

CalSAWS Committee Structure

January 16, 2025



Committee Resources

Web Portal Resources

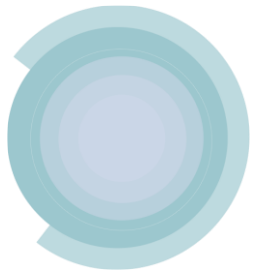
- The following information was copied from the CalSAWS Regional Committee Orientation:

Web Portal > Resources > County Tools > [Committee Meeting Virtual Binder](#)

- If you are new to CalSAWS Committees, we recommend you review the full deck.

RCM and SME Collaboration

The Committee Cycle



RCM Role and Responsibilities

RCM Communication with SMEs

■ RCMs Communication Includes:

- **Emails to their Region's SMEs summarizing the context** of information from Facilitators directly to RCMs/SMEs including the agendas, minutes, and SCRs, to solicit direct action/feedback/votes ****including a due date, if necessary.**
- **SMEs** obtain the comments from their county **on the proposed CER and design** and provides this back to the RCM(s) timely.
- SMEs should respond to all requests for County input from RCMs to ensure their county's perspective is considered
- RCMs **compile** feedback to determine Regional SCR approval and communicate their Regional decision to the Committee/Project Facilitator.
- **If RCMs are not receiving needed feedback** from the region's SMEs, the RCM will **reach out** to the RM and the RM will work with the appropriate County's PPOC to encourage the SME to have more proactive engagement in the process.

Communication Best Practices

- **Use the distribution lists and naming conventions that have already been created by the Project below:**
 - Imaging RCMs: Committee.Imaging.R#@calsaws.org (Where # equals the Region Number)
 - Imaging SMEs: Committee.Imaging.R#.SME@calsaws.org (Where # equals the Region Number)
 - Imaging Facilitator: Committee.Imaging.Facilitator@calsaws.org
 - Entire Imaging Committee: Committee.Imaging.All@calsaws.org
- Short replies affirming your County's vote are appropriate - "Yes" or "Approved", but should be directed to your regions RCMs and not all Committee members from all 6 regions
- RCMs sending the regional feedback to the facilitator should include the other regions. If its just a question that is being sent, then you do not need to include the rest of the regions.

System Change Request (SCR) Process



Committee Review and Approval of SCRs

Every Region has representation on each of the CalSAWS committees through their Regional Committee Members (RCMs). There are five RCMs per committee.

The voting structure on CERs and SCR designs is the same as the Joint Powers Authority (JPA) and Project Steering Committee (PSC):

- R1 - two votes (2)
- R2 - one vote (1)
- R3 - one vote (1)
- R4 - two votes (2)
- R5 - three votes (3)
- R6 - three votes (3)

Voting process requires a minimum of five (5) regions submitting/participating and seven (7) Yes/Approve votes.

RCMs on the committees represent their entire region and not just their county. They are responsible for:

- Reviewing the SCRs
- Providing questions and feedback from their counties
- Providing approval in a timely manner.

RCMs may be asked to assist if a Region does not provide the feedback by the due date.