

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

August 28, 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 1 – Member, Tracey Belton, San Benito County Dept. of Health & Human Services
Region 2 – Vice-Chair, Ann Edwards, Sacramento County Department of Human Assistance
Region 3 – Member, Bekkie Emery, Mendocino County Health and Human Services Agency
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, Antonia Jimenez, Los Angeles County Department of Public Social Services
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

Facilitator:

John Boule, CalSAWS Executive Director

1. **JPA Board Vice-Chair, Michael Sylvester, convened the meeting at 9:00 a.m.**
2. **Public opportunity to speak on any Item NOT on the agenda.**
 - a) Public comments made by Jennifer Tracy, Amanda Sharp, and Antonia Jimenez.
3. **Confirmation of Quorum and Agenda Review**

Action Items

4. **Consent Items**
 - a. **Approval of the Minutes from the June 25, 2020 joint meeting of the CalSAWS JPA Member Representatives and Board of Directors.**
 - b. **Approval of the Minutes and review of the Action Items from the July 17, 2020 CalSAWS Board of Directors Meeting.**
 - c. **Approval of agreement to use and accept digital signatures via DocuSign technology with Deloitte Consulting LLP.**

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

Member Bekkie Emery requested that Item c be removed from the consent calendar and added to Action Item 7.

Motion to Approve the request to remove item 4c from the Consent Calendar, was made by Chair, Michael Sylvester.

Motion was seconded by Member, Bekkie Emery.

Member, Kathy Gallagher, voted to approve.

Member, Tracey Belton, voted to approve.

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.
Member, Debra Baetz, voted to approve.
Member, Antonia Jimenez, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Vote was taken via roll call and the Motion passed.

Motion to approve the remainder (items a and b) of the Consent Calendar.

Motion to Approve, was made by Chair, Michael Sylvester.
Motion was seconded by Member, Bekkie Emery.
Member, Kathy Gallagher, voted to approve.
Member, Tracey Belton, voted to approve.
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.
Member, Debra Baetz, voted to approve.
Member, Antonia Jimenez, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Vote was taken via roll call and the Motion passed.

- 5. Approval of Cambria Solutions Amendment 1, which includes requests for:**
- a. Updates to Exhibit A – Statement of Work (SOW)**
 - b. Update Initial Term for the D&I Phase**
 - c. Update remedies associated with Failure to Meet Key Milestones**
 - d. Added Key Milestones associated with Business Rules Engine (BRE) Schedule Submission, BRE Design Acceptance, and OCAT Reports Design Acceptance**

Summary: The Consortium is seeking Board approval of Cambria Solutions Amendment 1, which includes requests for items A, B, C, and D.

John Boule provided an overview of the Cambria Solutions Amendment 1.

State Ex-Officio Member, Dan Kalamaras, spoke in favor of the Amendment.

Motion to Approve, was made by Member, Melissa Livingston.
Motion was seconded by Member, Kathy Gallagher.
Member, Tracey Belton, voted to approve.
Vice-Chair, Ann Edwards, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, Kathy Harwell, voted to approve.
Member, Delfino Neira, voted to approve.
Member, CaSonya Thomas, voted to approve.
Member, Debra Baetz, 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.

6. Request for approval of a Resolution directing the CalSAWS JPA Board of Directors and Project Steering Committee (PSC) to return to allowing public access at teleconference locations after the Governor lifts Executive Order N-29-20, in a manner consistent with state and member counties limitations on public gatherings.

Summary: The Consortium is seeking Board approval of a Resolution directing the CalSAWS JPA Board of Directors and Project Steering Committee (PSC) to return to allowing public access at teleconference locations after the Governor lifts Executive Order N-29-29, in a manner consistent with state and member counties limitations on public gatherings. CalSAWS will operate uniformly under state guidance.

Motion to Approve, was made by Member, Delfino Neira.
Motion was seconded by Vice-Chair, Ann Edwards.
Member, Kathy Gallagher, voted to approve.
Member, Tracey Belton, voted to approve.
Member, Bekkie Emery, 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.
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.

7. Approval of Agreement between the CalSAWS Consortium and Deloitte Consulting LLP for the development and Implementation of a Statewide Portal/Mobile Application; and to provide Maintenance and Operation Services for the Statewide Portal/Mobile Application once it has been designed, developed, and implemented. And, approval of agreement to use and accept digital signatures via DocuSign technology with Deloitte Consulting LLP.

Summary: The Consortium is seeking Board approval of Agreement between the CalSAWS Consortium and Deloitte Consulting LLP for the development and Implementation of a Statewide Portal/Mobile Application; and to provide Maintenance and Operation Services for the Statewide Portal/Mobile Application once it has been designed, developed, and implemented. The Consortium is also seeking approval of agreement to use and accept digital signatures via DocuSign technology with Deloitte Consulting LLP.

Tom Hartman provided an overview of the Agreement and State Ex-Officio Member, Dan Kalamaras, spoke in favor of the Agreement.

Motion to Approve, was made by Member, Debra Baetz.
Motion was seconded by Member, Bekkie Emery.
Member, Kathy Gallagher, voted to approve.
Member, Tracey Belton, voted to approve.
Vice-Chair, Ann Edwards, abstained.
Member, Kathy Harwell, voted to approve.
Member, Delfino Neira, voted to approve.

Member, CaSonya Thomas, voted to approve.
Member, Melissa Livingston, voted to approve.
Member, Debra Baetz, 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.

Informational Items

8. CalSAWS Portal/Mobile Update

- **Scope and Timeline**
- **Major Milestones**
- **Communications Strategy**

Summary: Rachel Frey, Gabby Otis, Tom Hartman, and Anna Chia provided an update on CalSAWS Portal/Mobile including Scope and Timeline, Major Milestones, and Communications Strategy. The solution for the Portal/Mobile App is intended to be based on existing functionality used today. Additional features will be included to enhance the capabilities of the portal and how users access benefits. The approach to delivering these services are human centered and user centered design (UCD), which will be incorporated throughout the process. There are three expected for the Portal/Mobile Project prior to entering the M&O phase. The approach to project communications will be grounded in transparency and inclusivity, which includes giving everyone a voice and “no surprises”. Items that were raised after the close of the RFP will be brought to the Board during future JPA Meetings. A “mobile-first” perspective is a primary consideration for design.

9. CalSAWS Gantt Chart Update

Summary: Lisa Salas provided an update on CalSAWS Gantt Chart. The Project is 13 months from the C-IV system cutover to CalSAWS. The 20.09 release is currently being tested and is scheduled to be deployed September 20, 2020. The replatforming of existing reports to the Qlik platform is also taking place. The C-IV and CalWIN conversion activities are on track and the team is building out routines. The Consortium is engaging with county staff to make sure there is an awareness of the upcoming migration and focusing on key training activities. Imaging is in flight and environment build activities are taking place.

10. Application Development and Test Update for DD&I, M&O/M&E (Policy Update)

Summary: Karen Rapponotti, Lisa Salas, Yingjia Huang, and Rocky Givon provided an update on Application Development and Test Update for DD&I, and M&O/M&E. DHCS is engaged with counties and figuring out if these discontinuances were valid or invalid for the Public Health Emergency protections. Counties were notified as of Wednesday the results of restorations. DHCS sent out a policy clarification on August 13, 2020 via MEDIL I-20-25 stating all adverse actions should be stopped. The latest SAWS System updates were reviewed. Mass replacement of CalFresh benefits will be running next week. Release 20.09 is scheduled for September 20, 2020 for the CalSAWS and C-IV systems. The Executive Order to continue the non-counting of the 48-month time clock was recently received. An overview of Non-State Forms including the background, communication, and next steps was provided to the Board. The PSC and state partners will be consulted on how to move forward on forms in the future when less than all of the threshold languages are available at the same time.

Public comment made by David Kane.

11. Revised OCAT Timeframe Update

Summary: Henk Keukencamp provided an update on the revised OCAT Timeframe. Cambria and the Consortium have worked together to develop a revised project plan and timeline to address quality and readiness concerns. The Go-Live date is on November 2, 2020. The revised plan includes re-developed reports in the CalSAWS enterprise tool (Qlik) to fully meet requirements for reports and additional ADA testing. The System Tests include Functional System Test, Security Penetration Test, Performance Test, and Disaster Recover Test. OCAT User Acceptance Test preparation activities are Pre-UAT Activities, Logistics, and Testers.

12. Reports Replatform and Analytics Update

Summary: Keith Salas and Laura Chavez provided an update on Reports Replatform and Analytics. Releases C and D have been designed, developed, tested, approved and are ready for Deployment. Release E is in-progress and on-schedule for County Testing. The next webinars are scheduled for August 19, 2020 and August 26, 2020. The User Acceptance Testing (UAT) for C-IV is scheduled between June and August 2021. The UAT for CalWIN is scheduled between July and September 2022. Targeted hard launch dates will be presented at the next JPA Board Meeting. The hard launch dates are when reports will be in available in the LRS/CalSAWS System. The team will make the videos and overview materials available to the Counties so they can become more familiar with the changes in the look and feel. The team is working to develop training for utilizing Qlik for AdHoc and power users.

13. Procurement Update

- a) CalWIN OCM
- b) Central Print

Summary: Tom Hartman provide an update on Procurements including CalWIN OCM and Central Print. Deloitte was notified as the selected vendor on August 6, 2020 for CalWIN OCM and the Vendor Selection Report was published the same day. The contract is with state and Federal partners for review. Five vendors have submitted letters of intent to bid on the Central Print RFP. The Consortium responded to 70 vendor questions and issued RFP Addendum 1 on Friday, July 31, 2020.

14. Adjourn Meeting

- JPA Board Chair Michael Sylvester adjourned the meeting at 10:45 a.m.

Action Items	Assigned to	Due Date	Status
1. Provide a quarterly update on recruitment with the Fiscal Report.	Holly Murphy	11/05/20	Open
2. Consult with Counsel regarding the process of returning to regular in-person meetings.	John Boule	08/28/20	Closed
3. Ensure Ad Hoc power users have access to Qlik training.	Seth Richman	09/25/20	Closed
4. Report back to the Board with comprehensive recommendations for Diversity, Equity, and Inclusion (DEI).	John Boule	09/25/20	Open

Action Items	Assigned to	Due Date	Status
5. Make the materials and videos for Reports Replatform available to the counties.	Laura Chavez	09/25/20	Open

Next Meeting

Conference Call/Zoom

Friday, September 25, 2020

9:00 a.m. – 11:00 a.m.