

CalSAWS | Meeting Minutes for the California Statewide Automated Welfare System WCDS Subcommittee

Date: Friday, April 16, 2021	Location: Click here to join the meeting
Time: 12:00 P.M. to 2:00 P.M.	Conference Call: 1 (323) 475-9970 Conference ID: 839263046#

Attendance	County	Member	Region
	Alameda	Lori Cox	1
X	Alameda	Anissa Basoco-Villarreal	1
X	Contra Costa	Kathy Gallagher	1
X	Fresno	Delfino Neira	4
X	Orange	Debra Baetz, An Tran for Debra	5
	Placer	Amanda Sharp	2
X	Sacramento	Ethan Dye	2
X	San Diego	Rick Wanne (Co-Chair)	5
	San Francisco	Trent Rhorer	1
	San Francisco	Dan Kaplan	1
	San Luis Obispo	Devin Drake	4
	San Mateo	Ken Cole	1
X	San Mateo	Deanna Abrahamian (Co-Chair)	1
	Santa Barbara	Daniel Nielson	5
	Santa Clara	Robert Menicocci	1
X	Santa Clara	Angela Shing	1
X	Santa Cruz	Randy Morris	1
	Solano	Jerry Huber	1
	Solano	Marla Stuart	1
X	Sonoma	Angela Struckmann	1
	Tulare	Anita Ortiz	4
	Tulare	Vienna Barnes	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
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3. Public Comment

Public opportunity to speak on any Item NOT on the Agenda. Public comments are limited to no more than three minutes per speaker, except that a speaker using a translator shall be allowed up to six minutes.

Note: The public may also speak on any Item ON the Agenda by waiting until that item is read, then requesting recognition from the Co-Chair to speak.

Action Items

4. Approval of the Minutes and review of the action items:
 - a. April 16, 2021 WCDS Subcommittee
 - Motion to Approve: Kathy Gallagher/Contra Costa motioned. Deanna Abrahamian/ San Mateo seconded.
 - In favor: CCC, FRS, ORG, SDG, SMT, SCC, SCZ, SON, YOL
 - Abstain: SAC, VEN
 - Motion carried.
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Discussion Items

5. WCDS Subcommittee JPA Board Members Update (New Standing Item)

Heard from WCDS Subcommittee Directors that serve on JPA Board to provide updates from JPA Board meeting.

Updates:

Delfino now serves as Co-Chair on JPA Board.

Gainwell Central Print Agreement approved on 4/16/21 for the transition from three contracts to one.

6. Stakeholder Updates

- a. CDSS
 - No new updates to report.
 - b. DHCS
 - No new updates to report.
 - c. OSI
 - Received WCDS Operational APD update. The state is beginning its review process. Couple weeks of review, walkthrough with federal partners and CalSAWS staff.
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Topic

- OSI is facilitating a discussion with the sponsor departments and CalSAWS about equitable language translations and the process that exists today.
 - OAPD = Operational Approved Planning Document. Federal version of what the state used as the Project Approval Document. Every year there is an annual update of the document. CalWIN is in operational phase therefore Feds have allowed for an Operational document.
- d. CWDA
- Geared up for May revise to come out.
 - Conversations with CDSS about getting estimates and information to provide to legislature about implementing additional policy changes.
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7. CalWIN Implementation Support Services

Comments:

18 months until October 2022 GoLive. Each wave will have a specific timeline and will meet with each county. OCM will create county by county change discussion guides that goes through each of those processes.

8 of the 18 CalWIN counties going through the current state documentation where the objective is to have a full inventory of how business is being conducted in the county today. This is being documented through a standard fashion through a series of process flows and supporting documentation. Across various staff classifications and how services are delivered outcome is to have a common set of processes for each county that will give us something to compare against.

To-Be process trying to bridge the gap between the way CalWIN is used at the core of today's business and how SWAS will be used. Help to identify gaps and opportunities for improvement and areas considered for re-engineering.

In terms of overall progress, conducting a global process across consortium and spent 2 weeks of intensive sessions to document the current state a.k.a. As-Is Process. For several counties, a formal work product has been submitted and working toward sign-off. About 1/3 of the way done with documenting counties.

OCM Point of Contact work sessions to meet for 2 hours monthly with counties. Meeting from April to October 2021.

Training Advisory Council (TAC) represents all 18 CalWIN Counties. Two representatives from each to discuss everything with feedback and review from counties.

Visioning Lap Recap purpose to envision the future success of the CalWIN migration transition to CalSAWS.

Updates:

TAC Meeting April 21, 2021, 1 – 3PM to provide more awareness and understanding of how it works.

8. BenefitsCal Update

Topic

Comments:

Operational Readiness Dashboard which is executive summary of where we are right now. Design is approved. The Team is in the development and testing phase as they move through the second of three increments of development and wrap up testing for the first increment. Everything is on schedule. Communications Strategy was submitted.

Question: Does the UAT include opportunities for community-based organizations to participate in UAT in terms of their interaction with the system?

Answer: Yes. We are in the process of recruiting now and will be a part of the user acceptance tests and on-going user ability tests as we validate designs leading up to UAT.

Updates:

CRFI 21-018 submitted on 3/15/21 to request CalWIN County Participants for BenefitsCal UAT.

9. Conversion

Comments:

Completed daily mapping exercises meaning over the past 2 years examined over 19k individuals. Next phases include Data Map Maintenance, Conversion System Test and EDBC Match.

Performance Testing and Tuning is performed by Dev Ops group and the goal is to maximize the performance of all the Conversion programs so that we can perform the conversions for each of the waves over the 84-hour GoLive weekend.

Ancillary integration: In a separate work stream have been working closely with the counties on the three ancillary systems that are coming into core CalSAWS for test management, fraud and collections. Beginning in November we will integrate that into the core CalWIN and CalSAWS conversion.

The goal for the Data Cleansing Tool is to provide a standardized approach, centralized location, and a feedback mechanism to the counties. 8 Counties have participated in 3 Business Strategy Meetings.

Updates:

10. County Purchase Guidelines

Comments:

Terms and conditions to be added to CalWIN contracts. We will be implementing these guidelines as we move forward and after the C-IV contract expires. The examples listed are based on questions received. There will be an in-depth walk-through webinar to provide more details for the process for CalSAWS County Purchases.

Question: If there is a request that goes through for a particular software/hardware product that is from one manufacturer, so that it becomes a sole-source vendor scenario, are there any particular dollar limits as it pertains to that type of product versus a product that might have two or three types of vendors available?

Topic

Answer: There is no cost limitations on county purchases. One would need to prepare county APD and establish the approval of using the funds that way.

Updates:

Amend LRS/CalSAWS Agreement to add terms and conditions to accommodate hardware/software purchases by June 2021.

11. Fiscal Update

Comments:

The report is based on pending allocation updates.

Approaching the end of the year, we are under budget. In particular, we expect savings in staffing costs, Central Print, and CalHEERS.

Updates:

12. Policy Update

Comments:

Ongoing efforts going around COVID-19 and policies are coming in. CalWORKs timeclock may be extended again. CalFresh emergency allotments have continued to be issued, new methodology being implemented next month.

Updates:

13. Operations Update

14. Reporting Steering Committee Update

Comments:

Completed the software transformation of MR Legacy to BI Platform which essentially means since January all the staff have their reporting needs met through the BI Platform.

Updates:

15. Adjourn Meeting – 1:39PM

Next Meeting – June 11, 2021

Public Notice

As allowed by Governor Gavin Newsom's Executive Order N-29-20 the following Brown Act provisions are **suspended** during the COVID-19/Coronavirus emergency:

- That the location from which each member participating via teleconference be noticed on the agenda for the meeting that member is participating via teleconference.
- That each teleconference location be open and accessible to any member of the public.
- That each teleconference location be equipped to allow comments from any member of the public wishing to make a public comment.
- That an agenda be posted at each teleconference location.
- That a quorum of members of the legislative body participate from teleconference locations within the local agency's jurisdiction

The agenda and supporting documents are available for review via <http://www.calwin.org/bod.asp> and <https://www.calsaws.org/meetings/wcds-subcommittee/>.