



MEETING MINUTES

Welfare Client Data Systems - Board of Directors' Meeting

Date: Friday, June 14, 2019
Time: 12:00 PM to 2:00 PM
Location: Library Galleria, East Room, 828 I Street, Sacramento, California 95814
Dial-in: Open Session: (888) 330-1716; Access Code: 42206816

Attendees:	<i>County Directors and/or Delegates</i>	<i>CDSS</i>	
	Alameda, Lori Cox	Todd Bland	X
	Alameda, Carlos Sanchez	T Raquel Givon	X
	Contra Costa, Kathy Gallagher	X	
	Fresno, Delfino Neira	<i>DHCS</i>	
	Fresno, Angie Flores	X Yingjia Huang	
	Orange, Debra Baetz	Sandie Williams	T
	Placer, Mandy Sharp	X	
	Sacramento, Ann Edwards	X <i>DXC Technology</i>	
	San Diego, Rick Wanne	Chris Van Vlack	X
	San Francisco, Trent Rhorer	Dawn Wilder	
	San Luis Obispo, Devin Drake	Jung Kim	X
	San Luis Obispo, Amber Weyand	Mike Cox	X
	San Mateo, Deanna Abrahamian	X	
	San Mateo, Nicole Pollack	<i>Infosys</i>	
	San Mateo, Todd Blair	T Ajeet Mohanty	X
	Santa Barbara, Daniel Nielson	T	
	Santa Clara, Robert Menicocci	<i>OPAC Co-Chairs</i>	
	Santa Clara, Umesh Pol (Co-Chair)	X Chris Cothard, San Luis Obispo	T
	Santa Cruz, Ellen Timberlake	X Brian Clark, Orange County	
	Solano, Kelly Curtis	X	
	Sonoma, Karen Fies	<i>OSI</i>	
	Tulare, Juliet Webb	Kristine Dudley	X
	Tulare, Vienna Barnes	T Steve Zaretsky	X
	Tulare, Danny Rockholt	T	
	Ventura, Barry Zimmerman (Co-Chair)	X <i>WCDS Staff</i>	
	Yolo, Nolan Sullivan	Diane Alexander	X
		Henry Arcangel	X
	<i>CalACES</i>	Lynn Bridwell	X
	John Boule	X Stacey Drohan	X
		Holly Murphy	X
	<i>CWDA</i>	Rodain Soto	X
	Christiana Smith	X	



OPEN SESSION

12:00 **1. Call Meeting to Order by WCDS Co-Chair and Introductions** *(Barry Zimmerman)*

Meeting called to order at 12:02pm; introductions followed.

12:02 **2. Agenda Review and Comments by WCDS Co-Chair** *(Barry Zimmerman)*

None.

12:03 **3. Meeting Minutes Approval** *(Barry Zimmerman)*

3.1 Board of Directors' Draft Meeting Minutes, 5/10/2019 – Attachment 3.1

Motion: *Umesh Pol/Santa Clara motioned to approve the Board's draft meeting minutes of May 10, 2019 as written. Ann Edwards/Sacramento seconded. All in favor. Motion carried.*

12:05 **4. Stakeholder Updates**

4.1 CDSS *(Todd Bland and Rocky Givon)*

CDSS met with legislative staff and discussed CalSAWS. Need to stay on track and meet deadlines associated with the various initiatives.

There's another stakeholder meeting on Monday. Will discuss data access – access, capabilities, management, policy. These topics will be discussed in more detail in appropriate forums. Trying to determine the right venue.

4.2 DHCS *(Sandie Williams and Yingjia Huang)*

No updates. Mirror CDSS' update. If any counties receive questions that are policy/program related, forward to Sandie Williams directly. She will guide to the right forum for answering.

4.3 OSI *(Kris Dudley)*

No added updates.

4.4 CWDA *(Christiana Smith)*

Refer to handout - SAWS Upcoming Activities. The document shows key policy items that need to be automated in SAWS and includes items that are moving through the state budget process. SAWS should be able to meet the majority of the implementation target dates. CalWORKs Homeless Assistance will not be automated on time, but that should not be problematic for counties (workaround). CWDA and CDSS are discussing items on the policy side.

12:20 **5. Approval / Decision / Action Item(s)** *(Barry Zimmerman)*

5.1 Confirm CalWIN Directors Subcommittee, Co-Chairs FY2019/2020 – Attachment 5.1

As confirmed per votes received, Umesh Pol/Santa Clara County and Rick Wanne/San Diego County are the new Co-Chairs FY2019/2020 for the WCDS Subcommittee. The Subcommittee's first meeting is August 9, 2019.

12:22 **6. Discussion Item(s)**



6.1 CalSAWS Staffing – Attachment 6.1 (*Diane Alexander*)

Internal recruitment: Transitioned/ing selected staff to new roles.

Open recruitment: Closed 5/31. Received 300 applications. Section Directors will now review the applications which will take several weeks. Recommendations will go to John Boule and Diane Alexander. M&O remains Diane's priority.

The org chart presented shows the CalWIN staff moving to CalSAWS. Those roles will be backfilled. WCDS is working through vendors for backfilling (contracting positions through vendor or RGS). WCDS will still have access to those staff moving to CalSAWS for historical knowledge.

It was noted that Placer's process for hiring / transitioning employees includes a BOS action/resolution and is a six-week process.

The DFS contract expires 2022. Per Sacramento, we will be able to extend without going back to the BOS.

6.2 WCDS Counties, Boards of Supervisors, Approval Status Updates – JPA/MOU, CSAC Contract, DXC Technology Extension – Attachment 6.2 (*Diane Alexander*)

Reassignment progress is being tracked. DXC and CSAC reassignments are to be completed by 9/1.

6.3 CalSAWS Procurement Updates – Attachment 6.3 (*Diane Alexander/Rodain Soto*)

The CalSAWS Quality Assurance procurement was awarded to Clearbest; the approval process is almost complete. OCAT was awarded to Cambria. State approval should be received next week.

Portal/Mobile is in process; requirements are being developed with input from Advocates. The process is running on schedule for RFP release on 9/4.

We have started the CalWIN Training, Change Management & Implementation Support Procurement. Refer to attachments.

6.4 Functional Design Sessions – Attachment 6.4 (*Henry Arcangel*)

The current schedule was reviewed; please note the different locations. OPAC requested 4 weeks notice of meeting logistics for planning. Weekly sessions start 6/24. There are concurrent activities happening. For GA/GR, two staff per county are requested to attend. For Non-State Forms, the green weeks are broken down by program.

Diane and John are frequently checking in with counties to ensure they have what is needed.

Processes are in place to ensure CalWIN Counties do not lose functionality, although functionality may not be *exactly* the same.

County staff are appreciating the process of the Functional Design Sessions.



6.5 Advocates Stakeholder Update – Attachment 6.5 (*Lynn Bridwell*)

The next meeting is Monday. Have been reviewing meeting logistics, how to obtain information on changes, the schedule, conversion steps, etc. with Advocates to give them an understanding of activities.

6.6 CalSAWS JPA Administrative Costs Overview – Attachment 6.6 (*Diane Alexander, Holly Murphy*)

Bringing this topic to Directors in anticipation of the upcoming General Membership meeting; Fiscal staff have already been made aware. The JPA Admin budget (includes all 58 Counties) is a GM vote annually. Admin Costs are costs not funded in our project budget, such as insurance costs, external audit, fiscal agent services, etc. After the JPA is in effect, the costs applicable to all 58 counties will be shared across all 58 counties based on Persons Count. Costs that are not relevant to the CalWIN counties will be shared by 40 counties. Counties may opt to pay annually or semi-annually. See slides for detail, including invoicing options.

6.7 Homeless Assistance Data Discovery – Attachment 6.7 (*Jung Kim*)

In response to Counties' challenges, Jung Kim/DXC has been researching how we can assist Counties in this area. See attached presentation.

Homelessness is a complex issue with various definitions. Approval for further analysis will be brought back to Directors in the future. Learning how and what county interventions have been helpful would be valuable, not just predictive analysis.

John Boule reviewed the agenda for the JPA and PSC meeting on 6/28/2019. Agenda materials will be distributed next Friday.

1:20 **7. CalWIN Reporting Executive Steering Committee Meeting Update** – Attachment 7 (*Rodain Soto*)

In addition to migrating MR to BI, WCDS is also doing reporting expansion. Sean Ny is looking at what data is available and what can be adhoc.

1:30 **8. Informational Item(s)**

8.1 Financial Updates – Attachment 8.1 (*Holly Murphy*)

8.2 Data Management and Analytics – Attachment 8.2 (*Rodain Soto*)

8.3 Portfolio Updates – Attachment 8.3 (*Lynn Bridwell*)

8.4 WCDS Updates – Attachment 8.4 (*Diane Alexander*)

8.5 Infosys QA Updates – Attachment 8.4 (*Ajeet Mohanty*)

No questions.

1:40 **9. WCDS/CalWIN in Review**

This meeting is the last official WCDS Board of Directors meeting. When the JPA is in place, Directors will become a Subcommittee. CalWIN's awards were displayed, along with memorabilia and historical documents.



2:00 **10. Meeting Adjournment and Next Meetings** (*Barry Zimmerman*)

10.1 Meetings Schedule

- CalACES/CalSAWS General Membership Meeting, 6/28/2019, Library Galleria, Ballroom
- CalWIN Directors Subcommittee, 8/9/2019, Library Galleria, East Room

The meeting adjourned at 1:57pm.

ACTION ITEMS

ID	Open Date	Description of Action Item	Assigned to	Due	Closed Date
106					