

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

May 29, 2020

9:00 a.m.

Location: CalSAWS Rancho Cordova
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 2 – Vice-Chair, Ann Edwards, Sacramento County Department of Human Assistance
- Region 4 – Member, Kathy Harwell, Stanislaus County Community Services Agency
- Region 4 – Member, Delfino Neira, Fresno County Department of Social Services
- Region 5 – Member, CaSonya Thomas, San Bernardino County Human Services Agency
- Region 5 – Member, Debra Baetz, Orange County Social Services Agency
- Region 5 – Member, Melissa Livingston, Ventura County Social Services Agency
- Region 6 – Member, Cynthia McCoy-Miller, Los Angeles County Department of Children and Family Services
- Region 6 – Chair, Michael Sylvester, Los Angeles County Department of Public Social Services
- State – Ex-Officio Member, Dan Kalamaras, Office of Systems Integration

Members Absent:

- Region 1 – Member, Karen Fies, Sonoma County Human Services Department
- Region 3 – Member, Bekkie Emery, Mendocino County Health and Human Services Agency
- Region 6 – Member, Antonia Jimenez, Los Angeles County Department of Public Social Services

Facilitator:

John Boule, CalSAWS Executive Director

1. JPA Board Chair, Michael Sylvester, convened the meeting at 9:09 a.m.
2. Public opportunity to speak on any Item NOT on the agenda.
 - a) None
3. Confirmation of Quorum and Agenda Review

Action Items

4. Consent Items
 - a. Approval of the Minutes and review of the Action Items from the April 17, 2020 CalSAWS JPA Board of Directors meeting.
 - b. Approval of LRS Accenture base agreement Amendment 22, which includes requests for:
 - i. Technical adjustments to shift some savings in Innovation Lab Services Center solution
 - ii. Technical adjustments to the schedule and delivery of design work for the CalSAWS Imaging solution
 - c. Approval of ClearBest Change Order 3 contingent on Federal approval, which includes requests for:
 - i. Schedule Extension
 - ii. Additional QA Professional Services

- d. Approval of Eide Bailly (formerly VTD) Revised and Restated Auditing Services Agreement, which includes requests for:
 - i. Updates to the names of contractual parties
 - ii. Expansion of the scope of auditing services for the fiscal year ending June 2020 due to the addition of CalWIN counties
- e. Approval of Davis Farr SOC 1 Services Agreement, which includes requests for:
 - i. SOC 1 services for three fiscal years

Summary: The Consortium is seeking Board approval of the Consent Calendar.

Motion to Approve, was made by Member, Kathy Gallagher.
Motion was seconded by Member, Delfino Neira.
Vice-Chair, Ann Edwards, voted to approve.
Member, Kathy Harwell, voted to approve.
Member, CaSonya Thomas, voted to approve.
Member, Melissa Livingston, voted to approve.
Member, Debra Baetz, voted to approve.
Chair, Michael Sylvester, voted to approve.
Members, Bekkie Emery, Karen Fies, Antonia Jimenez, and Cynthia McCoy-Miller were absent.
Vote was taken via roll call and the Motion passed.

- 5. Approval of Delegation of Authority to CalSAWS Executive Director to obtain services through the California Department of Technology (CDT) from Amazon Web Services (AWS) in an amount not to exceed \$7,100,000 for the current fiscal year.

Summary: The Consortium is seeking Board approval of Delegation of Authority to CalSAWS Executive Director to obtain services through the California Department of Technology (CDT) from Amazon Web Services (AWS) in an amount not to exceed \$7,100,000 for the current fiscal year.

Motion to Approve, was made by Member, Delfino Neira.
Motion was seconded by Vice-Chair, Ann Edwards.
Member, Kathy Gallagher, voted to approve.
Member, Kathy Harwell, voted to approve.
Member, CaSonya Thomas, voted to approve.
Member, Melissa Livingston, voted to approve.
Member, Debra Baetz, voted to approve.
Chair, Michael Sylvester, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Members, Bekkie Emery, Karen Fies, and Antonia Jimenez were absent.
Vote was taken via roll call and the Motion passed.

- 6. Approval of Delegation of Authority to CalSAWS Executive Director to obtain services through the California Department of Technology (CDT) from Amazon Web Services (AWS) in an amount not to exceed \$8,100,000 for SFY 2020/2021.

Summary: The Consortium is seeking Board approval of Delegation of Authority to CalSAWS Executive Director to obtain services through the California Department of Technology (CDT) from Amazon Web Services (AWS) in an amount not to exceed \$8,100,000 for SFY 2020/2021.

Motion to Approve, was made by Member, Debra Baetz.
Motion was seconded by Member, Kathy Gallagher.
Vice-Chair, Ann Edwards, voted to approve.
Member, Kathy Harwell, voted to approve.
Member, Delfino Neira, voted to approve.
Member, CaSonya Thomas, voted to approve.
Member, Melissa Livingston, voted to approve.
Chair, Michael Sylvester, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Members, Bekkie Emery, Karen Fies, and Antonia Jimenez were absent.
Vote was taken via roll call and the Motion passed.

Informational Items

7. CalSAWS Project Response to COVID-19 Pandemic

Summary: Lisa Salas provided an update on the CalSAWS Project Response to COVID-19 Pandemic. Completed and in process key actions were reviewed.

8. CalSAWS Budget Update – May Revise

Summary: Holly Murphy provided an update on CalSAWS Budget – May Revise and responded to questions. No major issues were found during the initial assessment, although some updates are needed.

9. CalSAWS Project Gantt Chart Update

Summary: Seth Richman provided an update on CalSAWS Project Gantt Chart and noted that the Consortium is on time and in budget.

10. CalSAWS Roadshows Update

Summary: June Hutchison provided an update on the CalSAWS Roadshows and responded to questions.

Microsoft Teams was used to conduct all four virtual Roadshow sessions. Representatives from all 58 Counties were in attendance, as well as OSI and CalSAWS Project leadership.

Public comment from Kevin Aslanian: Requested more information about the training.

11. CalSAWS Staffing Update

Summary: Holly Murphy provided an update on CalSAWS Staffing. A CIT for recruitments was sent out May 28, 2020. There are 18 positions that need to be filled across PMO, Technical & Operations, Application Development & Test, Policy, Design & Governance, and Customer Engagement. Interviews will be scheduled July 9 – July 31, 2020.

12. Conversion Team Activities Update

Summary: Keith Salas and Paul Trisler provided an update on Conversion Team Activities and responded to questions. Both C-IV and CalWIN are on schedule and in budget. The three phases include:

- Phase 1 – During Conversion Development Lifecycle a process where identified anomalies within the C-IV data are resolved within Legacy, Conversion Team, and/or Counties.
- Phase 2 – Six months prior to Go-Live will be user acceptance testing, user security profile setup, and post cutover application click-thru.
- Phase 3 – Six months post Go-Live post conversion case review.

13. OCAT Update

Summary: Ron Harris and Jennifer Martindill provided an update on OCAT. Application development and test is on track to start final system test on June 15, 2020. Training for UAT materials is in progress and UAT planning and preparation is in progress. The Cutover Go-Live will be on Monday, August 24, 2020 and the help desk planning is in progress. The application development test is 80% complete. All remaining development tasks are in progress and on track for final system test June 15, 2020 to July 10, 2020. Final System test focuses on end-to-end integration and regression, security, performance, and disaster recovery. Key preparation activities for OCAT User Acceptance Test are planning for onsite and remote test options, determining tool and support resources needed, and testing with CalWIN, C-IV, and LRS counties.

Public comment from Kevin Aslanian: Requested more information on training and reports information.

- It was noted that these items will be addressed at a future Stakeholder Meeting.

14. GA/GR Overview

Summary: Jo Anne Osborn, Lisa Salas, and Cristi Hendren provided an overview on GA/GR and responded to questions. The internal Project kick-off was held on April 14, 2020. GA/GR CalSAWS Committee kick off was held on May 7, 2020. There will be no change to Los Angeles County GA/GR Solution.

15. Procurement Update

- a) Portal/Mobile
- b) CalWIN OCM
- c) Central Print

Summary: Tom Hartman provided an update on Procurements including Portal/Mobile, CalWIN OCM, and Central Print. There were some changes with terms and conditions with Portal/Mobile. A meeting will be held May 28, 2020 with the Advocates to discuss the requirements. CalWIN OCM is in the evaluation process and the team is on track to finish on time. The draft Central Print RFP is in review with the state and federal partners.

16. CalSAWS Member Representatives & JPA Board Meeting (Virtual Conference)

Summary: John Boule discussed the CalSAWS Member Representatives & JPA Board Meeting (Virtual Conference) on June 25, 2020.

17. Adjourn Meeting

- JPA Board Vice-Chair Michael Sylvester adjourned the meeting at 10:40 a.m.

Action Items	Assigned to	Due Date	Status
1. Use the CRFI process to collect procedural process requirements for Data Retention from each County.	Regional Managers	05/29/20	Closed
2. Coordinate the submission of an enhancement request for M&O to look at vetting out Fraud Functionality.	Region 6 RMs	05/29/20	Closed
3. Provide a quarterly update on recruitment with the Fiscal Report.	Holly Murphy	07/17/20	Ongoing
4. 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	05/29/20	Closed
5. Consult with Counsel regarding the process of returning to regular in-person meetings.	John Boule	07/17/20	Open

Next Meeting

Zoom/Conference Call
 Thursday, June 25, 2020
 8:30 a.m. – 12:00 p.m.