

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

September 13, 2019

12:00 p.m.

Location: Tsakopoulos Library Galleria/East Room
828 I Street
Sacramento, CA 95814

Members present in-person:

Region 1 – Member, Karen Fies, Sonoma County Human Services Department
Region 2 – Member, Ann Edwards, Sacramento County Department of Human Assistance
Region 4 – Member, Delfino Neira, Fresno County Department of Social Services
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 – Vice-Chair, Michael Sylvester, Los Angeles County Department of Public Social Services
State – Ex-Officio Member, Dan Kalamaras, Office of Systems Integration

Members Present via teleconference:

Region 1 – Member, Kathy Gallagher, Contra Costa Employment and Human Services Department
Region 3 – Member, Bekkie Emery, Mendocino County Health and Human Services Agency
Region 6 – Member, Brandon Nichols, Los Angeles County Department of Children and Family Services

Members Absent:

Region 4 – Member, Kathy Harwell, Stanislaus County Community Services Agency
Region 6 – Member, Antonia Jimenez, Los Angeles County Department of Public Social Services

Facilitator:

John Boule, CalSAWS Executive Director

- 1. JPA Chair, Barry Zimmerman, convened the meeting at 12:01 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 August 16, 2019 CalSAWS JPA Board of Directors meeting.**

Summary: The Consortium is seeking Board approval of the August 16, 2019 CalSAWS JPA Board of Directors meeting.

John Boule reviewed the Action Items.

Action Item 1 – Ongoing
Action Item 2 – Open and on today's agenda.
Action Item 3 – Closed and being removed.
Action Item 4 – Closed and being removed.
Action Item 5 – Open and on today's agenda.

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

Member, Kathy Gallagher, voted to approve.
Member, Ann Edwards, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, Delfino Neira, voted to approve.
Vice-Chair, Barry Zimmerman, voted to approve.
Member, Michael Sylvester, voted to approve.
Member, Brandon Nichols, voted to approve.
Members Kathy Harwell, CaSonya Thomas, and Antonia Jimenez were absent.
Vote was taken via roll call and the Motion passed.

- 5. Approval of the Accenture C-IV Amendment package, which includes requests for:**
- a) Approval of C-IV Accenture Change Order CO-108 – Electronic Signature – Ongoing Operations, Revision 1**
 - b) Approval of C-IV Accenture Change Order CO-110 – Central Contact Center Platform Covered California Expansion Maintenance**
 - c) Approval of C-IV Accenture Change Order CO-111 – Ongoing Production Operations for County Sites and Support Renewals**
 - d) Approval of C-IV Accenture Change Order CO-112 – Text Message Notifications – Ongoing Operations**
 - e) Approval of C-IV Accenture Amendment 104 (References Change Order CO-108, Change Order CO-110, Change Order CO-111, Change Order CO-112, and updates to Exhibit A and Extension Two Cost Schedules).**

Summary: The Consortium is seeking Board approval of the Accenture C-IV Amendment package which includes requests for:

- a) Approval of C-IV Accenture Change Order CO-108 – Electronic Signature – Ongoing Operations, Revision 1
- b) Approval of C-IV Accenture Change Order CO-110 – Central Contact Center Platform Covered California Expansion Maintenance
- c) Approval of C-IV Accenture Change Order CO-111 – Ongoing Production Operations for County Sites and Support Renewals
- d) Approval of C-IV Accenture Change Order CO-112 – Text Message Notifications – Ongoing Operations
- e) Approval of C-IV Accenture Amendment 104 (References Change Order CO-108, Change Order CO-110, Change Order CO-111, Change Order CO-112, and updates to Exhibit A and Extension Two Cost Schedules).

Motion to Approve, was made by Member Ann Edwards.
Motion was seconded by Member Karen Fies.
Member, Kathy Gallagher, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, Delfino Neira, voted to approve.
Chair, Barry Zimmerman, voted to approve.
Member, Debra Baetz, voted to approve.
Member, Michael Sylvester, voted to approve.
Member, Brandon Nichols, voted to approve.
Members Kathy Harwell, CaSonya Thomas, and Antonia Jimenez were absent.
Vote was taken via roll call and the Motion passed.

- 6. Approval of Accenture LRS Base Agreement Amendment 16, and an increase to the CalSAWS JPA Project Budget to accommodate Disaster CalFresh services and premise funding. Amendment 16 includes:**
- **Updates to the Maximum Contract Sum**
 - **Updates to Exhibit C**

Summary: The Consortium is seeking Board approval of Accenture LRS Base Agreement Amendment 16, and an increase to the CalSAWS JPA Project Budget to accommodate Disaster CalFresh Services and premise funding. Amendment 16 includes:

- Updates to the Maximum Contract Sum
- Updates to Exhibit C

Motion to Approve, was made by Member Delfino Neira.

Motion was seconded by Vice-Chair Michael Sylvester.

Member, Kathy Gallagher, voted to approve.

Member, Karen Fies, voted to approve.

Member, Ann Edwards, voted to approve.

Member, Bekkie Emery, voted to approve.

Chair, Barry Zimmerman, voted to approve.

Member, Debra Baetz, voted to approve.

Member, Brandon Nichols, voted to approve.

Members Kathy Harwell, CaSonya Thomas, and Antonia Jimenez were absent.

Vote was taken via roll call and the Motion passed.

7. Approval of ClearBest Change Order 01, which includes:

- **Updates to Attachment D – Cost Schedules**
- **Updates to Attachment I – Staff Resumes**
- **Updates to Attachment L – QA Role Definition for Non-Key-Staff**
- **ClearBest Agreement Change Order 01 (Includes ClearBest OCAT Statement of Work; Deliverable Date Adjustments; and references updates to Attachments D, I, and L)**

Summary: The Consortium is seeking Board approval of ClearBest Change Order 01, which includes:

- Updates to Attachment D – Cost Schedules
- Updates to Attachment I – Staff Resumes
- Updates to Attachment L – QA Role Definition for Non-Key-Staff
- ClearBest Agreement Change Order 01 (Includes ClearBest OCAT Statement of Work; Deliverable Date Adjustments; and references updates to Attachments D, I, and L)

Motion to Approve, was made by Member Debra Baetz.

Motion was seconded by Member Delfino Neira.

Member, Kathy Gallagher, voted to approve.

Member, Karen Fies, voted to approve.

Member, Ann Edwards, voted to approve.

Member, Bekkie Emery, voted to approve.

Chair, Barry Zimmerman, voted to approve.

Vice-Chair, Michael Sylvester, voted to approve.

Member, Brandon Nichols, voted to approve.

Members Kathy Harwell, CaSonya Thomas, and Antonia Jimenez were absent.

Vote was taken via roll call and the Motion passed.

Member, CaSonya Thomas, joined the meeting at 12:12 p.m.

Board Chair, Barry Zimmerman, requested agenda items 8, 9, and 10 be heard together.

8. **Approval and ratification of DXC Technology Services LLC Assignment, Novation and Consent Agreement contingent on approval from Alameda and receipt of the signed Assignment Agreement from Alameda.**
9. **Approval and ratification of Infosys Public Services, Inc. Assignment, Novation and Consent Agreement contingent on approval and receipt of the signed Assignment Agreement from Alameda and Yolo counties by September 30, 2019.**
10. **Approval of the California State Association of Counties Assignment, Novation and Consent Agreement contingent on approval and receipt of the signed Assignment Agreement from Alameda and Yolo counties by September 30, 2019.**

Summary:

Item 8 - The Consortium is seeking Board approval and ratification of DXC Technology Services LLC Assignment, Novation and Consent Agreement contingent on approval from Alameda and receipt of the signed Assignment Agreement from Alameda.

Item 9 - The Consortium is seeking Board approval and ratification of Infosys Public Services, Inc. Assignment, Novation and Consent Agreement contingent on approval and receipt of the signed Assignment Agreement from Alameda and Yolo counties by September 30, 2019.

Item 10 - The Consortium is seeking Board approval of the California State Association of Counties Assignment, Novation and Consent Agreement contingent on approval and receipt of the signed Assignment Agreement from Alameda and Yolo counties by September 30, 2019.

Member, Delfino Neira, made a motion to approve Action Items 8, 9, and 10.

Motion was seconded by Member Debra Baetz.

Member, Kathy Gallagher, voted to approve.

Member, Karen Fies, voted to approve.

Member, Ann Edwards, voted to approve.

Member, Bekkie Emery, voted to approve.

Member, CaSonya Thomas, voted to approve.

Chair, Barry Zimmerman, voted to approve.

Vice-Chair, Michael Sylvester, voted to approve.

Member, Brandon Nichols, voted to approve.

Members Kathy Harwell and Antonia Jimenez were absent.

Vote was taken via roll call and the Motion passed.

Board Chair, Barry Zimmerman, requested agenda items 11 and 12 be heard together.

11. **Approval of the Privacy and Security Agreement between the California Department of Social Services (CDSS) and the California Statewide Automated Welfare System (CalSAWS).**
12. **Approval of the Medi-Cal Privacy and Security Agreement between the Department of Health Care Services (DHCS) and the California Statewide Automated Welfare System (CalSAWS).**

Summary:

Item 11 - The Consortium is seeking Board approval of the Privacy and Security Agreement between the California Department of Social Services (CDSS) and the California Statewide Automated Welfare System (CalSAWS).

Item 12 - **Approval of the Medi-Cal Privacy and Security Agreement between the Department of Health Care Services (DHCS) and the California Statewide Automated Welfare System (CalSAWS).**

Chair, Barry Zimmerman, made a motion to approve Action Items 11 and 12 together.
Motion was seconded by Member Debra Baetz.
Member, Kathy Gallagher, voted to approve.
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.
Vice-Chair, Michael Sylvester, voted to approve.
Member, Brandon Nichols, voted to approve.
Members Kathy Harwell and Antonia Jimenez were absent.
Vote was taken via roll call and the Motion passed.

13. Approval of RGS Amendment 28, which includes the rate for the Business Consultant position.

Summary: The Consortium is seeking Board approval of RGS Amendment 28, which includes the rate for the Business Consultant position.

Motion to Approve, was made by Member Ann Edwards.
Motion was seconded by Member Karen Fies.
Member, Kathy Gallagher, 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, Debra Baetz, voted to approve.
Vice-Chair, Michael Sylvester, voted to approve.
Member, Brandon Nichols, voted to approve.
Members Kathy Harwell and Antonia Jimenez were absent.
Vote was taken via roll call and the Motion passed.

14. Approval of the Memorandum of Understanding (MOU) between the California Statewide Automated Welfare System (CalSAWS) and the State of California Department of Social Services (CDSS) to provide California Work Opportunity and Responsibility to Kids (CalWORKs) and CalFresh data of Monterey, Napa, and Stanislaus (Pilot Counties) for use by the Cross-system Analytics and Assessment for Learning and skills Attainment (CAAL-Skills) project.

Summary: The Consortium is seeking Board approval of the Memorandum of Understanding (MOU) between the California Statewide Automated Welfare System (CalSAWS) and the State of California Department of Social Services (CDSS) to provide California Work Opportunity and Responsibility to kids (CalWORKs) and CalFresh data of Monterey, Napa, and Stanislaus (Pilot Counties) for use by the Cross-system Analytics and Assessment for Learning and skills Attainment (CAAL-Skills) project.

Motion to Approve was made by Chair, Barry Zimmerman.
Motion was seconded by Member Karen Fies.
Member, Kathy Gallagher, 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.
Member, Debra Baetz, voted to approve.
Vice-Chair, Michael Sylvester, voted to approve.
Member, Brandon Nichols, voted to approve.
Members Kathy Harwell and Antonia Jimenez were absent.
Vote was taken via roll call and the Motion passed.

Informational Items

15. CalSAWS JPA Quarterly Fiscal Report

Summary: Holly Murphy reviewed CalSAWS JPA Quarterly Fiscal report. Updates will be made to the formatting to make the report easier to read.

16. CalSAWS Staffing and Statistics

Summary: Holly Murphy provided an update on CalSAWS Staffing and Statistics. For future recruitments, the Board requested plenty of notice to the counties to allow their HR processes to take place. Future staffing reports will include information distinguishing which staff elected to separate from their county and move to an RGS position. The Board requested a survey be implemented to determine why candidates decline offers for CalSAWS positions.

17. Online CalWORKs Appraisal Tool (OCAT) Overview and Status

Summary: Zachary Ulhaq provided an overview of the Online CalWORKs Appraisal Tool (OCAT) and the status of deliverables.

18. CalSAWS Data Retention Policy Update

Summary: Laura Chavez updated the Board on the status of the CalSAWS Data Retention Policy. Board Members noted that some counties will have to go to their Board of Supervisors (BOS) for approval and some will have challenges getting a Data Retention Policy approved by their BOS. The Board recommended that each county provide their procedural process for data retention to CalSAWS to aid in determining if additional administrative/procedural processes to be considered. The Regional Managers will help facilitate gathering the information through the CRFI process.

19. M&O Application and Operations Update

Summary: Michele Peterson and Lynn Bridwell provided an update on M&O Application and Operations.

20. Readiness for CalSAWS Cloud Migration in R6 on 10/15/19

Summary: Laura Chavez reviewed Readiness for CalSAWS Cloud Migration in R6 on 10/15/19. Michael Sylvester requested granular detail about what the tasks have been.

21. Functional Design Sessions Update

- **Imaging Assessment**
- **Task Management Update**

- **GA/GR Update**
- **APIs Update**
- **Functional Design Sessions Roadmap**

Summary: Laura Chavez, Thomas Hartman, Karen Rapponotti, Jo Anne Osborn, and Lisa Salas provided an update on the Functional Design Sessions including: Imaging Assessment, Task Management, GA/GR, APIs, and Functional Design Sessions Roadmap. The Imaging Solution vendor selection is being vetted well and the team is appropriately reviewing information. GA/GR solution, cost, and funding mechanism are still being worked through.

22. Procurement Update

- **Portal/Mobile RFP timeline**
- **CalWIN OCM & Training RFP timeline**

Summary: Thomas Hartman and Betty Uzupis provided an update on Procurements including: Portal/Mobile RFP timeline and CalWIN OCM & Training RFP timeline. C-IV Counties and Los Angeles County OCM is included in the approved Accenture contract.

23. Status of CalSAWS Risks and Issues Reporting

Summary: Lulu Fou provided an update on the Status of CalSAWS Risks and Issues Reporting. The Risk that the pace of policy changes could exceed the capacity of the Application Development Team during the CalSAWS DD&I Phase will remain high. There have been over 500 hits on the web page each week since the CalSAWS.org website was launched on 8/23/19.

24. Adjourn Meeting

- JPA Chair Barry Zimmerman adjourned the meeting at 2:28 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. <ul style="list-style-type: none"> • Update formatting to be easier to read. 	Holly Murphy	12/13/19	Ongoing
3. Provide update on staffing statistics. <ul style="list-style-type: none"> • Distinguish between new staff and those that elected to leave county employment to move to RGS. 	Holly Murphy	12/13/19	Ongoing

Action Items	Assigned to	Due Date	Status
4. Create a recruitment survey to determine the reasons for declined offers.	Holly Murphy	12/13/19	Open
5. Use the CRFI process to collect procedural process requirements for Data Retention from each County.	Regional Managers	11/15/19	Open
6. Send Greenlight slide deck to Michael Sylvester early next week for review. <ul style="list-style-type: none"> • Include the County Security Officer in the review and meetings. 	Laura Chavez	09/18/19	Closed
7. Send copy of letter received by Barry Zimmerman from Imaging vendor to the Board.	Jennifer Smith	11/15/19	Closed
8. Send Risks and Issues to PSC monthly.	Lulu Fou	11/21/19	Open

Next Meeting

Friday, November 15, 2019
12:00 p.m. – 3:00 p.m.
Library Galleria – East Room
828 I Street
Sacramento, CA 95814