

California Statewide Automated Welfare System (CalSAWS)

Meeting Minutes

August 16, 2019

1:00 p.m.

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

Members present via teleconference:

Region 1 – Member, Karen Fies, Sonoma County Human Services Department
Region 1 – Kathy Gallagher, Contra Costa Employment and 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, Delfino Neira, Fresno County Department of Social Services
Region 4 – Member, Kathryn Harwell, Stanislaus County Community Services Agency
Region 5 – Member, Debra Baetz, Orange County Social Services Agency
Region 5 – Member, CaSonya Thomas, San Bernardino County Human Services Agency
Region 5 – Chair, Barry Zimmerman, Ventura County Human Services Agency
Region 6 – Member, Antonia Jimenez, Los Angeles County Department of Public Social Services
Region 6 – Vice-Chair, Michael Sylvester, Los Angeles County Department of Public Social Services
Region 6 – Member, Brandon Nichols, Los Angeles County Department of Children and Family Services
State – Ex-Officio Member, Dan Kalamaras, Office of Systems Integration

Facilitator:

John Boule, CalACES Executive Director

- 1. JPA Chair, Barry Zimmerman, convened the meeting at 1:04 p.m.**
- 2. Public opportunity to speak on any Item NOT on the agenda.**
 - None
- 3. Confirmation of Quorum and Agenda Review**
 - John Boule confirmed quorum of the Board.

JPA Board Action Items

- 4. Approval of the Minutes and review of the Action Items of the July 19, 2019 CalSAWS JPA Board of Directors meeting.**

Summary: The Consortium is seeking Board approval of the July 19, 2019 CalSAWS JPA Board of Directors meeting.

John Boule reviewed the Action Items.

Action Item 1 – Ongoing

Action Item 2 – Closed at the July 19, 2019 meeting and will be removed.

Action Item 3 – Quarterly Fiscal Update will be pushed out to the September 13, 2019 Board meeting.

Action Item 4 – On today's agenda.

Action Item 5 – On today's agenda.

Vice-Chair Michael Sylvester requested that the Quarterly Financial Update of the budget amount be listed on the July 19, 2019 minutes within Agenda Item 8.

Motion to Approve, as amended, was made by Member, Debra Baetz.

Motion was seconded by Member Kathryn Harwell.
Member, Karen Fies, voted to approve.
Member, Ann Edwards, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, Delfino Neira, voted to approve.
Member, CaSonya Thomas, voted to approve.
Chair, Barry Zimmerman, voted to approve.
Member, Antonia Jimenez, voted to approve.
Vice-Chair, Michael Sylvester voted to approve.
Member, Brandon Nichols, abstained.
Vote was taken via roll call and the Motion passed.

5. **Approval of the amended, restated, and revised LRS Agreement Amendment 15, which updates the Agreement and all prior Amendments 1-14, and includes the following new Exhibits:**
- **Exhibit W Statement of Work for Cloud Enablement and Interim M&O**
 - **Exhibit X CalSAWS Maintenance & Operations Extension**
 - **Exhibit Y Work to be performed in Global Delivery Network (GDN)**

Summary:

The Consortium is seeking Board approval of the amended, restated, and revised LRS Agreement Amendment 15, which updates the Agreement and all prior Amendments 1-14, and includes the following new Exhibits, which are being added:

Exhibit W – Statement of Work for the CalSAWS Cloud Enablement Project and Interim Maintenance and Operations, inclusive of:

- Schedule 1 – Contractor Assumptions
- Schedule 2 – CalSAWS Cloud Enablement and IM&O Pricing Schedule
- Schedule 3 – CalSAWS Cloud Enablement Compute Resources Specifications
- Schedule 4 – Hardware/Software Specifications
- Schedule 5 – IM&O Production Operations Specifications

Exhibit X – CalSAWS Maintenance and Operations Extension, inclusive of:

- Schedule 1 - Statement of Work for CalSAWS Maintenance and Operations Project, inclusive of:
- Attachment 1 - CalSAWS M&O Contractor Assumptions
- Attachment 2 - CalSAWS M&O Pricing Schedules
- Attachment 3 - CalSAWS M&O Hardware and Software Specifications
- Attachment 4 - CalSAWS M&O Production Operations Specifications
- Schedule 2 - Statement of Work for CalSAWS DD&I Project
- Schedule 3 - Schedule of Payments
- Schedule 4 - Services To Be Performed in GDN – Security, Access and Technology Requirements
- Schedule 5 - Accenture plc Performance Guarantee
- Schedule 6 - Performance Bond
- Schedule 7 - Performance Requirements
- Schedule 8 - CONTRACTOR Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement and Assignment and Transfer of Copyright

- Schedule 9 - CONTRACTOR and Subcontractor Staff Criminal Conviction Notice and Certification
- Schedule 10 - Required Subcontract Provisions
- Schedule 11 - CONTRACTOR's EEO Certification
- Schedule 12 - IRS Notice 1015

Exhibit Y - Work To Be Performed in GDN – Security, Access and Technology Requirements

Amendment 15 increases the Maximum Contract Sum by \$284,550,007.

State and Federal partners have reviewed and approved the amendment and attachments.

David Tyra, Seth Richman, and Holly Murphy reviewed the documents and provided requested highlights. Exhibit W did not include any changes to the Base Agreement. Exhibit X takes effect October 2021 and the protections (Terms and Conditions) within the Base Agreement will then be applicable to CalSAWS instead of LRS, because the LRS will not exist going forward.

Member Kathy Gallagher joined the meeting.

Motion to Approve was made by Member Delfino Neira.

Motion was seconded by Vice-Chair Michael Sylvester.

Member Karen Fies, voted to approve.

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 CaSonya Thomas, voted to approve.

Chair Barry Zimmerman, voted to approve.

Member Debra Baetz, voted to approve.

Member, Antonia Jimenez, voted to approve.

Member, Brandon Nichols, voted to approve.

Vote was taken via roll call and the Motion passed unanimously.

6. Approval of RGS Amendment 27, which includes additional positions for CalSAWS DD&I and M&O.

Summary: The Consortium is seeking Board approval of RGS Amendment 27, which includes additional positions for CalSAWS DD&I and M&O.

Motion to Approve was made by Member Karen Fies.

Motion was seconded by Member Ann Edwards.

Member Kathy Gallagher voted to approve.

Member Bekkie Emery voted to approve.

Member Kathy Harwell voted to approve.

Member Delfino Neira voted to approve.

Chair Barry Zimmerman voted to approve.

Member Debra Baetz voted to approve.

Member Antonia Jimenez voted to approve.

Vice-Chair Michael Sylvester voted to approve.

Member Brandon Nichols voted to approve.

Member CaSonya Thomas was absent from the vote.
Vote was taken via roll call and the Motion passed.

Informational Items

7. Review Data Retention Policy and outcome of PSC vote on 8/15/19.

Summary: Laura Chavez provided an overview of the Data Retention Policy discussion at the PSC meeting on 8/15/19 and noted that the PSC requested that staff update the policy to include a six-year timeframe for retention rather than four years as well as other updates. The policy will be updated by staff and brought back to the PSC in September.

8. Functional Design Sessions

- **Imaging solution proposal, recommendation review, and next steps**
- **GA/GR solution status and next steps**
- **Task Management solution and next steps**
- **Non-State Forms status**

Summary: Laura Chavez, John Dray, Tom Hartman, June Hutchison, and Karen Rapponotti reported on functional design sessions for imaging solution, GA/GR solution, Task Management, and Non-State Forms status. The Project staff will be recommending to the PSC that we go forward with negotiating with Hyland, hosted in the AWS Cloud, as the CalSAWS 58-County Imaging Solution. Directional confirmation will be requested from the PSC next month.

9. Procurement Update

- **Overview of Portal/Mobile RFP strategy, scope, and timeline**
- **CalWIN OCM & Training RFP strategy, scope, and timeline**
- **Print Solution RFP scope and timeline**

Summary: Tom Hartman provided an update on procurements, including the Portal/Mobile RFP, CalWIN OCM & Training RFP, and Print Solution RFP. The Portal/Mobile RFP schedule is being revised and updates will continue will be provided to the PSC and JPA.

10. CalSAWS Communication/Website Launch

Summary: Lulu Fou and June Hutchison provided an overview on CalSAWS communication and the new CalSAWS website launch scheduled for this August.

11. Discuss December JPA Board Meeting Date

Summary: John Boule led the discussion of the December JPA Board Meeting date. The JPA Board Meeting will be scheduled for December 13, 2019.

12. M&O Application and Operations Update

- **Release 19.07 Debrief**

Summary: Lynn Bridwell provided an update on M&O Application and Operations and a Release 19.07 debrief.

13. Adjourn Meeting

- JPA Chair Barry Zimmerman adjourned the meeting at 3:38 p.m.

Action Items	Assigned to	Due Date	Status
1. Provide, as needed summary updates on critical policy efforts that are in different states of development at C-IV to ensure that County Executive Management is aware of the upcoming changes and if necessary allow them to exercise their influence with the Project and/or with oversight partners.	Tom Hartman	As needed	Ongoing
2. Prepare a JPA Fiscal Report to be provided to the JPA on a quarterly basis.	Holly Murphy	09/13/2019	Open
3. Review the Imaging solution recommendation and vetting process.	Laura Chavez	08/16/2019	Closed
4. Discuss discounts received in Accenture package deal as result of allowing GDN services with controls.	Holly Murphy	08/16/2019	Closed
5. Provide update on staffing statistics.	Holly Murphy	09/13/2019	Open

Next Meeting

Friday, September 13, 2019
12:00 p.m. – 3:00 p.m.
Library Galleria – East Room
828 I Street
Sacramento, CA 95814