

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

December 13, 2019

12:00 p.m.

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

Members Present via teleconference:

Region 1 – Member, Kathy Gallagher, Contra Costa Employment and Human Services Department
Region 1 – Member, Karen Fies, Sonoma County 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, Kathy Harwell, Stanislaus County Community Services Agency
Region 5 – Member, CaSonya Thomas, San Bernardino County Human Services Agency
Region 6 – Cynthia McCoy-Miller, Los Angeles County Department of Children and Family Services
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 Absent:

Region 5 – Member, Debra Baetz, Orange County Social 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

Facilitator:

John Boule, CalSAWS Executive Director

1. **JPA Vice-Chair, Michael Sylvester, convened the meeting at 10:34 a.m.**
2. **Public opportunity to speak on any Item NOT on the agenda.**
 - None
3. **Confirmation of Quorum and Agenda Review**

JPA Board Action Items

4. **Approval of the Minutes of the November 15, 2019 CalSAWS JPA Board of Directors meeting.**

Summary: The Consortium is seeking Board approval of the November 15, 2019 CalSAWS JPA Board of Directors meeting.

Motion to Approve, was made by Member, Ann Edwards.

Motion was seconded by Member, Bekkie Emery.

Member, Kathy Gallagher, voted to approve.

Member, Karen Fies, voted to approve.

Member, Kathy Harwell, voted to approve.

Member, Delfino Neira, voted to approve.

Member, CaSonya Thomas, voted to approve.

Vice-Chair, Michael Sylvester, voted to approve.

Member, Cynthia McCoy-Miller, voted to approve.

Chair, Barry Zimmerman, and Members Debra Baetz, and Antonia Jimenez were absent.

Vote was taken via roll call and the Motion passed.

Informational Items

5. CalSAWS Schedule Impact Resulting from Functional Design Sessions Outcomes

Summary: John Boule, Seth Richman, and Lisa Salas provided an overview of the CalSAWS schedule impact resulting from Functional Design Sessions outcomes. The new scope of work from the Functional Design Sessions must be integrated into the CalSAWS schedule, which is a substantial risk under the current schedule. After analyzing the scope and the options, CalSAWS staff are proposing the Project schedule be extended nine months. The proposal includes no change in schedule for the C-IV Counties migrating to the CalSAWS System; however, the CalWIN Counties' waves would be extended with the last wave in October 2023.

Member, Ann Edwards, reported the proposed schedule extension causes a hardship for Placer County and requested that the Project continue to work with Placer County to mitigate the hardship.

The proposed schedule change has been submitted to State partners for review, approval, and submission to federal partners.

State Ex-officio Member, Dan Kalamaras, confirmed the State has received the proposal and has shared it with CDSS and DHCS. Concerns regarding the timely implementation of policy resulting from legislation were discussed. The Project is sensitive to the concerns and will continue to work with the State, CWDA, and others to implement policy.

6. Status of Cambria Solutions Corrective Action Plan

Summary: John Boule and Henk Keukenkamp provided a status update on Cambria Solutions Corrective Action plan. Henk noted that they worked closely with QA and as of December 19, 2019 all deliverables have been resubmitted. QA is assisting with review and all issues have been mitigated. The original Cambria Solutions proposal was reviewed, which produced no material findings.

7. CalSAWS Quarterly Fiscal Update

Summary: Holly Murphy reviewed the CalSAWS Quarterly Fiscal Report.

8. CalSAWS Staffing Update

Summary: Holly Murphy provided an update on CalSAWS Staffing. An updated CIT was sent out to extend the staff recruitment to December 20, 2019.

9. M&O Application and Policy Update

- SSA COLA

Summary: Michele Peterson and Lisa Salas provided an update on M&O Application and Policy including: SSA COLA. All C-IV and LRS COLA testing has been completed and Los Angeles county has not been impacted by the policy clarification regarding SSI Income.

10. Imaging Solution Benchmarks, Performance Standards, and Testing Standards/Phases

Summary: Laura Chavez, Danielle Benoit, Scot Bailey, and John Dray provided an update on Imaging Solution Benchmarks, Performance Standards, and Testing Standards/Phases. Items on the timeline will shift to

correspond with the updated CalSAWS Project schedule, if necessary. By test 2, tests will be based on a full-load, which will be prior to C-IV go-live. Additional performance testing will be added as needed. SLAs will be used to determine which performance tests are needed. The Hyland contract is a sub-contract to Accenture. Specific roles and responsibilities for Accenture and the counties will be defined in reference to the Imaging solution performance. Confirm of the protections within the contract in relation to the design of the solution will be presented at the January meeting.

11. Procurement Update

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

Summary: Tom Hartman provided an update on Procurements including: Portal/Mobile RFP and CalWIN OCM & Training RFP. No vendor voiced their concern with implementing the Portal/Mobile solution within the time frame. The CalWIN OCM & Training RFP will be released on-time as the State and Federal partners review the proposed schedule adjustment.

12. Adjourn Meeting

- JPA Vice-Chair Michael Sylvester adjourned the meeting at 2:04 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 | Closed |
| 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 | 01/24/20 | Closed |
| 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 | 01/24/20 | Closed |
| 4. Use the CRFI process to collect procedural process requirements for Data Retention from each County. | Regional Managers | 02/14/20 | Open |
| 5. Send Risks and Issues to PSC monthly. | Lulu Fou | 12/13/2019 | Closed |
| 6. Prior to approval of the Hyland solution contract approval, present the benchmarks and performance testing standards/phases to the JPA Board. | Tom Hartman Laura Chavez | 12/13/2019 | Closed |

| Action Items | Assigned to | Due Date | Status |
|--|--------------|------------|--------|
| 7. Coordinate the submission of an enhancement request for M&O to look at vetting out Fraud Functionality within LRS. | Region 6 RMs | 02/14/20 | Open |
| 8. Provide a quarterly update on recruitment with the Fiscal Report. | Holly Murphy | 03/27/2020 | Open |
| 9. Specific roles and responsibilities for Accenture and the counties will be defined in reference to the Imaging solution performance. Confirm protections within the contract in relation to the design of the solution. | Laura Chavez | 02/14/20 | Open |

Next Meeting

Conference Call/Webcast
Friday, January 24, 2020
9:00 a.m. – 12:00 p.m.
CalSAWS
11290 Pyrites Way, Suite 150
Rancho Cordova, CA 95670