

# CalSAWS | Agenda

Meeting: Lobby Management Committee  
 Location: Microsoft Teams  
 Date: June 18<sup>th</sup>, 2025  
 Time: 10:00 AM – 12:00 PM  
 Attendees:

NAME	NAME	NAME
<input checked="" type="checkbox"/> <b>R1</b> Francis Delgado	<input checked="" type="checkbox"/> <b>R4</b> Doris Sons (Catrina Doxey)	<input checked="" type="checkbox"/> <b>RM</b> Justin Stephenson
<input type="checkbox"/> <b>R1</b> Garrian Booker	<input checked="" type="checkbox"/> <b>R4</b> Jessica Lannin	<input checked="" type="checkbox"/> <b>RM</b> Melissa Thomas
<input type="checkbox"/> <b>R1</b> Jennifer Servin	<input type="checkbox"/> <b>R4</b> Lori Whitehead	<input type="checkbox"/> <b>RM</b> Yolanda Banuelos
<input checked="" type="checkbox"/> <b>R1</b> Judy Perez	<input checked="" type="checkbox"/> <b>R4</b> Russell Pehrson	<input type="checkbox"/> <b>CDSS</b> Sherice Sterling
<input type="checkbox"/> <b>R1</b>	<input checked="" type="checkbox"/> <b>R4</b> Virginia Melgoza	
<input type="checkbox"/> <b>R2</b> Carlos Urbieto	<input checked="" type="checkbox"/> <b>R5</b> Cindy Aguirre	
<input checked="" type="checkbox"/> <b>R2</b> Ilda Torrez	<input checked="" type="checkbox"/> <b>R5</b> Ed Williams	
<input checked="" type="checkbox"/> <b>R2</b> Theresa Agarenzo	<input checked="" type="checkbox"/> <b>R5</b> Felix Sanchez	
<input checked="" type="checkbox"/> <b>R2</b> William Wren-Rodriguez	<input checked="" type="checkbox"/> <b>R5</b> Robin Gonzalez	
<input type="checkbox"/> <b>R2</b>	<input type="checkbox"/> <b>R5</b> Rosa Vizcarra	
<input type="checkbox"/> <b>R3</b> Dayna Boggs	<input checked="" type="checkbox"/> <b>R6</b> Cristopher Estrada	
<input type="checkbox"/> <b>R3</b> Patty Strom	<input checked="" type="checkbox"/> <b>R6</b> Kelly Young	
<input type="checkbox"/> <b>R3</b>	<input type="checkbox"/> <b>R6</b> Rachid Ameer	
<input type="checkbox"/> <b>R3</b>	<input checked="" type="checkbox"/> <b>R6</b> Richard Luscombe	
<input type="checkbox"/> <b>R3</b>	<input checked="" type="checkbox"/> <b>R6</b> Stephanie Hunter	

Time	Lead	Topic	Notes
10:00 AM (10 min)	Sowmya	<b>Welcome Items</b> <ul style="list-style-type: none"> <li>Roll Call</li> <li>Meeting Notes – R2 (Due 06/30/25)</li> </ul>	
10:10 AM (60 min)	Matt Rhiannon Sowmya	<b>Lobby Management Modernization</b> <ul style="list-style-type: none"> <li>Updates</li> <li>Demo</li> <li>CIT</li> </ul>	<ul style="list-style-type: none"> <li>TLM 39 Lobby Modernization (SCR 213363) scheduled for release 7/21/25.               <ul style="list-style-type: none"> <li>CIT's will be released soon</li> <li>Share-of-Cost removed from design, will be added later.</li> <li>Currently 35 out of 82 defects are still open</li> </ul> </li> </ul>

Time	Lead	Topic	Notes
			<ul style="list-style-type: none"> <li>○ New system will consolidate the 4 existing applications into 1 streamline web-based solution.</li> <li>• New web-based lobby applications include: <ul style="list-style-type: none"> <li>○ Allow customers to self-check-in</li> <li>○ Allow counties to continue to customize what participants can do on a device</li> <li>○ Allow counties to add new devices</li> <li>○ Allow county users to upload documents</li> </ul> </li> <li>• CalSAWS Application-Lobby Updates <ul style="list-style-type: none"> <li>○ Device Assignment Detail Page</li> <li>○ Device Management Detail Page</li> <li>○ Flow Management List Page</li> <li>○ Flow Management Detail Page</li> </ul> </li> <li>• Discussed changing the staff time-out period for the kiosks from 2 minutes to a longer period. May require a CER. <ul style="list-style-type: none"> <li>○ LA County has no time out option for staff.</li> </ul> </li> </ul>
11:10 AM (10 min)	Sowmya	<b>Meeting Closeout</b> <ul style="list-style-type: none"> <li>■ Action Item Review</li> <li>■ Final Q&amp;A</li> <li>■ Next Meeting</li> </ul>	<ul style="list-style-type: none"> <li>■ Next meeting scheduled for 7/24/25</li> </ul>

## Follow Up

#	Action Item	Who	Due
1	<del>LA requested hardware specifications before mid may</del>	<del>Sowmya</del>	<del>Completed</del>
2	<del>Send process flow to committee for Device Registration and Device Configuration</del>	<del>Sowmya</del>	<del>Completed</del>
3	Appointments		

#	Decision Made	Who	Date