

# CalSAWS | Agenda – JPA

Meeting: JPA Member Representatives and Board of Directors  
Location: Westin San Diego Gaslamp Quarter  
Date: Friday, June 27, 2025  
Time: 8:30 a.m. – 9:00 a.m.

**CONVENE JOINT MEETING OF THE MEMBER REPRESENTATIVES AND BOARD OF DIRECTORS** – All scheduled items will be heard in the California Ballroom of the Westin San Diego Gaslamp Quarter located at 910 Broadway Circle, San Diego, CA 92101. The Public Session of this meeting shall be accessible in person.

## PUBLIC SESSION

**8:30 a.m. – Convene the joint Meeting of the JPA Member Representatives and Board of Directors (“Board”) of the CalSAWS Consortium (“CalSAWS”)**

Time	Lead	Topic
8:30 AM (2 min)	Michael Sylvester	1. <b>Call Meeting to Order</b>
8:32 AM (3 min)	Michael Sylvester	2. <b>Confirmation of Quorum and Agenda Review.</b>
8:35 AM (TBD)	Michael Sylvester	3. <b>Public Comment: Public opportunity to speak on any Item 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.</b>  <b>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.</b>

## JPA Member Representatives Action Item

8:35 AM (3 min)	Michael Sylvester	4. Nominations, Elections, and Appointments of the JPA Board and Project Steering Committee Members for Fiscal Year 2025/2026.  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,
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Time	Lead	Topic
		<p>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.</p> <ul style="list-style-type: none"> <li>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, 2025, through June 30, 2026.</li> <li>ii. Introduce the Directors appointed by Region 6 for the period of July 1, 2025 through June 30, 2026.</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>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, 2025 through June 30, 2026.</li> <li>ii. Introduce the Project Steering Committee Members appointed by Region 6 for the period of July 1, 2024 through June 30, 2025.</li> </ul>

#### CalSAWS Member Representatives Informational Item

8:38 AM (2 min)	Michael Sylvester	<p>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.</p> <ul style="list-style-type: none"> <li>a. Introduce Director of OTSI, Adam Dondro, as the Ex-Officio representative of the State.</li> </ul>
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#### CalSAWS JPA Board Action Items

8:40 AM (5 min)	Michael Sylvester	<p>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.</p> <ul style="list-style-type: none"> <li>a. Seek nominations and creation of slate for Board of Directors Chair and Vice-Chair for the period of July 1, 2025, through June 30, 2026.</li> <li>b. Proceed to elect the Chair and Vice-Chair for the period of July 1, 2025, through June 30, 2026.</li> </ul>
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Time	Lead	Topic
8:45 AM (5 min)	Holly Murphy Michael Sylvester	7. Approval of SFY 2025/26 CalSAWS Project Budget including the CalSAWS Advance Planning Document (APD) Update, County Purchases/Separate Services, Premise Item Funding, and the Administrative Budget for Unfunded costs.
8:50 AM (2 min)	Holly Murphy Michael Sylvester	8. Ratification of MOU between CalSAWS and the State of California Employment Development Department (EDD), which includes access related to Work Opportunity Tax Credit (WOTC) certifications.
8: 52 AM (3 min)	Holly Murphy Michael Sylvester	9. Approval of Consent Items. <ol style="list-style-type: none"> <li>Approval of the Minutes and review of the Action Items for the May 9, 2025, JPA Board of Directors Meeting.</li> <li>Approval of Gainwell Central Print Change Order 03, which includes a request to add one (1) premise item.</li> <li>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 2025/26.               <ol style="list-style-type: none"> <li>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.</li> <li>Approve 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.</li> <li>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.</li> <li>Approve completion of the form in the name of CalSAWS Chief Administrative Officer, Holly Murphy, authorizing the Chief Administrative Officer to approve invoices to be paid by the Controller for CalSAWS, in the absence of the CalSAWS JPA Secretary.</li> <li>Approve completion of the form in the name of the CalSAWS Section Director, Robert Lusk, authorizing Robert Lusk to approve invoices to be paid by the Controller for CalSAWS in the absence of the CalSAWS JPA Secretary.</li> <li>Approve the completion of the form in the name of Gilbert Ramos, authorizing Gilbert Ramos to approve invoices to be paid by the Controller for CalSAWS.</li> </ol> </li> </ol>

### Informational Items

8:55 AM (5 min)	Holly Murphy	10. CalSAWS Annual Audit Summary
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Time	Lead	Topic
9:00 AM	Michael Sylvester	11. Adjourn Meeting

The agenda and supporting documents are available for review during regular business hours at 11971 Foundation Place, 3<sup>rd</sup> Floor, Gold River, CA 95670. All items on the consent agenda will be considered in a single motion unless separate action is requested by a Board Member or member of the public.

In accordance with the Ralph M. Brown Act, this meeting agenda is posted at least 72 hours prior to the regularly scheduled meeting date in the lobby of the locations noted above.

The meeting facility is accessible to persons with disabilities. If an assisted listening device or other service will be needed in order to participate in the public meeting, a request should be made through the Secretary of the Board at least three (3) business days prior to the Board meeting. The Secretary's telephone number is (916) 282-3834. The Secretary's office is located at 11971 Foundation Place, 3<sup>rd</sup> Floor, Roseville, CA 95670.