

# CalSAWS | Executive Summary for the JPA Board of Directors

Date: Thursday, June 25, 2020

Location: Conference Call/Zoom

## Agenda Item and Summary

## Type of Item

1. **Call Joint Meeting of the Member Representatives and Board of Directors ("Board") of the CalSAWS Consortium ("CalSAWS") to order.**

Procedural

**Summary:** Board Chair, Michael Sylvester, will call the Joint Meeting of the Member Representatives and Board of Directors ("Board") of the CalSAWS Consortium ("CalSAWS") to order.

2. **Confirmation of quorum, agenda review, and protocols.**

Procedural

- **Quorum of Member Representatives**
- **Quorum of Board of Directors**
- **Agenda Review**
- **Protocols**
  - **To unmute:**
    - **When connected via computer – click the microphone icon.**
    - **When connected via telephone – press \*6.**

**Summary:** Board Chair, Michael Sylvester, will confirm quorum of Member Representatives and Board of Directors then review the agenda and protocols.

3. **PUBLIC COMMENT: Public opportunity to speak on items not on the Agenda. Public comments are limited to no more than three minutes per speaker, except that a speaker using a translator shall be allowed up to six minutes.**

Procedural

**NOTE:** The public may also speak on any Item ON the Agenda by waiting until that Item is read then requesting recognition from the Chair to speak.

**Summary:** Board Chair, Michael Sylvester, will provide the public with an opportunity to speak on items not on the Agenda.

## CalSAWS Member Representatives Action Item

4. **Nominations, Elections, and Appointments of the JPA Board and Project Steering Committee Members for Fiscal Year 2020/2021**

Action

- a. **Pursuant to the JPA Agreement Article II, section 2.04, subsections (c) and (d), the Directors from Regions 1 through 5 shall be selected from the Member Representatives from their respective Regions. Regions 1 and 4 shall each select two (2) Directors, Regions 2 and 3 shall each select one (1) Director, and Region 5 shall select three (3) Directors. Region 6, represented by Los Angeles County, shall have three (3) Directors, who shall be the three (3) Member Representatives from Region 6.**
  - i. **Present the nomination slate from the Regional Nomination conference calls, gather any further nominations from the floor, and proceed to elect**

the JPA Board of Directors for those Regions for the period of July 1, 2020, through June 30, 2021.

- ii. Introduce the Directors appointed by Region 6 for the period of July 1, 2020 through June 30, 2021.
- b. Pursuant to the JPA Bylaws Article VIII, Paragraph A., each Region will nominate one or more candidates from among its Deputy Directors, or small county equivalents, to serve on the Project Steering Committee. Regions 1 and 4 will each appoint two (2) Project Steering Committee members, Regions 2 and 3 will each appoint one (1) Project Steering Committee member, and Regions 5 and 6 will each appoint three (3) Project Steering Committee members.
  - i. Present the nomination slate from the Regional Nomination conference calls, gather any further nominations from the floor, and proceed to elect the Project Steering Committee for the period of July 1, 2020 through June 30, 2021.
  - ii. Introduce the Project Steering Committee Members appointed by Region 6 for the period of July 1, 2020 through June 30, 2021.

**Summary:** The Consortium is seeking Member Representatives approval of Nominations, Elections, and Appointments of the JPA Board and Project Steering Committee Members for Fiscal Year 2020/2021.

#### CalSAWS Member Representatives Informational Item

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| <p>5. Pursuant to the JPA Agreement Article II, Section 2.04 (b) the State shall have the right to select a representative to serve on the Board as the Ex Officio representative of the State.</p> <ul style="list-style-type: none"> <li>a) Introduce Director of OSI, Dan Kalamaras, as the Ex-Officio representative of the State.</li> </ul> | <p>Action</p> |
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**Summary:** The Consortium is seeking Member Representatives approval of Pursuant to the JPA Agreement Article II, Section 2.04 (b) the State shall have the right to select a representative to serve on the Board as the Ex Officio representative of the State.

#### CalSAWS JPA Board Action Items

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| <p>6. Pursuant to the JPA Agreement, Article III, Section 3.01, the Board of Directors shall elect from among its Directors, a chair and Vice-Chair.</p> <ul style="list-style-type: none"> <li>a) Seek nominations and creation of slate for Board of Directors Chair and Vice-Chair for the period of July 1, 2020 through June 30, 2021.</li> <li>b) Proceed to elect the Chair and Vice-Chair for the period of July 1, 2020 through June 30, 2021.</li> </ul> | <p>Action</p> |
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**Summary:** The Consortium is seeking Board approval of Pursuant to the JPA Agreement, Article III, Section 3.01, the Board of Directors shall elect from among its Directors, a Chair and Vice-Chair.

7. Approval of the 2020/21 CalSAWS Project Budget including CalSAWS Implementation Advance Planning Document (IAPD) Update, CalACES M&O IAPD Update, CalWIN M&O

**IAPD Update, County Purchases/Separate Services, Premise Item Funding, and the Administrative Budget for Unfunded costs.**

**Summary:** The Consortium is seeking Board approval of the 2020/21 CalSAWS Project Budget including CalSAWS Implementation Advance Planning Document (IAPD) Update, CalACES M&O IAPD Update, CalWIN M&O IAPD Update, County Purchases/Separate Services, Premise Item Funding, and the Administrative Budget for Unfunded costs.

**CalSAWS JPA Board Action Items**

**8. Consent Calendar**

Informational

- a) **Approval of the May 29, 2020 JPA Board Meeting Minutes**
- b) **Seeking Board authorization for the completion of Signature/Fund Custodian Authorization Forms required by San Bernardino County Auditor-Controller/Treasurer/Tax Collector for State Fiscal Year 2020/21:**
  - i. **Approve the completion of the form in the name of the CalSAWS Chair, authorizing the Chair to approve payments to be made by the Controller for CalSAWS.**
  - ii. **Approve the completion of the form in the name of the CalSAWS Vice-Chair to approve payments to be made by the Controller for CalSAWS.**
  - iii. **Approve completion of the form in the name of the CalSAWS JPA Secretary, authorizing the JPA Secretary to approve invoices to be paid by the Controller for CalSAWS.**
  - iv. **Approve completion of the form in the name of CalSAWS Section Director, Holly Murphy, authorizing Holly Murphy to approve invoices to be paid by the Controller for CalSAWS, in the absence of the CalSAWS JPA Secretary.**
  - v. **Approve completion of the form in the name of CalSAWS Section Director, Laura Chavez, authorizing Laura Chavez to approve invoices to be paid by the Controller for CalSAWS, in the absence of the CalSAWS JPA Secretary.**
  - vi. **Approve completion of the form in the name of CalSAWS Section Director, Thomas Hartman, authorizing Thomas Hartman to approve invoices to be paid by the Controller for CalSAWS, in the absence of the CalSAWS JPA Secretary.**
  - vii. **Approve completion of the form in the name of CalWIN/WCDS Executive Director, Diane Alexander, authorizing Diane Alexander to approve invoices to be paid by the Controller for CalSAWS, in the absence of the CalSAWS JPA Secretary.**
  - viii. **Approve completion of the form in the name of Director CaSonya Thomas, authorizing CaSonya Thomas to approve invoices to be paid by the Controller for CalSAWS.**

**Summary:** The Consortium is seeking Board approval of the consent calendar including the May 29, 2020 JPA Board Meeting Minutes and the completion of the Signature/Fund Custodian Authorization forms.

(Handouts)

Agenda Item and Summary	Type of Item
<b>Member Representatives Informational Items</b>	
<b>9. CalACES Annual Audit Findings</b>	Informational
<b>Summary:</b> Holly Murphy will discuss CalACES Annual Audit Findings.	
<b>10. State of the CalSAWS Project</b>	Informational
<b>Summary:</b> John Boule and Seth Richman will discuss the State of the CalSAWS Project and will provide a look back and a look forward.	
<b>11. CWDA Update and Perspective</b>	Informational
<b>Summary:</b> Cathy Senderling-McDonald will provide an update and perspective from CWDA.	
<b>12. Design Development and Implementation, Schedule and Milestones, Development Approach, and County Interaction</b>	Informational
<ul style="list-style-type: none"> <li>• <b>Task Management</b></li> <li>• <b>Imaging</b></li> <li>• <b>Non-State Forms</b></li> <li>• <b>FCED Phase 1</b></li> <li>• <b>Data Analytics</b></li> <li>• <b>Amazon Connect Contact Center</b></li> </ul>	
<b>Summary:</b> Section Directors June Hutchison, Laura Chavez, and Karen Rapponotti will discuss Design Development and Implementation, Schedule and Milestones, Development Approach, and County Interaction. The topics include Imaging, Task Management, Contact Center, FCED Phase 1, Non-State Forms, and Reports/Analytics.	
<b>13. CalSAWS Procurements</b>	Informational
<ul style="list-style-type: none"> <li>• <b>Portal/Mobile – Introduction of Deloitte Team</b></li> <li>• <b>CalWIN OCM</b></li> <li>• <b>Print Center</b></li> </ul>	
<b>Summary:</b> Thomas Hartman will provide an update on CalSAWS Procurements including Portal/Mobile – Introduction of Deloitte Team, CalWIN OCM, and Print Center.	
<b>14. CalSAWS Points of Interest</b>	Informational
<ul style="list-style-type: none"> <li>• <b>Amazon Connect Demonstration of Potential Features</b></li> <li>• <b>Online CalWORKs Appraisal Tool Demo</b></li> <li>• <b>Hyland Cloud-based Imaging Demonstration</b></li> <li>• <b>Automated Assistants Update Demo</b></li> </ul>	
<b>Summary:</b> June Hutchison, Scot Bailey, Jennifer Martindill, Donovan Kidd, and Alexander Vladimirov will discuss CalSAWS Points of Interest. This will include Online	

CalWORKs Appraisal Demo, Hyland Cloud-based Imaging Demonstration, Automated Assistants Update Demo, and Amazon Connect Demonstration of Potential Features.

**15. Overview of CalSAWS Toolbox**

Informational

**Summary:** June Hutchison will provide an overview of CalSAWS Toolbox.

**16. Welcome Home**

Informational

**Summary:** June Hutchison Welcomes the Project Home by reviewing the CalSAWS Home page.

**17. Adjourn joint meeting of the CalSAWS Member Representatives and JPA Board of Directors.**

Procedural

**Summary:** Board Chair, Michael Sylvester, will adjourn the meeting of the CalSAWS Member Representatives and JPA Board of Directors.