

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

June 25, 2020

8:30 a.m.

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

Members Present Via teleconference:

Region 1 – Kathy Gallagher, Contra Costa County
Region 1 – Kari Beuerman, Marin County
Region 1 – Jennifer Yasumoto, Napa County
Region 1 – Tracey Belton, San Benito County
Region 1 – Ken Cole, San Mateo County
Region 1 – Angela Shing, Santa Clara County
Region 1 – Randy Morris, Santa Cruz County
Region 1 – Karen Fies, Sonoma County
Region 2 – Nichole Williamson, Alpine County
Region 2 – Kristin Brinks, Calaveras County
Region 2 – Kathy Peterson, Mono County
Region 2 – Amanda Sharp, Placer County
Region 2 – Vickie Clark, Sierra County
Region 2 – David Nagra, Sutter County
Region 2 – Nolan Sullivan, Yolo County
Region 2 – Jennifer Vasquez, Yuba County
Region 3 – Shelby Boston, Butte County
Region 3 – Elizabeth Kelly, Colusa County
Region 3 – Bill Wathen, Glenn County
Region 3 – Connie Beck, Humboldt County
Region 3 – Bekkie Emery, Mendocino County
Region 3 – Kelly Crosby, Modoc County
Region 3 – Liz Hamilton, Trinity County
Region 3 – Kelly Hampton,
Region 4 – Delfino Neira, Fresno County
Region 4 – Marilyn Mann, Inyo County
Region 4 – Dena Murphy, Kern County
Region 4 – Sanja Bugay, Kings County
Region 4 – Deborah Martinez, Madera County
Region 4 – Yvonnia Brown, Merced County
Region 4 – Chris Woods, San Joaquin County
Region 4 – Devin Drake, San Luis Obispo County
Region 4 – Kathy Harwell, Stanislaus County
Region 5 – Veronica Rodriguez, Imperial County
Region 5 – Debra Baetz, Orange County
Region 5 – CaSonya Thomas, San Bernardino County
Region 5 – Richard Wanne, San Diego County
Region 5 – Daniel Nielson, Santa Barbara County
Region 5 – Melissa Livingston, Ventura County
Region 6 – Antonia Jimenez, Los Angeles County Dept. of Public Social Services
Region 6 – Cynthia McCoy-Miller, Los Angeles County Dept. of Children and Family Services
Region 6 – Michael Sylvester, Los Angeles County Dept. of Public Social Services

Members Absent:

Region 1 – Lori Cox, Alameda County
Region 1 – Lori Medina, Monterey County
Region 1 – Trent Rhorer, San Francisco County
Region 1 – Gerald Huber, Solano County
Region 2 – Amador County
Region 2 – Don Semon, El Dorado County
Region 2 – Rachel Roos, Nevada County
Region 2 – Ann Edwards, Sacramento County
Region 2 – Vickie Clark, Sierra County
Region 2 – Rebecca Espino, Tuolumne County
Region 3 – Heather Snow, Del Norte County
Region 3 – Crystal Markytan, Lake County
Region 3 – Jenna Aguilera, Lassen County
Region 3 – Neil Caiazzo, Plumas County
Region 3 – Melissa Janulewicz, Shasta County
Region 3 – Katherine O’Shea, Siskiyou County
Region 3 – Laura Williams, Tehama County
Region 4 – Chevon Kothari, Mariposa County
Region 4 – Anita Ortiz, Tulare County
Region 5 – Sayori Baldwin, Riverside County
State – Ex-Officio Member, Dan Kalamaras, Office of Systems Integration

Facilitator:

John Boule, CalSAWS Executive Director

1. JPA Board Chair, Michael Sylvester, convened the meeting at 8:40 a.m.
2. Confirmation of Quorum, agenda review, and protocols.
3. Public opportunity to speak on any Item NOT on the agenda.
 - a) None

CalSAWS Member Representatives Action Item

4. Nominations, Elections, and Appointments of the JPA Board and Project Steering Committee Members for Fiscal Year 2020/2021.
 - 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 (1) Project Steering Committee member, and Region 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 Representative approval of 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. As well as 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 (1) Project Steering Committee member, and Region 5 and 6 will each appoint three (3) Project Steering Committee members.

John Boule requested to present the Project Steering Committee Slate so that a JPA Board Member or Member Representative may make a motion to approve both the JPA and PSC slates at one time.

JPA Board Chair, Michael Sylvester approved.

CalSAWS Board of Directors nomination slate:

- Region 1 – Kathy Gallagher, Contra Costa County Dept. of Employment & Human Services
- Region 1 – Tracey Belton, San Benito County Dept. of Health & Human Services
- Region 2 – Ann Edwards, Sacramento County, Dept. of Human Assistance
- Region 3 – Bekkie Emery, Mendocino County Health and Human Services
- Region 4 – Delfino Neira, Fresno County Dept. of Social Services
- Region 4 – Kathryn Harwell, Stanislaus County Community Services Agency
- Region 5 – Debra Baetz, Orange County Social Services Agency
- Region 5 – CaSonya Thomas, San Bernardino County Human Services Agency
- Region 5 – Melissa Livingston, Ventura County Dept. of Human Services Agency
- Region 6 – Antonia Jimenez, Los Angeles County Dept. of Public Social Services
- Region 6 – Michael Sylvester, Los Angeles County Dept. of Public Social Services
- Region 6 – Cynthia McCoy-Miller, Los Angeles County Dept. of Children & Family Services

Project Steering Committee nomination slate:

- Region 1 – Jessica Paran, Marin County Dept. of Health & Human Services

Region 1 – Clarisa Simon, San Mateo County Dept. of Human Services Agency
Region 2 – Ethan Dye, Sacramento County Dept. of Human Assistance
Region 3 – Kelly Hampton, Humboldt County Dept. of Health & Human Services
Region 4 – Cindy Uetz, Kern County Dept. of Human Services
Region 4 – Vienna Barnes, Tulare County Dept. of Health & Human Services Agency
Region 5 – Gilbert Ramos, San Bernardino County Dept. of Human Services Agency
Region 5 – Alberto Banuelos, San Diego County Dept. of Health & Human Services Agency
Region 5 – Rocio Aguiniga, Riverside County Dept. of Public Social Services
Region 6 – Luther Evans, Jr., Los Angeles County Dept. of Public Social Services
Region 6 – Winna Crichlow, Los Angeles County Dept. of Public Social Services
Region 6 – Vicki Moore, Los Angeles County Dept. of Children & Family Services

No new nominations were made from the Member Representatives.

Motion to Approve, was made by Member, Karen Fies.

Motion was seconded by Member, Bekkie Emery.

Member, Kathy Gallagher, voted to approve.

Member, Kari Beuerman, voted to approve.

Member, Jennifer Yasumoto, voted to approve.

Member, Tracey Belton, voted to approve.

Member, Ken Cole, voted to approve.

Member, Angela Shing, voted to approve.

Member, Randy Morris, voted to approve.

Member, Nichole Williamson, voted to approve.

Member, Kristin Brinks, voted to approve.

Member, Kathy Peterson, voted to approve.

Member, Amanda Sharp, voted to approve.

Member, Vickie Clark, voted to approve.

Member, David Nagra, voted to approve.

Member, Nolan Sullivan, voted to approve.

Member, Jennifer Vasquez, voted to approve.

Member, Shelby Boston, voted to approve.

Member, Elizabeth Kelly, voted to approve.

Member, Bill Wathen, voted to approve.

Member, Connie Beck, voted to approve.

Member, Kelly Crosby, voted to approve.

Member, Delfino Neira, voted to approve.

Member, Marilyn Mann, voted to approve.

Member, Dena Murphy, voted to approve.

Member, Sanja Bugay, voted to approve.

Member, Deborah Martinez, voted to approve.

Member, Yvonnia Brown, voted to approve.

Member, Chris Woods, voted to approve.

Member, Devin Drake, voted to approve.

Member, Kathy Harwell, voted to approve.

Member, Veronica Rodriguez, voted to approve.

Member, Debra Baetz, voted to approve.

Member, CaSonya Thomas, voted to approve.

Member, Richard Wanne, voted to approve.

Member, Daniel Nielson, voted to approve.

Member, Melissa Livingston, voted to approve.
Member, Antonia Jimenez, voted to approve.
Chair, Michael Sylvester, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Vote was taken via roll call and the Motion passed.

CalSAWS Member Representatives Informational Item

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.
 - a) Introduce Director of OSI, Dan Kalamaras, as the Ex-Officio representative of the State.

Summary: Director, of OSI, Dan Kalamaras, Ex-Officio representative of the State will continue to serve on the Board.

CalSAWS JPA Board Action Items

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.
 - 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.
 - b) Proceed to elect the Chair and Vice-Chair for the period of July 1, 2020 through June 30, 2021.

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.

Motion to Approve the nomination and election of Michael Sylvester as Chair and Ann Edwards as Vice-Chair, was made by Member, Antonia Jimenez.

Motion was seconded by Member, Debra Baetz.

Member, Kathy Gallagher, voted to approve.

Member, Karen Fies, voted to approve.

Alternate Member, Amanda Sharp, voted to approve.

Member, Bekkie Emery, voted to approve.

Member, Delfino Neira, voted to approve.

Member, Kathryn Harwell, 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.

Vote was taken via roll call and the Motion passed.

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.

Motion to Approve, was made by Member, Delfino Neira.

Motion was seconded by Member, Kathy Gallagher.

Member, Karen Fies, voted to approve.

Alternate Member, Amanda Sharp, voted to approve.

Member, Bekkie Emery, voted to approve.

Member, Kathryn Harwell, voted to approve.

Member, CaSonya Thomas, voted to approve.

Member, Debra Baetz, voted to approve.

Member, Melissa Livingston, voted to approve.

Member, Antonia Jimenez, voted to approve.

Chair, Michael Sylvester, voted to approve.

Member, Cynthia McCoy-Miller, voted to approve.

Vote was taken via roll call and the Motion passed.

8. Consent Calendar

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, authorizing the 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 the 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 the 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 the 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.

Motion to Approve, was made by Member, Delfino Neira.
Motion was seconded by Alternate Member, Amanda Sharp.
Member, Kathy Harwell, voted to approve.
Member, Karen Fies, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, Kathryn Harwell, voted to approve.
Member, CaSonya Thomas, voted to approve.
Member, Debra Baetz, voted to approve.
Member, Melissa Livingston, voted to approve.
Member, Antonia Jimenez, voted to approve.
Chair, Michael Sylvester, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Vote was taken via roll call and the Motion passed.

Member Representatives Informational Items

9. CalACES Annual Audit Findings

Summary: Holly Murphy provided an update on CalACES Annual Audit Findings. The Annual financial audit is conducted in accordance with the JPA Agreement. The audit period precedes the operational effective date of the CalSAWS Consortium (July 1, 2019) but the final audit report is provided to all CalSAWS member counties for informational purposes. All documents are now available on the CalSAWS Web Portal (CalSAWS CIT 0062-20).

10. State of the CalSAWS Project

Summary: John Boule and Seth Richman provided an update on the State of the CalSAWS Project. The video "Looking Back and Looking Ahead" was presented. All presentation materials will be posted to the CalSAWS website.

11. CWDA Update and Perspective

Summary: Cathy Senderling-McDonald provided an update and perspective from CWDA. Cathy focused the comments around thoughts on hitting this one-year milestone. She thanked CalSAWS team, County Participants, and all Systems for the bridges being built, which helped customers get through COVID-19. Cathy provided an update on the State Budget deficit and highlighted Medi-Cal changes that were put on hold initially but are now restored. The budget memo is posted on the CWDA website.

Public Comment: David Kane

12. Design Development and Implementation, Schedule and Milestones, Development Approach, and County Interaction

- Task Management

- Imaging
- Non-State Forms
- FCED Phase 1
- Data Analytics
- Amazon Connect Contact Center

Summary: The Section Directors, June Hutchison, Laura Chavez, Karen Rapponotti, and Tom Hartman provided an update on the Design Development and Implementation, Schedule and Milestones, Development Approach, and County Interaction.

- June Hutchison discussed Task Management and noted that the design started in April 2020. The kick-off meeting with the Task Management Committee is June 25, 2020. The committee's plan is to meet bi-monthly and more frequent meetings may be scheduled as needed. The unified task solution is planned to be phased into the system through the 21.03 release.
- Laura Chavez discussed Imaging and noted that the Consortium is migrating into Hyland SAS integrating with the core CalSAWS Application. Hyland Imaging Solution is for the 58 Counties in AWS.
- Karen Rapponotti discussed Non-State Forms and stated that last summer, the counties reviewed the most used Non-State forms to design forms for 58-county use. The outcome was 114 New Requirements for Non-State Forms. County-specific forms can still be imaged into CalSAWS so that the record/history of forms sent remain intact.
- Tom Hartman discussed Foster Care Eligibility Determination (FCED). The Federal Comprehensive Child Welfare Information System (CCWIS) rules require that we have a single statewide set of rules for data preparation and foster care eligibility determination. County Directors have also determined that foster care eligibility must remain in SAWS; State leadership has agreed this will be California's approach.
- Laura Chavez discussed Data Analytics and reported that the CalSAWS Solution is to report solution to a modernized data lake architecture in AWS. Amazon Connect Contact Center was covered by Laura Chavez. Mark Spitzer stated that AWS determined root cause which was identified and mitigated.

Public Comment: David Kane and Kevin Aslanian

13. CalSAWS Procurements

- Portal/Mobile – Introduction of Deloitte Team
- CalWIN OCM
- Print Center

Summary: Thomas Hartman provided an update on CalSAWS Procurements including Portal/Mobile, CalWIN OCM, and Print Center. During the Portal/Mobile update Deloitte Project Executive, Rachel Frey, introduced the Deloitte team members that will be working on the Portal/Mobile Project.

14. CalSAWS Points of Interest

- Amazon Connect Demonstration of Potential Features
- Online CalWORKs Appraisal Tool Demo
- Hyland Cloud-based imaging Demonstration
- Automated Assistants Update Demo

Summary: June Hutchison, Scot Bailey, Mark Spitzer, Alexander Vladimirov, Jennifer Martindill, and Donovan Kidd provided an update on CalSAWS Points of Interest. The following videos were presented:

- Amazon Connect Testimonials
- Amazon Connect Demo
- Cambria OCAT Demo
- Imaging Demo

Scot Bailey discussed Automated Assistants and stated that the project has been working with both Los Angeles County and San Bernardino County on potential pilots for Automated Assistants.

Public Comment: Social Justice Department, David Kane, Kevin Aslanian, Jennifer Tracy, and Erin Simonitch.

15. Overview of CalSAWS Toolbox

Summary: June Hutchison provided an overview of CalSAWS Toolbox. As the Consortium continues to build CalSAWS by adding functionality to the LRS system there are tools available to counties to prepare and stay informed. Examples of tools that are available to Counties are CalSAWS.org, LRS Sandbox, JIRA, and Regional Managers. The CalSAWS Web Portal includes the LRS Web Based Trainings (WBTs), Recorded Demonstrations, CalSAWS Buzz Newsletter, and County Information Transmittals (CITs).

Public Comment: Kevin Aslanian

16. Welcome Home

Summary: June Hutchison presented the Welcome Home video, which was made in collaboration with San Diego County.

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

- JPA Board Vice-Chair Michael Sylvester adjourned the meeting at 11:45 a.m.

Action Items	Assigned to	Due Date	Status
1. Provide a quarterly update on recruitment with the Fiscal Report.	Holly Murphy	07/17/20	Ongoing
2. Consult with Counsel regarding the process of returning to regular in-person meetings.	John Boule	07/17/20	Open

Next Meeting

Zoom/Conference Call
 Friday, July 17, 2020
 9:00 a.m. – 11:00 a.m.