

CalSAWS | Agenda

Meeting: CalSAWS Training Committee
Location: Microsoft Teams – Virtual Meeting
Date: July 1st, 2026
Time: 9:00 AM – 10:00 AM

Attendees:

Region 1: Denise Lopez
Region 2: Erin Poma, Kristin Montoya, Melinda Martin
Region 3: Chelcie Starks, Darlene Lawson, Sean Bockmann
Region 4: Juanita Vang for Gerald Fukuda
Region 5: None
Region 6: Alexander Mont, Guadalupe Castro
CalSAWS: Cris Garcia, Melissa Heffley, Elizabeth Palm, Sami Varney, Juan Avila, Melissas Thomas, Donna Wilson

Responsible for Meeting Minutes: Region 6

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Lead	Topic	Notes
Cris Garcia	Training Environment Touchpoint September refresh vote	Keep refresh on the same date, Labor Day weekend
Cris Garcia	Worker Schedules – Administrative Job Aid Three Job Aids merged into one: Appointment Durations, Worker Schedule Templates and Worker Schedule Categories	- Worker Schedules-Administrative - Will be updated in LMS by 26.07 deployment
Melissa Heffley	FCED Job Aids via CIT	Will go out via CIT before FCED goes live in October
Sami Varney	Training Manual Status Update 26.05 version released 6/19 - General Eligibility Unit 1 – Appointment Creation	- Changes to screenshots - Appointment creation activity uses Override button - Otherwise, Counties will need to create worker schedules
Sami Varney	County Collaboration Check-In - Met on 5/7 - Next Meeting 7/15 at 10:30am	- Agenda will be posted in the Communication Portal - Region 3 is leading - Region 2 - Notetakers

Follow Up

#	Action Item	Who	Due
1			
2			

#	Decision Made	Who	Date
1			
2			