

# CalSAWS WCDS Subcommittee Charter

Project Name: CalSAWS Consortium  
Prepared By: WCDS Subcommittee  
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## A. Purpose of the WCDS Subcommittee

### Summary

The CalSAWS WCDS Subcommittee serves at the request of the CalSAWS Joint Powers Authority Board of Directors (JPA) and provides oversight and direction to the CalWIN project Executive Director and staff responsible for the maintenance and operations of the CalWIN system. The Subcommittee is also focused on providing guidance to the CalWIN project as the project prepares to migrate to the CalSAWS system. Members of the Subcommittee ensure business objectives are being adequately addressed by the Project and do not adversely impact the collective efforts to migrate to a single system. In practice, these responsibilities are carried out by:

- Meeting to obtain project status updates;
- Monitoring and reviewing the project at regular Subcommittee meetings;
- Reviewing and resolving outstanding escalated CalWIN issues;
- Providing feedback and insight regarding the direction of the CalWIN Project, which includes:
  - CalWIN Maintenance and Operations (M&O),
  - Prioritize modifications of the CalWIN system, and
  - Ensure timely implementation of State and Federal regulations
- Prioritization of CalWIN Project objectives and outcomes as identified by the JPA strategic priorities, state stakeholder initiatives, or escalated committee priorities; and
- Provides recommendations to the Board on any CalWIN related change orders or contract amendments outside of ongoing M&O activities.

## B. WCDS Subcommittee Structure

The CalSAWS Bylaws – Fourth Amended Section 8.A sets the parameters below.

Each Member of the Consortium that is a user of the Welfare Client Data Systems (“WCDS”) shall be represented by its Welfare Director, or his/her designee as stated in writing by that Welfare Director, on the WCDS Subcommittee. A Member’s participation in the WCDS Subcommittee shall automatically terminate when the Member is no longer a user of the WCDS, and the WCDS

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Subcommittee shall continue with the remaining users of the WCDS, if applicable. The provisions of this Section VIII.B.2 (WCDS Subcommittee) shall automatically sunset when there are no longer any users of the WCDS.

The WCDS Subcommittee shall be co-chaired. The Co-Chairs shall be elected from among the WCDS Subcommittee members annually by a majority vote of the WCDS Subcommittee members who are present at a meeting of the Member Representatives held pursuant to Section 2.07 of the Agreement, and serve for one (1) year terms running concurrently with the Consortium's Fiscal Year.

The affirmative vote of a simple majority (more than one-half) of the WCDS Subcommittee members present at a WCDS Subcommittee meeting shall be required to take any action by the WCDS Subcommittee. Subject to the provisions of Subsection VIII.B.1.c, the Board will take affirmative action to implement urgent fixes, changes, and prioritization of changes to the WCDS as recommended by the WCDS Subcommittee and paid for from WCDS maintenance and operations hours or wholly paid for by the affected WCDS county(ies); provided, however, that the Board retains discretion concerning any decision if the Board determines the decision could materially adversely impact the design, development or implementation of the single statewide automated system.

The WCDS Subcommittee Co-Chairs shall meet with the Consortium's Executive Director and Consortium staff for Consortium status updates, to review and resolve outstanding Consortium and WCDS Subcommittee issues and to provide feedback and insight regarding the direction of the Consortium.

## **Role of a WCDS Subcommittee Member**

Subcommittee Members are not directly responsible for managing the CalWIN project activities, they provide support and guidance for those who do. Thus, individually, Subcommittee Members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Value the significance for some or all major stakeholder and represent their interests; and
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the CalWIN project.

In practice, this means they:

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- Review the status of the project;
- Help ensure the project's outputs meet the requirements of the business owners and key stakeholders;
- Help balance conflicting priorities and resources;
- Provide guidance to the project team and users of the project's outputs;
- Consider ideas and issues raised;
- Foster positive communication between the Subcommittee and Project; facilitate resolutions, as needed; and
- Report on CalWIN project progress to those responsible at a high level, such as agency executive management.

## C. Meetings

### Schedule

The WCDS Subcommittee shall convene periodically to review all matters related to the WCDS, as determined by the Co-Chairs, or upon the request of any WCDS Subcommittee member. In-person meetings are preferred; however, a conference call may be offered. The meeting schedule and locations may vary based on the CalSAWS JPA Board and PSC meetings.

### Agenda

The WCDS Subcommittee is a committee bound by the Brown Act which requires the meeting agenda to be posted in a public space a minimum of 72 hours in advance of the meeting. The agenda must include the meeting location information as well as any specific location information for Subcommittee members participating by conference call. The Subcommittee member's location must be accessible to the public and have had the agenda appropriately posted as noted above for their attendance and vote to count towards quorum of the meeting.

The Subcommittee agenda is created by the CalWIN project Executive Director, and Subcommittee Co-Chairs, with input from the project teams and Subcommittee members. The agenda and attachments are generally sent electronically to the Subcommittee members one week prior to the scheduled meeting date, but no later than 72 hours prior to the meeting date. The agenda and materials are also posted to the CalWIN.org website.

### Quorum and Voting

The affirmative vote of a simple majority (more than one-half) of the WCDS Subcommittee members present at a WCDS Subcommittee meeting shall be

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required to take any action by the WCDS Subcommittee. Subject to the provisions of Subsection VIII.B.1.c of the CalSAWS bylaws. Should quorum not be reached, the meeting will consist of informational items; however, no voting will take place.

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