

CalSAWS | Executive Summary for the JPA Board of Directors

Location: Zoom/In-Person
Date: Friday, June 27, 2025

Agenda Item and Summary	Type of Item
<p>1. Call meeting to order.</p> <p>Summary: Board Chair, Michael Sylvester, will call the joint meeting of the CalSAWS JPA Member Representatives and Board of Directors to order.</p>	Procedural
<p>2. Confirmation of Quorum and Agenda Review.</p> <p>Summary: Board Chair, Michael Sylvester, will confirm quorum of the Member Representatives and Board of Directors and will provide a high-level overview of the agenda.</p>	Procedural
<p>3. 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.</p> <p>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.</p> <p>Summary: Board Chair, Michael Sylvester, will provide the public with an opportunity to speak on items not on the agenda.</p>	Procedural
JPA Member Representatives Action Item	
<p>1. Nominations, Elections, and Appointments of the JPA Board and Project Steering Committee Members for Fiscal Year 2025/2026.</p> <p>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.</p> <p>i. Present the nomination slate from the Regional Nomination conference calls, gather any further nominations from the floor, and</p>	Action

- proceed to elect the JPA Board of Directors for those Regions for the period of July 1, 2025, through June 30, 2026.
- ii. Introduce the Directors appointed by the Region 6 for the period of July 1, 2025 through June 30, 2026.
- 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 (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, 2025 through June 30, 2026.
 - ii. Introduce the Project Steering Committee Members appointed by Region 6 for the period of July 1, 2025 through June 30, 2026.

Summary: The consortium is seeking approval of Nominations, Elections, and Appointments of the JPA Board and Project Steering Committee Members for Fiscal Year 2025/2026.

CalSAWS Member Representatives Action Item

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| <p>4. 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"> a. Introduce Director of OTSI, Adam Dondro, as the Ex-Officio representative of the State. | <p>Action</p> |
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Summary: The Consortium will introduce Director of OTSI, Adam Dondro, as the Ex-Officio representative of the State.

CalSAWS JPA Board Action Items

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| <p>5. 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"> 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. b. Proceed to elect the Chair and Vice-Chair for the period of July 1, 2025, through June 30, 2026. | <p>Action</p> |
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Summary: The Consortium is seeking Board approval of JPA Agreement, Article III, Section 3.01, the Board of Directors shall elect from among its Directors, a Chair and Vice-Chair.

6. 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.

Action

Summary: The Consortium is seeking Board approval of the SFY 2025/26 CalSAWS Project Budget which includes the CalSAWS Advance Planning Document (APD) Update, County Purchases/Separate Services, Premise Item Funding, and the Administrative Budget for Unfunded costs.

7. 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.

Action

Summary: The Consortium is seeking Board Ratification of the MOU between CalSAWS and the State of California Employment Development Department (EDD). The MOU allows EDD access to the SAWS database to review and retrieve recipient benefit information necessary for the Work Opportunity Tax Credit (WOTC) program to verify and determine eligibility and issue Work Opportunity Tax Credit certifications.

8. Approval of Consent Items

Action

a. Approval of the Minutes and review of the Action Items for the May 9, 2025, JPA Board of Directors Meeting.

Summary: The Consortium is seeking Board approval of the Minutes and review of the Action Items for the May 9, 2025, JPA Board of Directors Meeting.

b. Approval of Gainwell Central Print Change Order 03, which includes a request to add 1 premise item.

Summary: This Change Order will utilize \$3,951,899 of the original \$32,100,000 Change Allowance for the following one (1) premise: Alternate Formats. Board approval of this Change Order will leave \$27,791,801 for future work.

The costs of this Change Order are funded through premise. The current year costs are accounted for in the SFY 2025-26 CalSAWS JPA Project Budget.

c. 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.

- 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 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 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.

- v. **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.**
- vi. **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.**

Summary: The Consortium is 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.

Informational Items

9. CalSAWS Annual Audit Summary

Informational

Summary: Holly Murphy will provide a summary of the CalSAWS Annual Audit.

10. Adjourn Meeting

Procedural

Summary: Board Chair, Michael Sylvester, will adjourn the meeting of the CalSAWS JPA Board of Directors.