

CalSAWS | Executive Summary for the JPA Board of Directors

Date: Thursday, June 29, 2023

Location: Conference Call/Zoom

Agenda Item and Summary

Type of Item

1. Call meeting to order.

Procedural

Summary: Board Chair, Michael Sylvester, will call the CalSAWS JPA Board of Directors meeting to order.

2. Confirmation of Quorum, Agenda Review, and Protocols.

Procedural

Summary: Board Chair, Michael Sylvester, will confirm quorum of the Board and John Boule will provide a high-level overview of the agenda.

3. Public opportunity to speak on items 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.

Procedural

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

Summary: Board Chair, Michael Sylvester, will provide the public with an opportunity to speak on items not on the agenda.

CalSAWS Member Representatives Action Items

4. Nominations, Elections, and Appointments of the JPA Board and Project Steering Committee Members for Fiscal Year 2023/2024.

Action

- 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, 2023, through June 30, 2024.
 - ii. Introduce the Directors appointed by Region 6 for the period of July 1, 2023 through June 30, 2024.
- 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

Agenda Item and Summary

Type of Item

the Project Steering Committee for the period of July 1, 2023 through June 30, 2024.

- ii. Introduce the Project Steering Committee Members appointed by Region 6 for the period of July 1, 2023 through June 30, 2024.

Summary: The Consortium is seeking Member Representatives approval of Nominations, Elections, and Appointments of the JPA Board and Project Steering Committee Members for Fiscal Year 2023/2024.

CalSAWS Member Representatives Informational Item

5. 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. Informational

- a. Introduce Director of OSI, Adam Dondro, as the Ex-Officio representative of the State.

Summary: Michael Sylvester and John Boule will provide an overview on the JPA Agreement Article II, Section 2.04 (b) and will introduce Adam Dondro as the State's Ex-Officio JPA Representative.

CalSAWS JPA Board Action Items

6. 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. Action

- a. Seek nominations and creation of slate for Board of Directors Chair and Vice-Chair for the period of July 1, 2023 through June 30, 2024.
- b. Proceed to elect the Chair and Vice-Chair for the period of July 1, 2023 through June 30, 2024.

Summary: The Consortium is seeking Board approval of election from among its Directors, a Chair and Vice-Chair.

7. Approval of SFY 2023/24 CalSAWS Project Budget including CalSAWS Implementation Advance Planning Document (IAPD) Update, CalWIN M&O Operational Advance Planning Document (OAPD) Update, County Purchases/Separate Services, Premise Item Funding, and the Administrative Budget for Unfunded costs. Action

Summary: The Consortium is seeking Board approval of SFY 2023/24 CalSAWS Project Budget including CalSAWS Implementation Advance Planning Document (IAPD) Update, CalWIN M&O Operational Advance Planning Document (OAPD) Update, County Purchases/Separate Services, Premise Item Funding, and the Administrative Budget for Unfunded costs.

8. Consent Calendar Action

- a. Approval of the Minutes and review of the Action Items from the May 12, 2023, JPA Board of Directors Meeting.

Summary: The Consortium is seeking Board approval of the Minutes and review of the Action Items from the May 12, 2023, JPA Board of Directors Meeting.

- b. **Approval of Deloitte Portal/Mobile Change Order No. 7, which includes an administrative adjustment related to optional enhancements deliverable due dates. This change does not impact total contract value.**

Summary: The Consortium is seeking Board approval of Deloitte Portal/Mobile Change Order No. 7 which includes a no-cost administrative change related to revised deliverable due dates for optional enhancements.

- c. **Approval of Deloitte ISS Change Order No, 3, which includes an administrative adjustment of a deliverable payment month. This change does not impact total contract value.**

Summary: The Consortium is seeking Board approval of Deloitte ISS Change Order No. 3 which includes a no-cost administrative change related to a revised deliverable due date.

- d. **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 2023/24:**

- 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 approval of the Consent Calendar

(Handouts)

Agenda Item and Summary	Type of Item
Member Representatives Informational Items	
9. CalSAWS Annual Audit Summary	Informational
<p>Summary: Holly Murphy will review the CalSAWS Annual Audit Summary.</p>	
10. June Production Outages	Informational
<p>Summary: Arnold Malvick will provide an overview of the Production outages that occurred in June.</p>	
11. Wave 3 Retrospectives	Informational
<p>Summary: Gretchen Williams, Cathryn VanNamen, Danielle Benoit, Mike Tombakian, and Rachel Frey will provide retrospectives on Wave 3.</p>	
12. Wheel of CalSAWS	Informational
<p>Summary: Cathryn van Namen, Greg Geisler, Heather Mitchell, and Maria Sanchez will participate in a discussion based game called the Wheel of CalSAWS.</p>	
13. Future Waves Readiness	Informational
<ul style="list-style-type: none"> • Waves 4 – 6 Readiness • Waves 5 – 6 Risk Summary 	
<p>Summary: Cathryn VanNamen, Arnold Malvick, and Rachel Frey will discuss the future waves readiness.</p>	
14. Release and Policy Updates	Informational
<ul style="list-style-type: none"> • Continuous Coverage Unwinding • Upcoming Policy • BenefitsCal Release Schedule • Task Management 	
<p>Summary: Lisa Salas, Karen Rapponotti, Yingjia Huang, Onur Senman, and Jason Osterwald will provide updates on Release and Policy.</p>	
15. BenefitsCal Update	Informational
<ul style="list-style-type: none"> • ROI Update • Video Tutorials on YouTube • Collab Model Completed Items this calendar year • Global search enhancement • Marketing Campaign Phase 2 overall timeline 	



Agenda Item and Summary	Type of Item
Summary: Rachel Frey and Onur Senman provided an update on BenefitsCal.	
16. DEI Update	Informational
Summary: Ashley Arnold and Aymon Sukkar provided an update on DEI.	
17. Virtual Assistant Overview and Demo	Informational
Summary: Sarah Cordano-Parks will provide an overview of virtual assistant demo.	
18. Procurement Update	Informational
Summary: Thomas Hartman will provide an update on Procurement.	
19. January Meeting of the CalSAWS JPA Member Representatives	Informational
Summary: John Boule will discuss the January Meeting of the CalSAWS JPA Member Representatives.	
20. Adjourn Meeting	Procedural
Summary: Board Chair, Michael Sylvester, will adjourn the meeting of the CalSAWS JPA Board of Directors.	

