CalSAWS | Minutes

Meeting:	Project Steering Committee Meeting
Location:	The Fairmont San Francisco (950 Mason St, San Francisco, CA 94108)
Date:	Friday, June 26, 2025
Time:	9:30 a.m.
Present:	In Person: Clarisa Simon, Region 1 – Member; Lynn Perez, Region 1 – Member; Eduardo Ameneyro, Region 2 – Member; Rachel Ebel-Elliot, Region 3 – Member; Vivian Garcia, Region 4 – Member; Sandra Bowlan, Region 5 – Member; Jaime Duncan, Region 5 – Member; Shawn Amiel, Region 6 – Member; Olga Vicuna, Region 6 – Member; and Del Benavides, Region 6 - Member
Absent:	Alberto Banuelos, Region 5 – Co-Chair;
Facilitator:	Holly Murphy, Acting Executive Director and Chief Administrative Officer

Topic

1. Call Meeting to Order

Summary: Co-Chair, Sandra Bowlan, called the meeting to order at 9:30 a.m.

2. Confirmation of Quorum and Agenda Review

Summary: Co-Chair, Sandra Bowlan, confirmed quorum of the PSC and gave a brief overview of the agenda topics.

3. 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.

Summary: None

Action Items

4. Approval of the Minutes and review of the Action Items from the April 16, 2026 PSC Meeting.

Action Items from previous meetings:

None

Summary: The Consortium is seeking approval of the Minutes and review of the Action Items from the April 16, 2026 PSC Meeting.

Motion to approve was made by Member Rachel Ebel-Elliot.
Motion was seconded by Member Eduardo Ameneyro.
All PSC Members present voted to approve.

Topic

The motion passed.

5. **Pursuant to the JPA Bylaws Article VIII, Paragraph A., the Project Steering Committee shall be co-chaired. The Co-Chairs shall be elected from among the Project Steering Committee members annually.**
    a. **Seek nominations and creation of slate for Project Steering Committee Co-Chairs for the period of July 1, 2026, through June 30, 2027.**
    b. **Proceed to elect the Co-Chairs for the period of July 1, 2025, through June 30, 2026.**

Summary: The Consortium is seeking approval of the elected Co-Chairs for the period of July 1, 2026, through June 30, 2027. Sandra Bowlan and Eduardo Ameneyro were nominated as Co-Chairs and accepted.

Motion to approve was made by Member Lynn Perez.
Motion was seconded by Member Shawn Amiel.
All PSC Members present voted to approve.
The motion passed.

6. **Adjourn Meeting**

Summary: Co-Chair, Sandra Bowlan, adjourned the meeting at 9:34 a.m.

Follow Up

#	Action Item	Who	Due	Status
1	Show chart that lists equivalent enhancements for CalSAWS to BenefitsCal. ▪ Julia to share outside benchmarks for self-service site adoption rates. ▪ Share number of documents that were actually retried for upload. **(Closed)**	Onur Senman Frederick Gains Holly Murphy	July 2026	Open
2	Validate levels of access to the analytics data.	Rajesh Tahaliyani	July 2026	Open

Next Meeting
In-Person/Zoom
Thursday, July 16, 2026
9:00 a.m. – 11:30 p.m.
CalSAWS Gold River
11971 Foundation Place, 3rd Floor
Gold River, CA 95670