

CalSAWS Consortium JPA Board of Directors

Meeting Minutes

June 27, 2024

9:00 a.m.

Location: CalSAWS Roseville
620 Roseville Parkway
Roseville, CA 95747

Members Present In-Person:

Region 1 – Marla Stuart – Contra Costa County
Region 2 – Greg Geisler, Placer County
Region 2 – Ethan Dye, Sacramento County
Region 6 – Michael Sylvester, Los Angeles County
State – Ex-Officio Alternate, Brandon Hansard, Office of Technology & Solutions Integration

Members Present Via Teleconference:

Region 1 – Kari Beuerman, Marin County
Region 1 – Lori Medina, Monterey County
Region 1 – Jennifer Yasumoto, Napa County
Region 1 – Angela Shing, Santa Clara County
Region 1 – Randy Morris, Santa Cruz County
Region 1 – Kelley Curtis, Solano County
Region 1 – Angela Struckmann, Sonoma County
Region 2 – David Nagra, Sutter County
Region 2 – Annie Hockett, Tuolumne County
Region 3 – Elizabeth Kelly, Colusa County
Region 3 – Ranell Brown, Del Norte County
Region 3 – Bill Wathen, Glenn County
Region 3 – Connie Beck, Humboldt County
Region 3 – Rachel Dillman Parsons, Lake County
Region 3 – Jayson Vial, Lassen County
Region 3 – Rachel Ebel-Elliott, Mendocino County
Region 3 – Tom Sandage, Modoc County
Region 3 – Dwayne Green, Shasta County
Region 3 – Patricia Barbieri, Siskiyou County
Region 3 – Teresa Curiel, Tehama County
Region 3 – Liz Hamilton, Trinity County
Region 4 – Sanja Bugay, Fresno County
Region 4 – Lito Morillo, Kern County
Region 4 – Wendy Osikafo, Kings County
Region 4 – Rebecca Maletto, Mariposa County
Region 4 – Yvonnia Brown, Merced County
Region 4 – Chris Woods, San Joaquin County
Region 4 – Devin Drake, San Luis Obispo County
Region 4 – Francena Martinez, Tulare County
Region 5 – Diana Alexander, San Bernardino County
Region 5 – Rick Wanne, San Diego County
Region 5 – Melissa Livingston, Ventura County
Region 5 – Veronica Rodriguez, Orange County
Region 6 – Kristin Stranger, Los Angeles County
Region 6 – Cynthia McCoy-Miller, Los Angeles County

Members Absent:

State – Ex-Officio Member, Adam Dondro, Office of Systems Integration
Region 1 – Andrea Ford, Alameda County
Region 1 – Tracey Belton, San Benito County
Region 1 – Trent Rhorer, San Francisco County
Region 1 – Claire Cunningham, San Mateo County
Region 2 – Nichole Williamson, Alpine County
Region 2 – Anne Watts, Amador County
Region 2 – Cori Allen, Calaveras County
Region 2 – Olivia Byron-Cooper, El Dorado County
Region 2 – Kathy Peterson, Mono County
Region 2 – Rachel Pena, Nevada County
Region 2 – Lori McGee, Sierra County
Region 2 – Tico Zendejas, Yolo County
Region 2 – Jennifer Vasquez, Yuba County
Region 3 – Shelby Boston, Butte County
Region 3 – Connie Beck, Humboldt County
Region 3 – Deborah Wingate, Plumas County
Region 4 – Anna Scott, Inyo County
Region 4 – Deborah Martinez, Madera County
Region 4 – Christine Huber, Stanislaus County
Region 5 – Paula Llanas, Imperial County
Region 5 – An Tran, Orange County
Region 5 – Charity Douglas, Riverside County
Region 5 – Daniel Nielson, Santa Barbara County

Facilitator:

Julia Erdkamp, CalSAWS Executive Director

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

CalSAWS Member Representatives Action Items

4. **Nominations, Elections, and Appointments of the JPA Board and Project Steering Committee Members for Fiscal Year 2024/2025.**
 - 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, 2024, through June 30, 2025.**
 - ii. **Introduce the Directors appointed by Region 6 for the period of July 1, 2024 through June 30, 2025.**

- 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 the Project Steering Committee for the period of July 1, 2024 through June 30, 2025.
 - ii. Introduce the Project Steering Committee Members appointed by Region 6 for the period of July 1, 2024 through June 30, 2025.

Summary: The Consortium is seeking Board approval of the Nominations, Elections, and Appointments of the JPA Board and Project Steering Committee Members for Fiscal Year 2024/2025.

JPA Board of Directors Nomination Slate

Region 1 Marla Stuart, Contra Costa
Kelley Curtis, Solano
Region 2 Greg Geisler, Placer
Region 3 Bill Wathen, Glenn
Region 4 Francena Martinez, Tulare
Chris Woods, San Joaquin
Region 5 Veronica Rodriguez, Orange
James Locurto, San Bernardino
Melissa Livingston, Ventura
Region 6 Michael Sylvester, Los Angeles
Kristin Stranger, Los Angeles
Cynthia McCoy-Miller, Los Angeles

PSC Nomination Slate

Region 1 Clarisa Simon, San Mateo
Lynn Perez, Napa
Region 2 Eduardo Ameneiro, Sacramento
Region 3 Ryan Bishop, Humboldt
Region 4 Cindy Uetz, Kern
Cesilia Leon, Merced
Region 5 Elaine Martinez, Ventura
Alberto Banuelos, San Diego
Sandra Bowlan, Riverside
Region 6 LaShonda Diggs, Los Angeles
Irene Huizar, Los Angeles
Olga Vicuna, Los Angeles

Motion to Approve, was made by Member, Ethan Dye.
Motion was seconded by Member, Greg Geisler.

Region 1

Vice-Chair, Marla Stuart, voted to approve.
Member, Kari Beuerman, voted to approve.
Member, Lori Medina, voted to approve.
Member, Jennifer Yasumoto, voted to approve.
Member, Angela Shing, voted to approve.
Member, Randy Morris, voted to approve.
Member, Kelley Curtis, voted to approve.
Member, Angela Struckmann, voted to approve.

Region 2

Member, Annie Hockett, voted to approve.

Region 3

Member, Elizabeth Kelly, voted to approve.
Member, Ranell Brown, voted to approve.
Member, Bill Wathen, voted to approve.
Member, Connie Beck, voted to approve.
Member, Rachel Dillman Parsons, voted to approve.
Member, Jayson Vial, voted to approve.
Member, Rachel Ebel Elliot, voted to approve.
Member, Tom Sandage, voted to approve.
Member, Dwayne Green, voted to approve.
Member, Patricia Barbieri, voted to approve.
Member, Teresa Curiel, voted to approve.
Member, Liz Hamilton, voted to approve.

Region 4

Member, Lito Morillo, voted to approve.
Member, Wendy Osikafa, voted to approve.
Member, Yvonnia Brown, voted to approve.
Member, Chris Woods, voted to approve.
Member, Devin Drake, voted to approve.
Member, Francena Martinez, voted to approve.
Member, Sanja Bugay, voted to approve.
Member, Rebecca Maietto, voted to approve.

Region 5

Member, Veronica Rodriguez, voted to approve.
Member, Diana Alexander, voted to approve.
Member, Rick Wanne, voted to approve.
Member, Melissa Livingston, voted to approve.

Region 6

Chair, Michael Sylvester, voted to approve.
Member, Kristin Stranger, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Vote was taken via roll call and the Motion passed.

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

Summary: Chair, Michael Sylvester and Executive Director Julia Erdkamp introduced Director of OSI, Adam Dondro, as the Ex-Officio representative of the State.

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.**
- a. Seek nominations and creation of slate for Board of Directors Chair and Vice-Chair for the period of July 1, 2024 through June 30, 2025.**
 - b. Proceed to elect the Chair and Vice-Chair for the period of July 1, 2024, through June 30, 2025.**

Summary: The Consortium is seeking Board approval of the election of Board of Directors Chair and Vice-Chair. Michael Sylvester was nominated as Chair by Marla Stuart and Marla Stuart was nominated Vice-Chair by Kelley Curtis. Michael Sylvester and Marla Stuart accepted their nominations.

Motion to Approve, was made by Member, Greg Geisler.

Motion was seconded by Member, Kristin Stranger.

Vice-Chair, Marla Stuart, voted to approve.

Member, Kelley Curtis, voted to approve.

Member, Greg Geisler, voted to approve.

Member, Bill Wathen, voted to approve.

Member, Chris Woods, voted to approve.

Member, Francena Martinez, voted to approve.

Member, Veronica Rodriguez, voted to approve.

Member, Diana Alexander, voted to approve.

Chair, Michael Sylvester, voted to approve.

Member, Kristen Stranger, voted to approve.

Member, Cynthia McCoy-Miller, voted to approve.

Member, Paula Llanas, was absent from vote.

Vote was taken via roll call and the Motion passed.

- 7. Approval of SFY 2024/25 CalSAWS Project Budget including the CalSAWS Implementation Advance Planning Document (IAPD) Update, County Purchases/Separate Services, Premise Item Funding, and the Administrative Budget for Unfunded costs.**

Summary: The Consortium is seeking Board approval of SFY 2024/25 CalSAWS Project Budget including the CalSAWS Implementation Advance Planning Document (IAPD) Update, County Purchases/Separate Services, Premise Item Funding, and the Administrative Budget for Unfunded costs.

Motion to Approve, was made by Vice-Chair, Marla Stuart.

Motion was seconded by Member, Kelley Curtis.

Member, Greg Geisler, voted to approve.

Member, Bill Wathen, voted to approve.

Member, Chris Woods, voted to approve.

Member, Francena Martinez, voted to approve.

Member, Veronica Rodriguez, voted to approve.

Member, Diana Alexander, voted to approve.
Chair, Michael Sylvester, voted to approve.
Member, Kristen Stranger, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.
Member, Paula Llanas was absent from vote.
Vote was taken via roll call and the Motion passed.

8. Approval of Consent Calendar

- a. Approval of the May 10, 2024, JPA Board Meeting Minutes and review of action items.**
- b. 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 2024/25:**
 - 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 Director Diana Alexander, authorizing Diana Alexander to approve invoices to be paid by the Controller for CalSAWS.**

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

Motion to Approve, was made by Vice-Chair, Marla Stuart.
Motion was seconded by Member, Diana Alexander.
Member, Kelly Curtis, voted to approve.
Member, Greg Geisler, voted to approve.
Member, Bill Wathen, voted to approve.
Member, Chris Woods, voted to approve.
Member, Francena Martinez, voted to approve.
Member, Veronica Rodriguez, voted to approve.
Chair, Michael Sylvester, voted to approve.
Member, Kristen Stranger, voted to approve.
Member, Cynthia McCoy-Miller, voted to approve.

Member, Paula Llanas was absent from vote.
Vote was taken via roll call and the Motion passed.

Member Representatives Informational Items

9. CalSAWS Annual Audit Summary

Summary: Holly Murphy provided an overview of CalSAWS Annual Audit Summary.

10. Reports Status Update

Summary: Sean Swift provided an update on Reports Status.

*Public comments were made by Anissa Basoco-Villareal, Wendy Osikafo, and Veronica Rodriguez.

*Action Item - Provide an update on Fiscal Reports and how the team is working to meet the needs of the counties.

11. Fresno GenAI Overview

Summary: Sarah Cordano-Parks and Michael Frazier provided an overview of Fresno GenAI pilot.

12. Release and Policy Updates

- **Upcoming Releases**

Summary: Lisa Salas provided updates on Release and Policy activities.

13. BenefitsCal Update

- **ABAWD Update**
- **Release Highlights**

Summary: Lynn Bridwell and Onur Senman provided an update on BenefitsCal.

*Action item – Present strategies on increasing usage of BenefitsCal and research why people are not using it. Create an outreach effort to non-participants to determine why they are not using BenefitsCal.

14. DEI Update

Summary: Ashley Arnold and Aymon Sukkar provided an update on DEI.

15. Procurement Update

Summary: Tom Hartman provided an update on Procurement.

16. Adjourn Meeting

- JPA Board Chair Michael Sylvester adjourned the meeting at 10:48 a.m.

Action Items	Assigned to	Due Date	Status
1. Provide a quarterly update on recruitment with the Fiscal Report.	Holly Murphy	August 2024	Ongoing
2. Report back to the Board with comprehensive recommendations for Diversity, Equity, and Inclusion (DEI).	Ashley Arnold	June 2024	Ongoing
3. Present defect statistics for Onshore vs. Offshore work beginning in May and quarterly thereafter.	Arnold Malvick	August 2024	Ongoing
4. Provide CalSAWS System stability, tickets, and defect stats routinely, including Hyland SLAs.	Arnold Malvick	August 2024	Ongoing
5. Provide an update on Fiscal Reports and how the team is working to meet the needs of the counties.	Sean Swift	July 2024	Open
6. Present strategies on increasing usage of BenefitsCal and research why people are not using it. Create an outreach effort to non-participants to determine why they are not using BenefitsCal.	Lynn Bridwell	August 2024	Open

Next Meeting

In-Person/Zoom
 Friday, July 12, 2024
 9:00 a.m. – 11:00 a.m.
 CalSAWS Roseville
 620 Roseville Parkway
 Roseville, CA 95747