

CalSAWS Consortium
Project Steering Committee
Meeting Minutes
March 19, 2020

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

Committee Members Present In-Person:

- Region 1 – Jessica Paran
- Region 1 – Clarisa Simon
- Region 2 – Ethan Dye
- Region 3 – Kelly Hampton
- Region 4 – Cindy Uetz
- Region 4 – Vienna Barnes
- Region 5 – Gilbert Ramos
- Region 5 – Alberto Banuelos
- Region 5 – Rocio Aguiniga
- Region 6 – Winna Crichlow
- Region 6 – Luther Evans
- Region 6 – Vicki Moore

Facilitator:

John Boule, CalSAWS Executive Director

1. Co-Chair Luther Evans convened the meeting at 9:04 a.m.

2. Agenda Review

- John Boule discussed the Pandemic response and encouraged working from home.
- The PSC agreed to hear a agenda item 14 first, followed by a high-level overview of the other informational items on the agenda today. A detailed review of the items will be provided at a future PSC meeting.

3. Public opportunity to speak on items not on the Agenda.

- None

PSC Informational Items

14. Application Development Update

- **GEN1365**
 - John Boule, Diane Alexander, Lisa Salas, Michele Peterson, and Lynn Bridwell provided an update on Application Development and policy in relation to the COVID-19 Pandemic.
 - The Project Team is working closely with CDSS, DHCS, CWDA, and the Counties to appropriately implement changes in program policies.
 - The ABAWD injunction was received Friday resulting in a need to reverse the actions that were taken last month.
 - There is no capacity for discretionary items at this time. Items to keep the Systems stable and secure are the priority along with the relief items and keeping citizens on their benefits.

- Public comments were made by Jennifer Tracy regarding response times to Customers, plans to respond to rapid policy changes, and advanced planning while waiting on guidance. John Boule addressed Ms. Tracy's comments.

PSC Action Items

4. Approval of the Minutes and review of the Action Items of the February 20, 2020 PSC Meeting.

- The Consortium is seeking PSC approval of the Minutes from February 20, 2020 CalSAWS PSC Meeting and review of Action Items.

Action Items from previous meetings:

- Action Item 1 – Automated Assistants/Bots:** Ongoing
- Action Item 2 – CalSAWS Recruitments:** Ongoing
- Action Item 3 – PSC Charter:** Closed and being removed.
- Action Item 4 – Analytics Proof of Concept:** Ongoing
- Action Item 5 – GA/GR:** Closed and being removed.
- Action Item 6 – Revisit engagement strategy for C-IV data (Conversion):** Open
- Action Item 7 – Available Data Lake Functionality:** Open
- Action Item 8 – Update to PSC Charter:** Closed and being removed.
- Action Item 9 – Detailed Implementation Chart:** Open
- Action Item 10 – Automation ability to reverse ABAWD exemptions:** Open

Motion to approve was made by Member Alberto Banuelos.

Motion was seconded by Co-Chair Gilbert Ramos.

Member, Clarisa Simon, voted to approve.

Member, Jessica Paran, voted to approve.

Member, Ethan Dye, voted to approve.

Member, Kelly Hampton, voted to approve.

Member, Vienna Barnes, voted to approved.

Member, Cindy Uetz, voted to approve.

Member, Rocio Aguiniga, was absent from the vote.

Co-Chair, Luther Evans, voted to approve.

Member, Vicki Moore, voted to approve.

Vote was taken by roll call and the Motion passed.

Informational Items

5. Update on State/Federal Approvals

- **Functional Design Amendment**
- **IAPDU**
- **Schedule Adjustment**
- **FCED Update**
 - John Boule provided an update on State/Federal Approvals including Functional Design Amendment, IAPDU, Schedule Adjustment, and FCED.
 - The Consortium received information from FNS that their approval is not needed on the Function Design Amendment.

- OSI informed the Consortium that CMS has put those amendments into their approval cycle.
- The Amendments will be brought to the March 27, 2020 JPA meeting for approval consideration.
- A meeting with State partners was held to discuss the FCED Governance process and to look at what is needed to move forward with CalSAWS Foster Care Eligibility Determination.

6. CalSAWS Project Gantt

- John Boule discussed CalSAWS Project Gantt.
- The chart was developed in response to the Project Steering Committee request to have more detail on what is expected leading up to and during migration.
- Seth Richman will walk through the CalSAWS Project Gantt Chart in detail at a future PSC Meeting.
- Placer County has made the decision to not be an early adapter. They will be moving back in to CalWIN Wave 1 with Contra Costa and Yolo County.

7. CalSAWS Implementation for C-IV Counties

- This item will be discussed in further detail at a later meeting.
- Roadshows have been canceled due to COVID-19.

8. CalSAWS Analytics Solution Update

- An update will be given about the Analytics Solution at a future meeting.

9. Overview of ForgeRock Implementation

- John Boule provided an overview of ForgeRock Implementation.
- ForgeRock is the tool the Consortium will be using to manage security and the active directory with users.
- Testing is ongoing.
- ForgeRock will also be used with OCAT.

10. Conversion Team Activities Update

- **Duplicate Person Report/Communication**
- **Overview of Duplicate Person Governance**
 - John Boule noted that the Conversion Team has made great progress.
 - A detailed review will be provided at a future meeting.

11. Imaging/Task Management Overview/Timeline

- **Update on Potential County Imaging Options**
 - John Boule provided an overview/Timeline on Imaging/Task Management including an update on Potential County Imaging Options.
 - The JPA Board approved the Imaging Amendment and work has begun on the Imaging centralized solution.
 - The imaging solution will be in place before the C-IV cutover.

12. CalSAWS 58-County Contact Center Solution

- CalSAWS 58-County Contact Center Solution will be an ongoing dialogue.

13. OCAT Update

- OCAT development is still on schedule.
- The coding should be wrapped up in the June time frame.

15. Procurement Update

- **Central Print**
 - John Boule provided an update on the Central Print Procurement.
 - The team is switching their processes for interviews and engaging with vendors virtually
 - An addendum will be sent for the CalWIN OCM & Training Procurement that is going to put some of those things in to place and it may impact the schedule by about 30 days.

16. Inventory Process Overview

- The Consortium is working with our Fiscal Agent, the San Bernardino Auditor Controller, on that the annual inventory process.

17. Quarterly CalSAWS Communication Update

- John Boule provided an update on Quarterly CalSAWS Communication.
- Ted Anderson will provide an update at the April PSC Meeting.

18. JPA Board March Meeting Overview

- John Boule provided an overview of the the JPA Board March Meeting agenda.

19. Adjourn Meeting

- Co-Chair, Luther Evans, adjourned the meeting at 10:19 a.m.

Action Items	Assigned to	Due Date	Status
1. Automated Assistants/Bots Pilot Status Update	Seth Richman Scot Bailey	Ongoing	Open
2. Provide update on CalSAWS recruitments.	John Boule	Ongoing	Open
3. Provide regular updates on the status of Analytics Proof of Concept.	Luz Esparza Jo Anne Osborn	Ongoing	Open
4. Revisit the engagement Strategy for C-IV data at June/July PSC and then CalWIN a couple months later.	Keith Salas	June or July	Open
5. Discuss the functionality available to the counties through the data lake.	Laura Chavez	05/21/2020	Open
6. Provide implementation chart showing when/where items land,	Ted Anderson	04/16/2020	Open

and a description of the terms.			
7. Check on the automation ability to reverse ABAWD exemptions.	Luz Esparza	04/16/2020	Open

Next Meeting:

Thursday, April 16, 2020
9:00 a.m. – 3:00 p.m.
CalSAWS Norwalk
12440 Imperial Hwy., 3rd Floor
Norwalk, CA 90650