

**CalSAWS Consortium**  
**Project Steering Committee**  
**Meeting Minutes**  
**October 20, 2022**

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

**Committee Members Present via Conference Call/Webcast:**

Region 1 – Clarisa Simon  
Region 1 – Anna Pineda  
Region 2 – Eduardo Ameneiro  
Region 3 – Rachel Ebel-Elliot  
Region 4 – Cindy Uetz  
Region 4 – Vienna Barnes  
Region 5 – Elaine Martinez  
Region 5 – Adriana Ramirez  
Region 5 – Shalaun Jones  
Region 6 – Winna Crichlow  
Region 6 – La Shonda Diggs  
Region 6 – Corey Hanemoto

**Members Absent via Conference Call/Webcast:**

Region 5 – Alberto Banuelos

**Facilitator:**

John Boule, CalSAWS Executive Director

1. **Co-Chair, Winna Crichlow, convened the meeting at 8:33 a.m.**
2. **Agenda Review**  
John Boule reviewed the agenda.
3. **Public opportunity to speak on items not on the agenda.**
  - Public comment made by Marcia Garcia.

**PSC Action Items**

4. **Approval of the Minutes from the September 15, 2022, PSC Meeting and review of Action Items.**

**Summary:** The Consortium is seeking PSC approval of the Minutes from the September 15, 2022, PSC Meeting and review of Action Items.

Action Items from previous meetings:

**Action item 1 – UAT Final Numbers:** Open – On Today's agenda.

Motion to approve was made by Member Rachel Ebel-Elliot.  
Motion was seconded by member Vienna Barnes.  
Member, Clarisa Simon, voted to approve.  
Member, Eduardo Ameneiro, voted to approve.

Co-Chair, Cindy Uetz, voted to approve.  
Member, Elaine Martinez, voted to approve.  
Alternate Member, Adriana Ramirez, voted to approve.  
Member, Shalaun Jones, voted to approve.  
Co-Chair, Winna Crichlow, voted to approve.  
Member, La Shonda Diggs, voted to approve.  
Member, Corey Hanemoto, voted to approve.  
Member, Anna Pineda, was absent from the vote.  
Vote was taken by roll call and the Motion passed.

## **Informational Items**

### **5. CalSAWS Procurement Update**

Tom Hartman provided an update on CalSAWS Procurement.

### **6. Technical Operations Update**

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

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

\*Public comments made by Linora Ballesteros and Jennifer Tracy.

### **7. Decommissioning of C-IV Read Only Environment**

Luz Esparza and Lisa Salas provided an overview of the Decommissioning of C-IV Read Only Environment.

### **8. CalSAWS Release and Policy Update**

Lisa Salas provided an update on CalSAWS Release and Policy.

### **9. Wave 1 Migration Cutover Weekend Plan**

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

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

\*Public comment made by Jennifer Tracy.

### **10. Conversion Update**

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

Keith Salas provided an update on Conversion including the development status of a dashboard timer/countdown for next big batch.

### **11. UAT Wrap-up and Decision Tree**

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

## 12. Update on Waves 2-6 Key Risks

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

## 13. BenefitsCal User Forum

Rachel Frey provided an overview of the BenefitsCal User Forum.

\*Public comment made by Jennifer Tracy.

\*Action item – Provide information on opportunity in the future to have another demo app available so that CBOs can practice.

## 14. Update on Key State IV&V Activities

Poorva Kandya provided an update on Key State IV&V Activities.

\*Action item – Provide an updated Risk Register document.

## 15. State Partners Updates

- **OSI**
- **CDSS**
- **DHCS**
  - OSI – Steve Zaretsky provided an update for OSI.
  - CDSS – Brittany Blake provided an update for CDSS.
  - DHCS – Katie Mead provided an update for DHCS.

## 16. Regional Updates

- Region 1 – Anna Pineda provided regional updates for San Francisco, San Mateo, and Solano County.
- Region 2 – Eduardo Ameneiro provided regional updates for Mono, Placer, Yolo, Sacramento, and Sierra County.
- Region 3 – Rachel Ebel-Elliot provided regional updates for Butte, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Siskiyou, Tehama, and Trinity County.
- Region 4 – Vienna Barnes provided regional updates for Fresno, Kern, Mariposa, San Joaquin, San Luis Obispo, Stanislaus, and Tulare County.
- Region 5 – Elaine Martinez provided regional updates for Ventura County.
- Region 6 – Corey Hanemoto and Winna Crichlow provided regional updates for Los Angeles County.

## 17. Adjourn Meeting

- Co-Chair, Winna Crichlow, adjourned the meeting at 11:14 a.m.

Action Items	Assigned to	Due Date	Status
1. Provide the percentages in a visual for defects. Final disposition of UAT and show the flow of where things have settled with final numbers.	Peggy Macias	10/20/2022	Closed

2. Provide information on opportunity in the future to have another demo app available so that CBOs can practice.	<b>Rachel Frey</b>	<b>11/10/2022</b>	<b>Open</b>
3. Provide an updated Risk Register document.	<b>Jennifer Smith</b>	<b>11/10/2022</b>	<b>Closed</b>

**Next Meeting:**

Conference Call/Zoom  
Thursday, November 10, 2022  
8:30 a.m. – 12:00 p.m.  
CalSAWS Rancho Cordova  
11290 Pyrites Way, Suite 150  
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