

# FACT Meeting

November 3, 2014

9:30 a.m. – 1:30 p.m.

40 Douglas Drive, Martinez, CA

Conference Room 102



## AGENDA

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| <b>9:30 – 9:45</b>   | <b>Call to Order</b> <ol style="list-style-type: none"><li><b>1. Introduction of Juliana Carson, FACT staff</b></li><li><b>2. Introduction of Deborah McGrath, At-Large Seat 2</b></li></ol>    |
| <b>9:45 – 9:50</b>   | <b>Review and Accept the Minutes (September 8, 2014)</b>  |
| <b>9:50 – 9:55</b>   | <b>Update on the Renewal of Member Seats to the Committee</b>   |
| <b>9:55 – 10:00</b>  | <b>Review and Accept Conflict of Interest Forms</b>   |
| <b>10:00 – 11:00</b> | <b>Develop final Professional and Community-Based Needs Assessment Forms</b>  |
| <b>11:00 – 11:40</b> | <b>Discuss Distribution of Needs Assessment Forms to Programs, Agencies and Community-Based Organizations</b>   |
| <b>11:40 – 12:25</b> | <b>Identify possible Data Analysts to develop the on-line professional survey, input data from the submitted community-based surveys, and analyze all information to develop RFP priorities</b> |
| <b>12:25 – 12:35</b> | <b>Authorize sub-committee meeting to continue work on the web-site/data/publicity issue</b>  |
| <b>12:35 – 12:40</b> | <b>Discussion/ Announcements/ Public Comment</b>  |
| <b>12:40</b>         | <b>Adjourn</b>  |

- Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the FACT Committee to a majority of the members of the committee less than **96 hours prior** to that meeting are available for public inspection at 40 Douglas Drive Martinez, CA 94553 during normal business hours.
- The FACT Committee will provide reasonable accommodations for persons with disabilities planning to participate in the FACT meetings who contact Juliana Carson at least **48 hours before** the meeting at 925.313.1696.