

CalSAWS | Imaging Committee Meeting Notes 5/27/2020

Date: May 27, 2020

Notes Location: CalSAWS Web Portal

Time: 1:00 pm – 4:00 pm

Meeting Materials: Draft Design Documents

Meeting Called by: Rhiannon Chin

Attendees:

| NAME | NAME | NAME |
|---|---|--|
| <input checked="" type="checkbox"/> R1 Reuben Bates | <input checked="" type="checkbox"/> R4 Chris Gomez | <input checked="" type="checkbox"/> Proj. Project Staff |
| <input checked="" type="checkbox"/> R1 Terri Rose | <input checked="" type="checkbox"/> R4 Martha Esparza | <input checked="" type="checkbox"/> RM Matthew VanderEyck |
| <input type="checkbox"/> R1 Christine Alvarez | <input checked="" type="checkbox"/> R4 Louis Cuellar | |
| <input checked="" type="checkbox"/> R1 Brent Wong | <input checked="" type="checkbox"/> R4 Cheryl Armstrong | |
| <input checked="" type="checkbox"/> R1 Todd Estabrooks | <input type="checkbox"/> R4 Aaron Gomes | |
| <input checked="" type="checkbox"/> R2 Beth Andrews | <input checked="" type="checkbox"/> R5 Phi Phi Thai | |
| <input checked="" type="checkbox"/> R2 Shawna Reed | <input checked="" type="checkbox"/> R5 Tony Baker | |
| <input type="checkbox"/> R2 Tou Yang | <input checked="" type="checkbox"/> R5 Christine Becerra | |
| <input checked="" type="checkbox"/> R2 Hortencia Hernandez | <input checked="" type="checkbox"/> R5 Felix Sanchez | |
| <input type="checkbox"/> R2 | <input checked="" type="checkbox"/> R5 Eric England, Patty Sanchez | |
| <input checked="" type="checkbox"/> R3 Heather Brantley | <input type="checkbox"/> R6 Arin Shahgholi | |
| <input type="checkbox"/> R3 Bryan Fleury | <input checked="" type="checkbox"/> R6 Juan Herrera | |
| <input checked="" type="checkbox"/> R3 Dayna Boggs | <input checked="" type="checkbox"/> R6 Mario Palacios | |
| <input checked="" type="checkbox"/> R3 Julie Evinger | <input checked="" type="checkbox"/> R6 Dianna Crowley | |
| <input checked="" type="checkbox"/> R3 Michelle Smith | <input checked="" type="checkbox"/> R6 Andy Nazarian | |

Meeting was held via TEAMS MEETING

Topic

Important Points

Document Types and Form Names Review

- Discussion on the current version of this document.
- Called for a vote on this document.
- All voted yes to approve the document in its current form.
- If necessary, counties can request additional document types or form names during the document migration discussions, if needed.

- Votes as follows:
- Region 1 – Terri Rose, Brent Wong
- Region 2 – Beth Andrews
- Region 3 – Michelle Smith
- Region 4 – Cheryl Armstrong, Chris Gomez
- Region 5 – Patty Sanchez for Eric England, Phi Phi Thai, Christine Becerra
- Region 6 – Juan Herrera for all 3 votes

Draft CalSAWS Imaging Solution Design Documents Review

- CA 214027 Security and Auditing
- CA 214061 Return Mail Capture Modes
- Imaging Tracking Document

- Security matrix spreadsheet will be sent later.
- Returned mail will generate a task for the returned mail and not the enclosed document.
- Last page of the tracking document has an approval matrix that will be updated as required.

Upcoming Votes due:

- **5/29/2020** for CA 214033, CA 214052, CA 214047, and CA 214172
 - **6/5/2020** for CA 214030 and CA 214048
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Meeting scheduled for 5/28/2020 has been cancelled

Next Meeting scheduled 6/18/2020 – location TBD

Region 4 is responsible for meeting notes on 6/18/2020

DRAFT

