year waiver and the CF30 form no longer needs to be mailed out. However, there are still a few more changes required from that ACL, project staff are currently documenting those systems changes and will work through the CalWORKs/CalFresh committee to get that approved.
* **Notice of Action Requirements at Annual Renewal**- Any changes in circumstance or renewal policy being drafted is to give a notice of action which would be a significant workload on the Counties. In the draft letter that DHCS put out they want SAWS to be able to automate that policy within 6 months from the letter be published. CalSAWS informed DHCS that they could meet that timeframe and are waiting for the final policy to finish documenting requirements.

1. **2018 Conference Planning**

**Summary:** John Boule went over the following details regarding the 2018 CalACES Conference.

* This year’s conference will have discussion and updates on the various CalACES/CalSAWS plans and activities
* When – October 31, 2018 – November 2, 2018 (Meeting is 11/1-11/2)
* Where – DoubleTree Norwalk, CA
* How to book your room – Go to the website listed in the slide deck or call 562-863-5555 and use code CAC.
* Registration forms will be sent out soon! We expect registration fees to be similar to last year ($150-$160), but are not yet final.

1. **Public Comment**

None at this time.

1. **Adjourn Meeting**

Scott Pettygrove adjourned the meeting at 12:53pm.