

CalSAWS | Agenda for the California Statewide Automated Welfare System WCDS Subcommittee

Date:	Friday, May 15, 2020	Location:	Virtual Meeting
Time:	12:00 P.M. to 2:00 P.M.	Conference Call:	Toll: 1 (323) 886-6772 Toll-Free: 1 (866) 867-3691 Conference ID: 470230215

Attendance:

	County	Member	Region
X	Alameda	Lori Cox	1
X	Alameda	Carlos Sanchez	1
X	Contra Costa	Kathy Gallagher	1
X	Fresno	Delfino Neira	4
	Orange	Debra Baetz	5
X	Placer	Amanda Sharp	2
X	Sacramento	Ann Edwards	2
X	San Diego	Rick Wanne (Co-Chair)	5
	San Francisco	Trent Rhorer	1
	San Francisco	Dan Kaplan	1
X	San Luis Obispo	Devin Drake	4
X	San Mateo	Ken Cole	1
X	San Mateo	Deanna Abrahamian	1
	Santa Barbara	Daniel Nielson	5
X	Santa Clara	Robert Menicocci	1
X	Santa Clara	Angela Shing	1
X	Santa Cruz	Randy Morris	1
X	Solano	Jerry Huber	1
X	Solano	Marla Stuart	1
	Sonoma	Karen Fies	1
X	Tulare	Anita Ortiz/Danny Rockholt	4
X	Tulare	Vienna Barnes / Francena Martinez	4
X	Ventura	Melissa Livingston	5
X	Yolo	Nolan Sullivan	2

12:00 P.M. – Convene Meeting of the WCDS Subcommittee

Topic

1. Call Meeting to Order
 2. Roll Call and Confirmation of Quorum
 3. Public Comment – None
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Action Items

4. Approval of the Minutes and review of the action items:
 - a. January 10, 2020 WCDS Subcommittee
 - Motion to Approve: Ann Edwards/Sacramento motioned. Mandy Sharp/ Placer seconded.
 - In favor: ALA, CCC, FRS, PLA, SAC, SDG, SLO, SMT, SCL, SCZ, SOL, TUL, YOL
 - Abstain: VEN (was not present for the 1/10/19 meeting)Motion carried.
 5. WCDS Subcommittee Co-Chairs, FY2020/2021
 - a. Approve and Close Nominations
 - b. Election / Vote
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Nominated Co-Chairs as of May 15, 2020:

Deanna Abrahamian, San Mateo (Medium)
Rick Wanne, San Diego (Large)

- Motion to Approve: Delfino Neira/Fresno motioned. Mandy Sharp/ Placer seconded.
 - In favor: ALA, CCC, FRS, PLA, SAC, SDG, SLO, SMT, SCL, SCZ, SOL, TUL, VEN, YOL
 - Motion carried.
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Discussion Items

6. COVID-19 Updates and Impacts (John Boule & Diane Alexander)

Comments:

Update on activities that all Projects have been working on for the last 8-9 weeks. Acknowledgement of the tremendous amount of work that all teams and Counties have done, and the effort taken to react and respond to all the needs of clients and customers. Unprecedented the amount of collaboration with partners and Counties: CDSS, DHCS, CalSAWS, Project Teams across all three systems, CWDA, our Counties, and EBT Partners, for all coming together to try to figure out the needs to provide the benefits from the Executive Order and the Cares Act that has been passed.

From March 16th, we have been involved with COVID-19 activities daily. All three portals have been updated with links to pandemic EBT and online purchasing. Emergency allocations for CalFresh benefits was over 91 million dollars for March and 98 million dollars in April. Over 200 million dollars across all systems benefits that went out for April.

Seth Richman reviewed the CalSAWS Project Schedule Gantt chart with the Subcommittee. The project remains on time.

Updates:

Topic

All three of the SAWS systems are doing a release over the weekend (5/16-5/17). CalWIN CIV is doing a maintenance and operations release. CalSAWS for LA County specifically, maintenance and enhancement release, plus fourth CalSAWS release. This is one of the largest releases ever for CalSAWS in LRS production with 100% offsite testing.

A CalSAWS risk has been opened regarding COVID-19. Efforts have been made to manage and mitigate the risk but will be tracked moving forward.

7. Imaging Presentation/Discussion (Danielle Benoit & John Dray)

- a. Scope of Imaging
- b. Options available to use the imaging solution for other programs (Drawer concept) and San Diego model
- c. How images will be converted

Comments:

February - Approval of the Imaging Change Order in the January WCDS Subcommittee Meeting.

Currently working with the Imaging Committee to review and approve detailed design documents.

The next item on the timeline that has not been officially kicked off but is in the works internally is the Change Management. For now, the focus is on LA and CIV Counties because they will be on the solution first.

A CRFI was sent out that went to all the Counties to get imaging points of contact so someone can help coordinate the Imaging Document Migration Process including scheduling meeting and discovery sessions.

The imaging team will meet with each individually. Every imaging solution that is out there is different, the metadata is different, how documents are stored are different, and the product that each county use is different.

Discovery sessions means the Project team is going to help identify how the data needs to be transformed, how to map that data, and the format needed.

8. CalSAWS Fiscal Update

Comments:

The May Revise was released on 5/14 and is being reviewed. Overall, the SAWS budget looks good with some adjustments needed and certain items removed such as the Older Adults Expansion.

Current year is expected to be under budget which was due to approximately 60% of CalHEERS, Premise, and Cloud funding. The remaining is decommissioning the LRS data center as well as elimination of travel during the COVID-19 situation. 92% of estimation to be spent by the end of June 2020.

Topic

\$6.1 million in savings in Consortium Personnel due to lag time between staff that moved over to CalSAWS and lag time due to late staff roll on.

For the change budget, there will be line item adjustments to accommodate increases to the application maintenance hours due to the impact of COVID-19 hours. These costs can be covered with the savings.

Another recruitment will be done at the start of June through month of June to fulfill positions that were not filled the first time around. Some are new positions that are planned for the new fiscal year.

For contract obligations and credits, we continue to track liquidated damages, as well as credits for the GA/GR effort.

Questions:

Delfino Neria - On the lines of COVID money that was spent to reprogram and to do the positive things, even though it was reworked in the budget, are we going to figure out a way to claim that money to CARES funding or State funding? As a principles issue, when these things come up, they need to be fully funded with those fixes. When things come up outside the normal allocations the State and Federal need to fund that.

Answer: In the May Revise, there was funding for COVID-19 and a portion of that was applicable to SAWS. It is too late to utilize it out of the current year since finale plans for the year are complete. A request was made to the State to move the funds to the budget year instead of the current year.

9. CalSAWS Procurement Updates (Tom Hartman & Mary Sabillo)

a. Portal/Mobile

- Deloitte was the selected vendor; negotiations have completed, and the package has been sent to the State and Feds for review and approval.

b. CalWIN OCM & Training

- Four proposals have been received and are currently in the evaluation period. Eval Team is reading and scoring which will be going on for a couple months but currently on schedule.

c. Central Print

- The draft RFP is under State review and will be send to the Feds later this month for review. Release date is currently scheduled for July 2020.
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10. Stakeholder Updates

a. CDSS (Diane Alexander for Rocky Givon)

- CDSS will be giving budget and other updates at next week's PSC meeting.

b. DHCS (Y. Huang)

- Medi-Cal renewals - received an update to continue suspending Medi-Cal renewals through the month of August 2020. The May revision release showed significant reduction on the medical programs because of the COVID activities.

c. OSI (Steve Zaretsky)

Topic

- Continue to work with the Feds to get the various amendments and APD's approved keeping with the CalSAWS timeframe for Migration. SSA approval moving into the Cloud for CalWIN.
- d. CWDA (Christiana Smith)
- On the automation side, for the large IP project everything on track be funded as expected.

11. Informational Items (Diane Alexander)

a. Operations

- CalWIN SSA SEQ request has been approved by SSA under the CalSAWS umbrella SSA SEQ
- MyBenefits CalWIN (MyBCW) portal infrastructure has been upgraded to meet the surge in applications received due to COVID-19.
- CalWIN servers had been upgraded to improve performance.

b. CalWIN Release Schedule

- The current Release Schedule was provided.

12. Adjourn Meeting – Meeting adjourned at 1:36pm.

ACTION ITEMS

ID	Open Date	Description of Action Item	Assigned	Due	Closed Date
106	8/9/19	WCDS Subcommittee project charter will go out as an informational item in the next meeting. <ul style="list-style-type: none">• Presented to Directors at the 11/13/2019 meeting with request for comments by Friday, 12/12. Close. See ID 110 for next steps.	Diane Alexander	11/13/2019	11/13/2019
107	8/9/19	Update on CalWIN SSA SEQ Request <ul style="list-style-type: none">• Provided at 11/13/2019 meeting. Close.	Diane Alexander	11/13/2019	11/13/2019
108	8/9/19	Counties have requested an official logo for CalSAWS Project. <ul style="list-style-type: none">• In progress.	John Boule	11/13/2019	
110	11/13/2019	Review the draft WCDS Subcommittee Charter and provide comments to Stacey.drohan@calwin.org by 12/13/2019.	CalWIN Directors	12/13/2019	1/10/2020

111	11/13/2019	Develop a CalSAWS fact sheet (on what has been done, the development process, communication forums, who has been engaged) and present at the General Membership meeting on January 24 th .	John Boule	1/24/2020	1/24/2020
112	5/22/2020	Send CRFI to CalWIN counties to gather current Imaging inventory of equipment and software.	Henry Arcangel	TBD	

