

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

February 17, 2023

9:00 a.m.

Location: Big Sur Conference Room
11290 Pyrites Way, Suite 150
Rancho Cordova, CA 95670

Members Present Via teleconference:

Region 1 – Vice-Chair, Marla Stuart, Contra Costa County Employment & Human Services Department
Region 2 – Member, Rachel Peña, Nevada County Dept. of Social Services
Region 3 – Member, Bekkie Emery, Mendocino County Health and Human Services Agency
Region 4 – Member, Deborah Martinez, Madera County Department of Social Services
Region 5 – Member, Sayori Baldwin, Riverside County Dept. of Public Social Services
Region 5 – Member, Gilbert Ramos, San Bernardino County Human 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 – Alternate Ex-Officio Member, Steve Zaretsky, Office of Systems Integration

Members Absent Via teleconference:

Region 1 – Member, Tracey Belton, San Benito County Dept. of Health & Human Services
Region 4 – Member, Chris Woods, San Joaquin County Human Services Agency
Region 5 – Member, An Tran, Orange County Social Services Agency
State – Ex-Officio Member, Adam Dondro, Office of Systems Integration

Facilitator:

John Boule, CalSAWS Executive Director

1. **JPA Board Chair, Michael Sylvester, convened the meeting at 9:03 a.m.**
2. **Confirmation of Quorum and Agenda Review**
3. **Public opportunity to speak on any Item NOT on the agenda.**
 - None

* Release and Policy Update agenda item was moved up to Informational agenda item 8.

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 March 17, 2023, or until Governor Newsom's March 4, 2020 Proclamation of a State of Emergency is terminated, whichever occurs first, 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 March 17, 2023, or until Governor

Newsom's March 4, 2020, Proclamation of a State of Emergency is terminated, whichever occurs first, based on the findings above.

*Public comment from Jennifer Tracy.

Motion to Approve, was made by Chair, Michael Sylvester.

Motion was seconded by Member, Bekkie Emery.

Vice-Chair, Marla Stuart, voted to approve.

Member, Rachel Peña, voted to approve.

Member, Deborah Martinez, voted to approve.

Member, Gilbert Ramos, voted to approve.

Member, Roxana Molina, voted to approve.

Member, Cynthia McCoy-Miller, voted to approve.

Members, Tracey Belton, Chris Woods, Sayori Baldwin, and An Tran were absent from vote.

Vote was taken via roll call and the Motion passed.

5. Approval of Consent Items

- a. **Approval of the Minutes and review of the Action Items from the January 26, 2023, joint meeting of the JPA Member Representatives and JPA Board of Directors.**
- b. **Approval of Gainwell Change Request No. 7, which includes requests to incorporate Premise Items CalFresh Notice of Denial or Pending Status, Removal of Homeless Assistance \$100 Asset Limit (SB1065), CalWORKs Time Clock, and CalWORKs NOA at Redetermination. This Change Request also adds several county purchases.**
- c. **Approval of 2019 DHCS Privacy and Security (PSA) Extension Amendment.**

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

*Public comment from Jennifer Tracy.

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

Motion was seconded by Member, Deborah Martinez.

Vice-Chair, Marla Stuart, voted to approve.

Member, Bekkie Emery, 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.

Members, Tracey Belton, Chris Woods, and An Tran were absent from vote.

Vote was taken via roll call and the Motion passed.

Informational Items

6. Special Presentation

Summary: Dan Dean, John Boule, and Michael Sylvester shared a Special Presentation.

*Multiple public comments from the team and Stakeholder partners sharing beautiful messages for Wendy Battermann and Greg Fitzgerald.

7. Quarterly Fiscal Update

- Overview of CalSAWS IAPDU
- Quarterly Fiscal Report Review
- AWS Procurement/Cost Savings Strategy Discussion

Summary: Holly Murphy, Laura Chavez, and John Boule provided an update on Quarterly Fiscal.

8. Release and Policy Update

- Continuous Coverage Unwinding
 - Timing for Medi-Cal Packet Mailings
- CalSAWS Release Update
- Disaster CalFresh and Mass Replacements Update
- BenefitsCal
- Availability of CalWIN County Directs (Action Item)

Summary: Lisa Salas, Yingjia Huang (DHCS), Rachel Frey, and Dawn Wilder provided an update on Release and Policy.

*Public comment from Melissa Livingston.

9. Enhanced Task Management

Summary: Jason Osterwald provided an overview of Enhanced Task Management.

10. Wave 2 Readiness – Conversion Status

- Issue 258 Wave 2B Conversion Timing and System Availability
- Cutover 2C and 3A timing
- Risk Review
- Wave 2 Requirements Confirmation

Summary: Duncan Gilliam, Sean Swift, Arnold Malvick, and Dan Dean provided an overview of Wave 2 Readiness – Conversion Status.

11. CalWIN Migration Waves 3 & 4 Status Update

Summary: Cathryn VanNamen, Arnold Malvick, and Rachel Frey provided an update on CalWIN Migration Waves 3 & 4 Status.

12. BenefitsCal Update

- Status Update on Release of Information Functionality
- BenefitsCal Demo App/Environment Update
- BenefitsCal Technical Service Desk Go-Live Update
- Publishing of Public Metrics

Summary: Onur Senman, Rachel Frey, and Dawn Wilder provided an update on BenefitsCal.

*Public comment from Jennifer Tracy.

13. Contact Center Implementation Update

- **eCCP Defect Update**
- **Wave 2, 3 & 4 status update**
- **Former C-IV County eCCP implementation schedule**

Summary: Arnold Malvick, John Boule, and John Dray provided an update on Contact Center Implementation.

14. County Sharing Updates

Summary: Matt Vandereyck and Daisy Villasenor provided updates on County Sharing.

15. Technical Operations SLA Review

- **CalSAWS**
- **Help Desk**
- **BenefitsCal**
- **Hyland Imaging**

Summary: Arnold Malvick, Rachel Frey, and Molly Warren reviewed Technical Operations SLAs.

16. Update on Key State IV&V Activities

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

17. Adjourn Meeting

- JPA Board Chair Michael Sylvester adjourned the meeting at 11:42 a.m.

Action Items	Assigned to	Due Date	Status
1. Provide a quarterly update on recruitment with the Fiscal Report.	Holly Murphy	May 2023	Open
2. Report back to the Board with comprehensive recommendations for Diversity, Equity, and Inclusion (DEI).	Chazny Nunes	June 2023	Open
3. Present defect statistics for Onshore vs. Offshore work beginning in May and quarterly thereafter.	Gaurav Diwan Arnold Malvick	May 2023	Open
4. Provide CalSAWS System stability, tickets, and defect stats routinely, including Hyland SLAs.	Arnold Malvick	May 2023	Ongoing
5. Incorporate additional detail in the quarterly Fiscal Report by providing a burndown chart showing where counties are in allocations.	Holly Murphy	February 2023	Closed

Action Items	Assigned to	Due Date	Status
6. C-IV Read-Only Environment: <ul style="list-style-type: none"> • Provide updated timeline for online pages. 	Lisa Salas	November 2022	Closed
7. Provide projected down-time schedule and system availability into the future for Production County planning purposes.	Arnold Malvick	February 2023	Closed
8. Will the County Directs functionality be available to the CalWIN Counties?	Lisa Salas	January 2023	Closed

Next Meeting

In Person/Conference Call/Zoom
Friday, March 10, 2023
12:30 p.m. – 3:30 p.m.
Library Galleria
828 I Street
Sacramento, CA 95814