

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

June 30, 2022

9:00 a.m.

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

Members Present Via teleconference:

Region 1 – Andrea Ford, Alameda County
Region 1 – Marla Stuart, Contra Costa County
Region 1 – Lori Medina, Monterey County
Region 1 – Jennifer Yasumoto, Napa County
Region 1 – Ken Cole, San Mateo County
Region 1 – Angela Shing, Santa Clara County
Region 1 – Angela Struckmann, Sonoma County
Region 2 – Rachel Peña, Nevada County
Region 2 – Greg Geisler, Placer County
Region 2 – Ethan Dye, Sacramento County
Region 2 – Vickie Clark, Sierra County
Region 2 – David Nagra, Sutter County
Region 2 – Rebecca Espino, Tuolumne County
Region 2 – Jennifer Vasquez, Yuba County
Region 3 – Ranell Brown, Del Norte County
Region 3 – Bill Wathen, Glenn County
Region 3 – Connie Beck, Humboldt County
Region 3 – Bekkie Emery, Mendocino County
Region 3 – Tom Sandage, Modoc County
Region 3 – Roxanne Burke, Shasta County
Region 4 – Lito Morillo, Kern County
Region 4 – Wendy Osikafo, Kings County
Region 4 – Deborah Martinez, Madera County
Region 4 – Joseph Lynch, Mariposa County
Region 4 – Yvonnia Brown, Merced County
Region 4 – Chris Woods, San Joaquin County
Region 5 – Debra Baetz, Orange County
Region 5 – Sayori Baldwin, Riverside County
Region 5 – Gilbert Ramos, San Bernardino County
Region 5 – Richard Wanne, San Diego County
Region 5 – Melissa Livingston, Ventura County
Region 6 – Michael Sylvester, Los Angeles County
Region 6 – Roxana Molina, Los Angeles County
Region 6 – Cynthia McCoy-Miller, Los Angeles County
State – Ex-Officio Member, Adam Dondro, Office of Systems Integration

Members Absent Via teleconference:

Region 1 – Kari Beuerman, Marin County
Region 1 – Tracey Belton, San Benito County
Region 1 – Trent Rhorer, San Francisco County
Region 1 – Randy Morris, Santa Cruz County
Region 1 – Kelley Curtis, Solano County
Region 2 – Nichole Williamson, Alpine County

Region 2 – Anne Watts, Amador County
Region 2 – Cori Allen, Calaveras County
Region 2 – Daniel Del Monte, El Dorado County
Region 2 – Kathy Peterson, Mono County
Region 2 – Tanya Provencher, Yolo County
Region 3 – Shelby Boston, Butte County
Region 3 – Elizabeth Kelly, Colusa County
Region 3 – Crystal Markytan, Lake County
Region 3 – Jenna Ducasse, Lassen County
Region 3 – Neal Caiazzo, Plumas County,
Region 3 – Patricia Barbieri, Siskiyou County
Region 3 – Laura Hawkins, Tehama County
Region 3 – Liz Hamilton, Trinity County
Region 4 – Sanja Bugay, Fresno County
Region 4 – Marilyn Mann, Inyo County
Region 4 – Devin Drake, San Luis Obispo County
Region 4 – Christine Huber, Stanislaus County
Region 4 – Anita Ortiz, Tulare County
Region 5 – Paula Llanas, Imperial County
Region 5 – Daniel Nielson, Santa Barbara County

Facilitator:

John Boule, CalSAWS Executive Director

1. **JPA Board Chair, Michael Sylvester, convened the Joint Meeting of the Member Representatives and Board of Directors (“Board”) of the CalSAWS Consortium (“CalSAWS”) at 9:03 a.m.**
2. **Confirmation of Quorum, Agenda Review, and protocols.**
3. **Public opportunity to speak on any Item NOT on the agenda.**
 - None
4. **Guest Speakers**
 - Michael Sylvester and John Boule introduced Guest Speakers Julie Sweet Accenture Chief Executive Officer, Dan Helfrich Deloitte US Chairman and Chief Executive Officer, and Paul Saleh Gainwell Technologies President and CEO.
 - Adam Dondro echoed the comments and is proud to be apart of this project.

CalSAWS JPA Board Action Item

5. **Authorization to conduct CalSAWS JPA Board, Project Steering Committee (PSC), and WCDS Subcommittee Meetings in accordance with subdivision (e) of Government Code Section 54953 through July 30, 2022, based on the following findings:**
 - a. **The Governor’s State of Emergency related to COVID-19 remains in effect; and**
 - b. **The State of Emergency continues to directly impact the ability of the members to meet safely in person.**

Summary: The Consortium is seeking Board authorization to conduct CalSAWS JPA Board, Project Steering Committee (PSC), and WCDS Subcommittee Meetings in accordance with subdivision (e) of Government Code Section 54953 through July 30, 2022.

Motion to Approve, was made by Member, Rachel Peña.

Motion was seconded by Member, Bekkie Emery.
Member, Marla Stuart, voted to approve.
Member, Deborah Martinez, voted to approve.
Member, Chris Woods, voted to approve.
Member, Gilbert Ramos, voted to approve.
Vice-Chair, Debra Baetz, voted to approve.
Member, Melissa Livingston, voted to approve.
Chair, Michael Sylvester, voted to approve.
Member, Roxana Molina, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Member, Tracey Belton, was absent from vote.
Vote was taken via roll call and the Motion passed.

CalSAWS Member Representatives Action Items

- 6. Nominations, Elections, and Appointments of the JPA Board and Project Steering Committee Members for Fiscal Year 2022/2023.**
 - 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, 2022, through June 30, 2023.**
 - ii. Introduce the Directors appointed by Region 6 for the period of July 1, 2022 through June 30, 2023.**
 - 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 one (1) Project Steering Committee member, and Regions 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, 2022 through June 30, 2023.**
 - ii. Introduce the Project Steering Committee Members appointed by Region 6 for the period of July 1, 2022 through June 30, 2023.**

Summary: The Consortium is seeking Board approval of Nominations, Elections, and Appointments of the JPA Board and Project Steering Committee Members for Fiscal Year 2022/2023.

Motion to Approve, was made by Chair, Michael Sylvester.
Motion was seconded by Member, Ethan Dye.

Region 1

Member, Andrea Ford, voted to approve.
Member, Marla Stuart, voted to approve.

Member, Lori Medina, voted to approve.
Member, Ken Cole, voted to approve.
Member, Angela Shing, voted to approve.
Member, Jennifer Yasumoto, voted to approve.

Region 2

Member, Rachel Peña, voted to approve.
Member, Greg Geisler, voted to approve.
Member, Vickie Clark, voted to approve.
Member, David Nagra, voted to approve.
Member, Rebecca Espino, voted to approve.
Member, Jennifer Vasquez, voted to approve.

Region 3

Member, Ranell Brown, voted to approve.
Member, Bill Wathen, voted to approve.
Member, Connie Beck, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, Tom Sandage, voted to approve.
Member, Roxanne Burke, voted to approve.

Region 4

Member, Lito Morillo, voted to approve.
Member, Wendy Oskikafo, voted to approve.
Member, Deborah Martinez, voted to approve.
Member, Joseph Lynch, voted to approve.
Member, Yvonna Brown, voted to approve.
Member, Chris Woods, voted to approve.

Region 5

Vice-Chair, Debra Baetz, voted to approve.
Member, Sayori Baldwin, voted to approve.
Member, Gilbert Ramos, voted to approve.
Member, Richard Wanne, voted to approve.
Member, Melissa Livingston, voted to approve.

Region 6

Chair, Michael Sylvester, voted to approve.
Member, Roxana Molina, 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

7. 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, Adam Dondro, as the Ex-Officio representatives of the State.

Summary: Michael Sylvester and John Boule introduced Director of OSI, Adam Dondro, as the Ex-Officio representative of the State.

CalSAWS JPA Board Action Items

8. **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, 2022 through June 30, 2023.**
 - b. **Proceed to elect the Chair and Vice-Chair for the period of July 1, 2022 through June 30, 2023.**

Summary: The Consortium is seeking Board approval of the Board of Directors electing from among its Directors, a Chair and Vice-Chair. Michael Sylvester nominated Marla Stuart as Vice-Chair and Bekkie Emery nominated Michael Sylvester as Chair.

Motion to Approve, was made by Member, Bekkie Emery.
Motion was seconded by Member, Cynthia McCoy-Miller.
Member, Marla Stuart, voted to approve.
Member, Rachel Peña, voted to approve.
Member, Deborah Martinez, voted to approve.
Member, Chris Woods, voted to approve.
Member, Gilbert Ramos, voted to approve.
Vice-Chair, Debra Baetz, voted to approve.
Member, Melissa Livingston, voted to approve.
Chair, Michael Sylvester, voted to approve.
Member, Roxana Molina, voted to approve.
Member, Tracey Belton, was absent from vote.
Vote was taken via roll call and the Motion passed.

9. **Approval of SFY 2022/23 CalSAWS Project Budget including CalSAWS Implementation Advance Planning Document (IAPD) Update, CalWIN M&O Operational Update, County Purchases/Separate Services, Premise Item Funding, and the Administrative Budget for Unfunded costs.**

Summary: The Consortium is seeking Board approval of SFY 2022/23 CalSAWS Project Budget including CalSAWS Implementation Advance Planning Document (IAPD) Update, CalWIN M&O Operational Update, County Purchases/Separate Services, Premise Item Funding, and the Administrative Budget for Unfunded costs.

Motion to Approve, was made by Chair, Michael Sylvester.
Motion was seconded by Member, Rachel Peña.
Member, Marla Stuart, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, Deborah Martinez, voted to approve.
Member, Chris Woods, voted to approve.
Member, Gilbert Ramos, voted to approve.
Vice-Chair, Debra Beatz, voted to approve.
Member, Melissa Livingston, voted to approve.
Member, Roxana Molina, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Member, Tracey Belton, was absent from vote.
Vote was taken via roll call and the Motion passed.

10. Consent Calendar

- a. Approval of the May 13, 2022, 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 2022/23:
 - 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 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 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 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 Diana Alexander, authorizing Diana Alexander 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 Vice-Chair, Debra Baetz.

Motion was seconded by Member, Chris Woods.

Member, Marla Stuart, voted to approve.

Member, Rachel Peña, voted to approve.

Member, Bekkie Emery, voted to approve.

Member, Deborah Martinez, voted to approve.

Member, Gilbert Ramos, voted to approve.

Member, Melissa Livingston, voted to approve.

Chair, Michael Sylvester, voted to approve.

Member, Roxana Molina, voted to approve.

Member, Cynthia McCoy-Miller, voted to approve.

Member, Tracey Belton, was absent from vote.

Vote was taken via roll call and the Motion passed.

Member Representatives Informational Items

11. CalSAWS Annual Audit Summary

Summary: Holly Murphy provided an update on CalSAWS Annual Audit Summary. The auditors reported no findings

12. Procurement Update

Summary: Tom Hartman provided an update on Procurements. The release date for the RFP has moved up to July 6, 2022. The response date for the vendors will remain the same as previously published (November 29, 2022).

13. Debrief of CalSAWS Conference June 23, 2022

Summary: June Hutchison and Wendy Batterman debriefed the CalSAWS Conference held on June 23, 2022. The conference was well received and attended by over 600 participants.

14. Recognition of outgoing Board Members

Summary: John Boule and Michael Sylvester recognized outgoing Board of Directors and Project Steering Committee Members.

15. Adjourn joint meetings of the CalSAWS Member Representatives and JPA Board of Directors.

- JPA Board Chair Michael Sylvester adjourned the meeting at 10:41 a.m.

Action Items	Assigned to	Due Date	Status
1. Provide a quarterly update on recruitment with the Fiscal Report.	Holly Murphy	August 2022	Open
2. Report back to the Board with comprehensive recommendations for Diversity, Equity, and Inclusion (DEI).	Casey Morris	June 2022	Open
3. Prepare a CIT to inform counties of the existing CalSAWS training materials that is available to be leveraged for induction training. In addition, send a CRFI to the counties to see if counties can make their induction training materials available to other counties.	June Hutchison	July 2022	Open
4. Provide Counties information on alternative options for MFA when access to MS Outlook and/or Webmail is not available and provide update on outcomes of the MFA implementation.	Luz Esparza	July 2022	Open

Action Items	Assigned to	Due Date	Status
5. Present defect statistics for Onshore vs. Offshore work beginning in May and quarterly thereafter.	Gaurav Diwan Arnold Malvick	July 2022	Open
6. Provide information and support/corrective action plan to address County production claiming issues.	Keith Salas	July 2022	Open
7. Provide impact and support plan information on the ability of the CBOs to enroll older adults (50+) in Medi-Cal before the May 1 st deadline if they lack access to YBN due to the cutover to BenefitsCal.	Lisa Salas Rachel Frey	May 2022	Closed
8. Provide status updates on usability. Provide redundancy chain with original submitter prior to trouble tickets being closed.	Arnold Malvick	July 2022	Open
9. Provide updates on Hyland SLAs performance report.	Arnold Malvick	July 2022	Open
10. Gather information from Counties sharing best practices and how they're preparing, planning, utilizing staff, and the staff drain associated with CalSAWS. ISS team will help plan with the counties to take care of yellow banner cases. Have team work with Regional Managers to pull best practices.	ISS Team RMs	July 2022	Open
11. Fiscal Items: <ul style="list-style-type: none"> • Create a cheat sheet on things that are funded within each contract for the allocations counties have so there is clarity on where there is spent and underspent funds. • Determine the movement of funds and share the information with Fiscal Managers. • Query former C-IV counties to determine 	Holly Murphy PMO Team	August 2022	Open

Action Items	Assigned to	Due Date	Status
<p>what uncovered expenses there were that required county specific investment. Is there a way to capture that and to show the gaps in funding?</p> <ul style="list-style-type: none"> • Work with OSI on the flexibility or the supplement of additional funding. 			

Next Meeting

Conference Call/Zoom
 Friday, July 22, 2022
 12:30 p.m. – 3:30 p.m.