

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

October 21, 2022

9:00 a.m.

Location: Big Sur Conference Room
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 – Vice-Chair, Marla Stuart, Contra Costa County Employment & Human Services Dept.
Region 2 – Alternate Member, Ethan Dye, Sacramento County Department of Human Assistance
Region 3 – Member, Bekkie Emery, Mendocino County Health and Human Services Agency
Region 4 – Member, Deborah Martinez, Madera County Department of Social Services
Region 4 – Member, Chris Woods, San Joaquin County Human Services Agency
Region 5 – Member, Sayori Baldwin, Riverside County Dept. of Public Social Services
Region 5 – Member, Gilbert Ramos, San Bernardino County Human Services Agency
Region 5 – Member, An Tran, Orange County Social Services Agency
Region 6 – Chair, Michael Sylvester, Los Angeles County Department of Public Social Services
Region 6 – Member, Roxana Molina, Los Angeles County Department of Public Social Services
Region 6 – Member, Cynthia McCoy-Miller, Los Angeles County Department of Children & Family Services
State – Ex-Officio Member, Adam Dondro, Office of Systems Integration

Members Absent Via teleconference:

Region 2 – Member, Rachel Pena, Nevada County Dept. of Social Services

Facilitator:

John Boule, CalSAWS Executive Director

1. **JPA Board Chair, Michael Sylvester, convened the meeting at 9:01 a.m.**
2. **Confirmation of Quorum and Agenda Review**
3. **Public opportunity to speak on any Item NOT on the agenda.**
 - Public comment made by Jennifer Tracy.

Action Items

4. **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 November 21, 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 November 21, 2022.

Motion to Approve, was made by Member, Bekkie Emery.

Motion was seconded by Member, Ethan Dye.

Vice-Chair, Marla Stuart, voted to approve.

Member, Tracey Belton, voted to approve.

Member, Chris Woods, voted to approve.

Member, Deborah Martinez, voted to approve.
Member, Gilbert Ramos, voted to approve.
Member, Sayori Baldwin, voted to approve.
Member, An Tran, voted to approve.
Member, Roxana Molina, 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.

5. Approval of CWDA Consulting Services, which includes professional services to support CalSAWS.

Summary: The Consortium is seeking Board approval of CWDA Consulting Services, which includes professional services to support CalSAWS.

Motion to Approve, was made by Member, Ethan Dye.
Motion was seconded by Alternate Member, Deborah Martinez.
Vice-Chair, Marla Stuart, voted to approve.
Member, Tracey Belton, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, Chris Woods, voted to approve.
Member, Gilbert Ramos, voted to approve.
Member, Sayori Baldwin, voted to approve.
Member, An Tran, voted to approve.
Member, Roxana Molina, 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. Approval of Consent Items

- a. Approval of the Minutes and review of the Action Items from the September 9, 2022, JPA Board of Directors Meeting.**
- b. Approval of Biennial Review and Update to CalSAWS Conflict of Interest Code.**
- c. Approval of ClearBest Change Order No. 6, Work Order 20 – CalFresh Notice of Denial, which includes the request to add Quality Assurance Services for CalFresh Notice of Denial.**
- d. Approval of ClearBest Change Order No. 6, Work Order 21 – CalWORKs Timeclock, which includes the request to add Quality Assurance Services for CalWORKs Timeclock.**
- e. Approval of Deloitte Change Order No. 3, Work Order 8 – CalWORKs Timeclocks, which includes an enhancement to the timeclock functionality.**

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

Motion to Approve, was made by Member, Chris Woods.
Motion was seconded by Member, An Tran.
Vice-Chair, Marla Stuart, voted to approve.
Member, Tracey Belton, voted to approve.
Member, Ethan Dye, voted to approve.
Member, Bekkie Emery, voted to approve.
Member, Deborah Martinez, voted to approve.

Member, Gilbert Ramos, voted to approve.
Member, Sayori Baldwin, voted to approve.
Member, Roxana Molina, 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

7. CalSAWS Procurement Update

Summary: Tom Hartman provided an update on CalSAWS Procurement.

8. Technical Operations Update

- **Production Incidents**
- **Production Reports Generation**
- **Case Purge Update**
- **Disaster Recovery RTO/RPO Review and Test Status**

Summary: Arnold Malvick provided an update on Technical Operations including Production Incidents, Production Reports Generation, Case Purge, and Disaster Recovery RTO/RPO Review/Test Status.

*Public comment made by Jennifer Tracy.

*Action item – Provide information to the board regarding AWS resiliency expansion and the associated budget impacts.

9. Decommissioning of C-IV Read Only Environment

Summary: Lisa Salas provided an overview of Decommissioning of C-IV Read Only Environment.

*Action item – Provide level of commitment that that specifies parameters for when ad hoc requests will be turned around. Ideally, this will be within a day or two because the counties could lose a hearing or fraud case. What is the manner that it will be received?

10. CalSAWS Release and Policy Update

Summary: Lisa Salas and Onur Senman provided an update on CalSAWS Release and Policy.

11. Wave 1 Migration Cutover Weekend Plan

- **Readiness Summary**
- **System Availability for Cutover Weekend**
- **Communications**

Summary: Yong Vangbliayang, Cathryn Van Namen, Rachel Frey, Arnold Malvick, and Dan Dean provided an overview of the Wave 1 Migration Cutover Weekend Plan including Readiness Summary, System Availability for Cutover Weekend, and Communications.

*Public comment made by Jennifer Tracy.

12. Conversion Update

- **Development of a dashboard timer/countdown for next big batch**

Summary: Keith Salas provided an update on Conversion.

*Public comments made by Greg Geisler – Director of Placer County and Tanya Provencher – Director of Yolo County.

13. UAT Wrap-up and Decision Tree

Summary: Peggy Macias provided an overview of the UAT Wrap-up and Decision Tree.

14. Update on Waves 2-6 Key Risks

Summary: Arnold Malvick, Rachel Frey, and Dan Dean provided an update on Waves 2-6 Key Risks.

*Public comment made by Ryan Gillette.

15. BenefitsCal User Forum

Summary: Rachel Frey provided an overview on BenefitsCal User Forum.

*Public comment made by Jennifer Tracy.

16. County Sharing Update

Summary: Ricardo Miranda and Joe Mendoza provided an update on County Sharing.

17. Update on Key State IV&V Activities

Summary: Apoorva Kandya provided an update on Key State IV&V Activities.

18. Adjourn Meeting

- JPA Board Chair Michael Sylvester adjourned the meeting at 11:58 a.m.

Action Items	Assigned to	Due Date	Status
1. Provide a quarterly update on recruitment with the Fiscal Report.	Holly Murphy	December 2022	Open
2. Report back to the Board with comprehensive recommendations for Diversity, Equity, and Inclusion (DEI).	Chazny Nunes	Ongoing	Open
3. Present defect statistics for Onshore vs. Offshore work	Gaurav Diwan Arnold Malvick	December 2022	Open

Action Items	Assigned to	Due Date	Status
beginning in May and quarterly thereafter.			
4. Provide CalSAWS System stability, tickets, and defect stats routinely, including Hyland SLAs.	Arnold Malvick	December 2022	Ongoing
5. Incorporate additional detail in the quarterly Fiscal Report by providing a burndown chart showing where counties are in allocations.	Holly Murphy	November 2022	Open
6. Get AdHoc group started again.	Laura Chavez	November 2022	Open
7. If yellow banners aren't corrected before next batch, then they will skip out of batch. Is there a way that to add a timer or countdown to the dashboard as an enhancement so they know when the next batch is coming to accurately gage workload.	Keith Salas	October 2022	Closed
8. Provide information to the board regarding AWS resiliency expansion and the associated budget impacts.	Arnold Malvick	December 2022	Open
9. C-IV Read-Only Environment: <ul style="list-style-type: none"> • Provide level of commitment that specifies parameters for when ad hoc requests will be turned around. Ideally, this will be within a day or two because the counties could lose a hearing or fraud case. • What is the manner that responses to requests will be received? 	Lisa Salas	November 2022	Open

Next Meeting

Conference Call/Zoom
Friday, November 18, 2022
12:30 p.m. – 3:00 p.m.