

CalSAWS Consortium
Project Steering Committee
Meeting Minutes
May 18, 2023

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

Committee Members Present In-Person:

Region 1 – Anna Pineda
Region 2 – Eduardo Ameneiro

Committee Members Present via Conference Call/Webcast:

Region 1 – Clarisa Simon
Region 3 – Rachel Ebel-Elliott
Region 4 – Vienna Barnes
Region 5 – Elaine Martinez
Region 5 – Alberto Banuelos
Region 5 – Sandra Bowlan
Region 6 – Winna Crichlow
Region 6 – La Shonda Diggs
Region 6 – Corey Hanemoto

Committee Members Absent:

Region 4 – Cindy Uetz

*Clarisa Simon didn't attend from posted agenda location and was ineligible to participate in voting.

Facilitator:

John Boule, CalSAWS Executive Director

1. Co-Chair, Winna Crichlow, convened the meeting at 8:31 a.m.

2. Agenda Review

John Boule reviewed the agenda and requested to move Release and Policy Update to agenda item 6.

3. Public opportunity to speak on items not on the agenda.

- None

PSC Action Items

4. Approval of the Minutes from the April 20, 2023, PSC Meeting and review of Action Items.

Summary: The Consortium is seeking PSC approval of the Minutes from the April 20, 2023, PSC Meeting and review of Action Items.

Action Items from previous meetings:

Action item 1 – Address change job aids available in the LMS: Open – Lisa Salas provided an update on address change job aids which are available in the LMS.

Action item 2 – Create fact sheet about uploading encrypted files: Open – Rachel Frey provided an update, and the team has created a version of the fact sheet which is being reviewed.

*Public comment made by Jennifer Tracy.

Action item 3 – Possibility of automatic updates to the system regarding address change through BenefitsCal: Open – Lisa Salas provided an update on the possibility of automatic updates to the system regarding address change through BenefitsCal.

Motion to approve was made by Co-Chair Winna Crichlow.

Motion was seconded by member Anna Pineda.

Member, Clarisa Simon, abstained.

Member, Eduardo Ameneiro, voted to approve.

Member, Rachel Ebel-Elliott, voted to approve.

Member, Vienna Barnes, voted to approve.

Member, Elaine Martinez, voted to approve.

Member, Sandra Bowlan, voted to approve.

Member, La Shonda Diggs, voted to approve.

Member, Corey Hanemoto, voted to approve.

Member, Vienna Barnes, voted to approve.

Co-Chairs, Cindy Uetz and Alberto Banuelos, were absent from vote.

Vote was taken by roll call and the Motion passed.

Informational Items

5. Debrief 3C/4A Conversion

Arnold Malvick and Lesley Pevny will debrief 3C/4A Conversion.

*Action Item – Provide a listing of future dates of when the system will be impacted or down for the weekend (summertime dates).

6. Release and Policy Update/Communications

- **Continuous Coverage Unwinding**
- **Texting Reports**
- **BenefitsCal - ROI**

Lisa Salas, Theresa Hasbrouck, and Onur Senman provided an update on Release and Policy/Communications.

*Public comment made by Jennifer Tracy.

7. Wave 3 Go-Live Debrief

Arnold Malvick, Rachel Frey, Elaine Martinez, Tim Evinger, and Veronica Rodriguez debriefed Wave 3 Go-Live.

*Public comment made by Jennifer Tracy.

8. Wave 2 Retrospectives

Gretchen Williams, Cathryn VanNamen, Danielle Benoit, Mike Tombakian, and Rachel Frey provided overview of Wave 2 Retrospectives.

*Public comment made by Marcela Marquez.

9. Future Waves Readiness

- **Waves 4 – 6 Readiness**
- **Waves 5 and 6 Risk Summary**

Cathryn VanNamen, Arnold Malvick, Lesley Pevny, and Rachel Frey provided an overview of Future Waves Readiness.

10. BenefitsCal Update

- **Results from previous Communication/Marketing Campaigns**
- **Access to Training Environment for CBOs and Counties**

Onur Senman and Rachel Frey provided an update on BenefitsCal.

11. Technical Operations Update

- **Production Outage Calendar**

Arnold Malvick provided an update on Technical Operations.

12. Quarterly Quality Metrics and SLAs Update

Arnold Malvick, Sara Rossmiller, and Rachel Frey provided an update on Quarterly Quality Metrics and SLAs.

13. Procurement Updates

- **AWS Services Update**
- **BenefitsCal RFP**

Thomas Hartman provided updates on Procurement.

14. Update on Key QA Activities

Dan Dean provided an update on Key QA Activities.

15. Overview of the June 2023 JPA Membership Meeting

John Boule provided an overview of the June 2023 JPA Membership Meeting.

16. Update on Key State IV&V Activities

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

17. State Partners Updates

- **OSI**
- **CDSS**
- **DHCS**
 - OSI – Steve Zaretsky provided an update for OSI.
 - CDSS – Cecilia Rolon provided an update for CDSS.
 - DHCS – Katie Mead provided an update for DHCS.

18. Regional Updates

- **Region 1** – Clarisa Simon and Anna Pineda provided regional updates for San Mateo, Santa Cruz, Alameda, Santa Clara, Solano, and San Francisco County.

- Region 2 – Eduardo Amenityro provided regional updates for Mono, Sutter, Tuolumne, and Yolo County.
- Region 3 – Rachel Ebel-Elliott provided regional updates for Del Norte, Lake, Lassen, Mendocino, Modoc, and Siskiyou County.
- Region 4 – Vienna Barnes provided regional updates for Kern and San Luis Obispo County.
- Region 5 – Elaine Martinez provided regional updates for Santa Barbara, Ventura, and San Diego County.
- Region 6 – Corey Hanemoto and Winna Crichlow provided regional updates for Los Angeles County.

19. Adjourn Meeting

- Co-Chair, Winna Crichlow, adjourned the meeting at 11:17 a.m.

Action Items	Assigned to	Due Date	Status
1. Report back on whether or not address change job aids are available in the LMS.	Lisa Salas	May 2023	Closed
2. Communicate to the counties with a fact sheet about uploading encrypted files resulting in errors.	Rachel Frey	May 2023	Closed
3. Research and report back regarding the possibility of automatic updates to the system when a customer uploads an address change through BenefitsCal.	Lisa Salas	May 2023	Closed
4. Provide a listing of future dates of when the system will be impacted or down for the weekend. (summertime dates).	Arnold Malvick	June 2023	Open

Next Meeting:

Conference Call/Zoom
 Thursday, June 29, 2023
 12:15 p.m. – 12:45 p.m.
 CalSAWS Rancho Cordova
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