



**WELFARE CLIENT DATA SYSTEMS
BOARD OF DIRECTORS – TELECONFERENCE
AGENDA PACKAGE**

Thursday, February 1, 2018
9:00 A.M. – 11:00 A.M.



**Welfare Client Data Systems
Board of Directors' Teleconference**

Date: Thursday, February 1, 2018
Time: 9:00 AM to 11:00 AM
Dial-in: (888) 330-1716, Access Code: 42206816

Attendees: *County Directors and/or Delegates*
Alameda, Lori Cox
Alameda, Carlos Sanchez
Contra Costa, Kathy Gallagher
Fresno, Delfino Neira
Orange, Mike Ryan
Placer, Jeff Brown
Placer, Susan Kimbley for Linda Bridgman
Sacramento, Ann Edwards
San Diego, Rick Wanne
San Francisco, Trent Rhorer
San Luis Obispo, Devin Drake
San Mateo, Maria DeAnda
San Mateo, Nicole Pollack
San Mateo, Michael Wentworth
Santa Barbara, Maria Gardner for Daniel Nielson
Santa Clara, Robert Menicocci
Santa Clara, Umesh Pol (Co-Chair)
Santa Cruz, Ellen Timberlake
Solano, Angela Shing
Sonoma, Karen Fies
Tulare, Juliet Webb
Ventura, Barry Zimmerman (Co-Chair)
Yolo, Nolan Sullivan

WCDS Staff
Stacey Drohan
Dan Kalamaras

OPEN SESSION

1. Call Meeting to Order by WCDS Co-Chair and Introductions (*Umesh Pol*)
2. Agenda Review and Comments by WCDS Co-Chair (*Umesh Pol*)
3. Public Comment (*Umesh Pol*)
4. Approval of Agenda (*Umesh Pol*)



5. Approval/Decision/Action Item(s) *(Umesh Pol)*

- 5.1 To enter in a MOU between WCDS and San Francisco City and County relating to services of Dan Kalamaras as the WCDS Interim Executive Director – Attachment 5.1
- 5.2 Consider request from WCDS Director of Finance related to personnel action

6. Discussion Item(s)

6.1 WCDS Financial Audit *(Umesh Pol)*

- 6.1.1 Review of transactions for compliance
- 6.1.2 Establish governing policies/procedures and oversight

6.2 CalSAWS Governance and Support for Executive Committee *(Umesh Pol)*

6.3 Transition Support for WCDS Interim Executive Director *(Umesh Pol)*

6.4 Recruitment of the Following WCDS Positions *(Umesh Pol)*

- 6.4.1 Administrative Deputy Director
- 6.4.2 Director of Finance
- 6.4.3 Executive Director

CLOSED SESSION

7. No Closed Session Items.

OPEN SESSION

8. Meeting Adjournment and Next Meetings *(Umesh Pol)*

8.1 Board & Other Meetings Schedule

- Board of Directors Meeting, 2/9/2018, Library Galleria

ACTION ITEMS

ID	Open Date	Description of Action Item	Assigned to	Due	Closed Date
75	1/12/2018	Schedule a 2-hour call the week of 1/29 with the full Board (Directors only) to discuss the financial audit and establishing procedures, CalSAWS, the future of the WCDS Executive Director position and providing transition support. <ul style="list-style-type: none"> • Done – Scheduled for 2/1/2018. Close. 	Stacey Drohan	ASAP	1/25/2018

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN FRANCISCO CITY & COUNTY
AND
WELFARE CLIENT DATA SYSTEMS**

I. BACKGROUND

1. Welfare Client Data Systems (“WCDS”) is a consortium of 18 California Counties organized for the purpose of managing and maintaining the CalWORKs Information Network (“CalWIN”) and related systems (overall, “Systems”), which are used by the Counties in support of their Social Services/Welfare eligibility, enrollment, and benefit issuance.
2. Counties involved in the Systems have a vested interest in the optimal functioning and project management of the system; as a result, the counties have often provided County staff on loan to the WCDS project to supply county perspective, subject-matter expertise, and other support.
3. WCDS/CalWIN budget dollars associated with the project are available to reimburse efforts of County staff dedicated to the CalWIN project.
4. WCDS is in the midst of a personnel transition effort for the Maintenance and Operations contract supporting the Systems.
5. Dan Kalamaras (“Employee”), an employee of San Francisco City and County (“County”), possesses skills and knowledge relevant to the transition effort, and is willing to accept a temporary assignment at the WCDS project site for this effort.

II. PURPOSE

This MOU is entered into by the Parties to specify a staff sharing arrangement between San Francisco County and Welfare Client Data Systems (“Parties”) for Employee temporary assignment.

III. RESPONSIBILITY OF THE PARTIES

A. WCDS Responsibilities

1. Provide Employee, through the Board of Directors, with adequate communication, direction, and supervision in performance of work effort.
2. Arrange for exclusive office space and communications capability (phone, Internet connection) for Employee at the Project site to be used in performance of assigned tasks.
3. Reimburse County for costs associated with Employee while in performance of assigned tasks; reimbursement will be for Employee’s current salary, benefits, and travel / mileage to offsite meetings when required (“Cost”). This amount will be the sum total of \$128,884 per year for salary / benefits that is claimable for a six month period. Monthly combined, claimable salary / benefits will be \$21,481.
4. Reimbursement method:
 - i. WCDS will increase the County’s Consortium Project Team allocation in the annual CalWIN budget by the estimated Employee Cost; this amount can be adjusted quarterly as necessary.
 - ii. San Francisco County pays/authorizes the Employee and can claim the Cost for reimbursement through the CalWIN budget.

B. County Responsibilities

1. Make Employee available to WCDS for the duration of the agreement, subject to change for unforeseen circumstances or as mutually agreed by the Parties.
2. Continue to pay the salary and benefits for the Employee subject to reimbursement as described in Section III.A.3 above; all parties agree that this temporary assignment in no way supersedes or changes the existing employment arrangement between the County and the Employee.
3. Bill and charge Employee Cost per Section III.A.4 above.

C. Employee Responsibilities

1. Support WCDS Maintenance and Operation activities, including, but not limited to:
 - i. Duties and functions as specified in the WCDS Bylaws.
 - ii. Other duties and functions as the WCDS Board of Directors may assign.
2. Report to and provide status updates as necessary to WCDS Board of Directors.
3. Coordinate with County for ongoing activities, as necessary, including but not limited to: submission of timesheets, attendance at required County meetings and training, completion of necessary documentation, and any other task as requested by the County.

IV. **TERM**

- A. The term of this Agreement is anticipated to be January 9, 2018 through June 30, 2018, unless otherwise mutually agreed by the Parties.

Each of the signatories below has the authority to execute this MOU on behalf of their respective organizations.

 WCDS:
 WCDS Board of Directors Co-Chair

 Date

 County: Trent Rhorer, Executive Director

 Date