

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

March 26, 2021

9:00 a.m.

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

Members Present Via teleconference:

Region 1 – Member, Tracey Belton, San Benito County Dept. of Health & Human Services
Region 1 – Member, Kathy Gallagher, Contra Costa Employment and Human Services Department
Region 2 – Member, Amanda Sharp, Placer County Health & Human Services Department
Region 3 – Member, Bekkie Emery, Mendocino County Health and Human Services Agency
Region 4 – Member, Kathy Harwell, Stanislaus County Community Services Agency
Region 4 – Vice-Chair, 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 – Chair, Michael Sylvester, Los Angeles County Department of Public Social Services
Region 6 – Member, Cynthia McCoy-Miller, Los Angeles County Department of Children and Family Services
State – Ex-Officio Member, Dan Kalamaras, Office of Systems Integration

Members Absent Via teleconference:

Region 6 - Antonia Jimenez, Los Angeles County Department of Public Social Services

Board Member Alternates Present Via teleconference:

Region 6 – Roxana Molina, Los Angeles County Department of Public Social Services

Facilitator:

John Boule, CalSAWS Executive Director

1. **JPA Board Chair, Michael Sylvester, convened the meeting at 9:06 a.m.**
2. **Confirmation of Quorum and Agenda Review**
3. **Public opportunity to speak on any Item NOT on the agenda.**
 - None
4. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (GOVT CODE § 54956.9(d)(2))**
 - 1 potential case – appeal from contact award by Xerox dated 12/30/2020
5. **Announcement of Action Taken in Closed Session, if any.**

Summary: The Board Members returned from Closed Session at 10:50 a.m. and reported that no reportable actions took place in Closed Session.

Action Items

6. **Approval of Consent Items**
 - a. **Approval of the Minutes and review of the Action Items from the February 19, 2021 CalSAWS JPA Board of Directors meeting.**

- b. Approval of Cambria Solutions, Inc. Amendment 2, which includes language necessary to impose the requirements and obligations of the Privacy and Security Agreement (PSA).**
- c. Approval of Cambria Solutions Change Order 5, which includes updates to requirements**
- d. Approval of ClearBest Change Orders 1, 3, 4, and 5, which include requests for updates to requirements and deliverable dates.**

Summary: The Consortium is seeking Board approval of Consent Items.

Motion to Approve, was made by Vice-Chair, Delfino Neira.
Motion was seconded by Member, Debra Baetz.
Member, Kathy Gallagher, voted to approve.
Member, Tracey Belton, voted to approve.
Member, Amanda Sharp, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, Kathy Harwell, voted to approve.
Member, Melissa Livingston, voted to approve.
Alternate Member, Roxana Molina, voted to approve.
Chair, Michael Sylvester, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Member, CaSonya Thomas was absent from vote.
Vote was taken via roll call and the Motion passed.

Informational Items

7. BenefitsCal Update

- **Project Status Update**
- **Wireframes and Process**

Summary: Rachel Frey and Gabby Otis provided an update on BenefitsCal, which included Project Status and Wireframes/Process. Everything is on track for BenefitsCal for September 2021. Customers can upload documents at any time to share with counties and numerous document types will be accepted in BenefitsCal. Configurability was built in the design and the design is currently in review.

8. Contingency Plans Update

Summary: Rachel Frey, Wendy Battermann, and Seth Richman provided an update on the Contingency Plans. An update was provided on each scenario for the C-IV Conversion Cutover Execution Contingency Scenario, The Contingency Scenario for Performance, and The Contingency Scenario for Users.

9. County Purchase Guidelines

Summary: John Boule provided an overview on the County Purchase Guidelines. The County Purchase Guidelines have been shared with the Project Steering Committee and the Regional Managers. There are a few changes for the C-IV Counties. The next steps are to

amend LRS/CalSAWS Agreement to accommodate hardware/software purchases by June 2021 to be able to facilitate some of the purchases going forward.

10. C-IV/CalSAWS Implementation Metrics Update

- **Path to Greenlight Governance Timeline**
- **UAT Update**

Summary: Peggy Macias, Wendy Battermann, and Yong Vangbliayang provided an update on the C-IV/CalSAWS Implementation Metrics, which included the Path the Greenlight Governance Timeline and UAT. The UAT kick-off meeting was held March 18, 2021 and had over 400 participants on the call. The Test Execution Kick-off date was changed to June 7, 2021 and the BenefitsCal UAT is now aligned with the UAT schedule. BenefitsCal UAT will now begin on June 14, 2021 and will run to September 3, 2021. The County Touchpoint Meeting had 94 participants with all counties represented and 63 questions received. Responses were sent to all C-IV County PPOCs via email on March 3, 2021. The Regional Manager Touchpoint Meeting had Regions 1-5 attend with a UAT Overview. The purpose of the Implementation Readiness Packet is to provide C-IV Counties with information related to the operational readiness of the Projects within the CalSAWS Portfolio, including the C-IV Migration and BenefitsCal. Status will include key metrics related to the overall “health” of the Implementation effort based on measurable metrics and milestones. The first packet was released March 25, 2021 via CIT to all PPOCs and IPOCs. The packets will be released monthly until Go-live.

11. Application Development & Policy

Summary: Lynn Bridwell and Lisa Salas provided an overview on Application Development and Policy. DHCS has been working with the counties, CWDA, and the Consortia in terms of the Public Health Emergency (PHE) lift. The SSI COLA has been moved into 2022 due to the Golden State Grant. The CalFresh 15% COLA is continuing through the end of September 2021. SAWS is monitoring and providing feedback on many budget/legislative proposals. As the team moves forward changes to C-IV are being minimized and remaining SCRs from C-IV are being handled.

12. Quarterly Financial Update

Summary: Holly Murphy provided an update on Quarterly Financial Reports. The numbers are based on pending allocation updates and for CalSAWS that means the team is relying on the most recent IAPDU. The Consortium did a January 2021 IAPDU and that is in review with Federal sponsors, but it included a number of shifts across fiscal years.

13. Adjourn Meeting

- JPA Board Chair Michael Sylvester adjourned the meeting at 11:57 a.m.

Action Items	Assigned to	Due Date	Status
1. Provide a quarterly update on recruitment with the Fiscal Report.	Holly Murphy	06/24/21	Open

Action Items	Assigned to	Due Date	Status
2. Report back to the Board with comprehensive recommendations for Diversity, Equity, and Inclusion (DEI).	John Boule	Ongoing	Open
3. Provide wireframes and/or demonstration of document upload functionality for Portal/Mobile.	Gabby Otis	As design is completed.	Closed
4. Follow up on options and timing for County configurable contact of Customers (i.e., texting Customers and processing renewals) with next steps after they apply for benefits through BenefitsCal.	Gabby Otis	03/26/21	Closed
5. Provide details on how Risk Mitigation is being tracked.	Rachel Frey	Ongoing	Open
6. Follow up on Los Angeles County being included in the security validation cross over.	Ted Anderson	03/26/21	Closed
7. Follow up on Batch process review.	Seth Richman	03/26/21	Closed

Next Meeting

Conference Call/Webcast
Friday, April 16, 2021
10:30 a.m. – 11:30 a.m.