

# FACT Meeting Minutes

June 3, 2019

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Conference Room 208



Call to Order - 9:35 am

Committee Member Attendance:

Richard Bell	Carol Carillo - Absent	Joe DeLuca	Mary Flott	Marianne Gagen
Lisa Johnson - Absent	Olga Jones	Karin Kauzer	Cherise Khaund	Dr. Allyson Mayo
Deborah McGrath	Julia Miner	Mujdah Rahim	Stephanie Williams-Rogers	

Staff: Elaine Burres, Laura Malone, Jessica Wiseman

Guest: Emlyn Struthers, Management Analyst, Clerk of the Board

**1. Review and Accept the Minutes (May 6, 2019)**

- Marianne moved, Richard seconded acceptance of the minutes. It passed unanimously; Yea: 10, Nay: 0; Abstained: Mujdah Rahim, Karin Kauzer

**2. FACT Membership Update, Organization and Action Items**

- Welcomed Stephanie Williams-Rogers – District III Seat and Dr. Allyson Mayo – Mental Health Seat 5.
- Round table to introduce all members, including staff.
- Expiring Board Membership as of September 30, 2019 – reviewed members needing to submit applications for re-appointment; online option & paper application options can be submitted by mail, email or fax – already have received Carol, Richard, Julia & Joe, Marianne submitted hers today.
- FACT re-appointments – committee voted to approve re-appointment applications for Carol, Joe and Marianne and submit to Board – Olga motioned to accept all re-appointment applications, Mary seconded. It passed unanimously; Yea: 12, Nay: 0
- District appointments come directly from the Board.
- Cherise Khaund resigned from FACT Committee, stepping down due to conflict of interest – Per Emlyn, Cherise would not be eligible for the alternate seat given same conflict of interest.

**3. RFP Contract Status Update; Fiscal YTD FACT Budget Review**

- Per Laura, 4 contracts being readied to submit to Elaine – CAPC, Crossroads, Ujima are three of the four.
- There are 5 remaining w/agencies.
- Catholic Charities revised program and budget, received this week by Laura – checking for compliance with original recommendations given reduced award.
- The only perceived barrier is time.

- Laura provided spreadsheet document with FACT Budget Expenditures to date. Reviewed spreadsheet and explained how to read the information – information is pulled from multiple locations and manually compiled.
- Discussed that fiscal direction determines which/how funds are allocated to available FACT funding streams – some money is more flexible & some must be moved quickly, ex: Anne Adler funds are flexible.
- Marianne suggested there be an explanation on funding streams for new members during meeting. Laura did not have that data prepared for this meeting.
- In the Fall, teams will be assigned to review progress of programs via site visits.
  - o Goal: Don't insert ourselves in the process, but make sure funds are being used properly.

#### 4. FACT Charter Discussion, continuation

- Boards & Commissions Presentation – Emlyn Struthers, Management Analyst, Clerk of the Board
  - o Reviewed Brown Act, Better Government Ordinance (BGO), Bylaws and how all affect the operation of the FACT committee.
  - o Subcommittees can be allowed as a working group, must be less than a quorum and cannot make decisions unless it's during a scheduled, public meeting.
  - o If there is not a quorum, there should be no meeting, cannot review/discuss anything listed on the Agenda.
  - o Determined that the FACT committee currently has up to 15 members, but if less due to vacancies, a quorum will require 8 members because the maximum members is 15 (50% +1).
  - o Only the agenda must be posted in a public place for viewing 96 hours prior to the meeting (calendar days), it should be available online and at the physical location of the meeting. Additional handouts or information being provided at the meeting should be available for public review, a note can be added to the agenda referencing the location of the information.
  - o Teleconference: Due to restrictions for public meetings, it is generally not done.
  - o Julia asked, if the Committee is sued for any reason, can they as individuals be included in the lawsuit – Emlyn stated the suit would be against the County, not the committee members individually as they are an advisory committee only. Unless the individual is liable under “criminal penalties.”
  - o FACT was reviewed last year and per Emlyn is in compliance with all requirements.
  - o Committee resignations are reported to Laura.
  - o Who has the authority to reduce membership? – Review bylaws, which are operating rules set forth by the committee. Changes would need to be approved by county counsel & CAO before going to the Board of Supervisors.
  - o Alternate seats can be created, these would be for At-Large members, they would be allowed to vote in place of absent committee members. If all members are present, the alternates would not be allowed to vote. Alternates also may not have a conflict of interest.
  - o Can the FACT Committee move individual meetings? Can an additional meeting be added, if/when needed? – Both situations would be allowed, but would need to be posted the same as any other public meeting, 96 hours prior to the meeting and should have a note on the agenda that the meeting was moved or is a special meeting.
  - o **Per Emlyn each new committee member has training they must complete within the first 2 months of appointment – information will be sent to new FACT Committee members.**

## 5. FACT Self-Evaluation & Goal Discussion, continuation

- **General Discussion –**
  - o Joe: Everyone to review bylaws and discuss further at the next meeting (30 minutes).
  - o Next meeting will be September 9, 2019.
  - o Confirmed July and August meetings are cancelled.
  - o Laura: Pending applications for Committee re-appointment – Deborah only (Marianne submitted today).
  
- **Staff Response to Chair Directive on task assignments**
  - o Policy sustainability & accountability discussed.
  - o Joe sent an email to Laura and Kathy Marsh requesting additional tasks to be performed for the FACT Committee regarding Donor Database and FACT Needs Assessment for 2021 RFP funding. Donor Database update provided (see below). Needs Assessment still under review.
  - o Priorities: Planning activities, community needs assessment – done in the past but not to the extent needed – giving 1 year to get that done.
  
- **Proposed communication to Board of Supervisors from Chair and Vice Chair –** Review desired visibility with Board of Supervisors; tri-annual review needs with 0 feedback received so far.
  - o Option 1: Look to become a standing item at the board meetings.
  - o Option 2: Speak up during public comment session.
  - o Option 3: Proposed communication once or ongoing.
  - o There are Board of Supervisors members that do not know what FACT is about – we want to include success stories/elevator pitch to help illustrate what we do on this committee.
    - What is our message, who we are, what do we need?
    - Site visit stories – We specifically want to connect with Contra Costa Interfaith Housing.

## 6. Updates

- **Education Topics – not discussed**
- **Donor Database –** Board of Supervisors would like a record of what districts are donating – database needs to be updated. Per Laura, Jessica has entered all tax donations. Determination needed on letter format and signatures – Joe and Mary will sign. Letters will be prepared and then Joe and Mary will be contacted to pick them up, sign and return when complete.
- **Staffing –** ASA III position still vacant and in process. It was suggested to bring to the Board of Supervisors but determined that would not be the best approach. Trying to fill the vacancy through Children & Family Services and trying to get additional support. The county hiring process was reviewed for the benefit of the new members. Joe inquired about a letter of support to fill the position. Elaine suggested to write a letter to Kathy Marsh; Joe will write and submit. Karin motioned that the chair would write to the Bureau director requesting support in filling the position; Julia seconded. Yea: 12; Nay: 0

## 7. Discussion/Announcements/Public Comment

- Julia asked if we have the orientation materials available for the new members, Mary is still working on the document – will complete and send to all members.
- Julia provided list of acronyms for the new members.
- Olga requested criteria for agency participation in the FACT program via a copy of the most recent Request for Proposal (RFP) and a current list of participating agencies be given to new members. Laura will provide.
- No Public Comment.

**Adjourn – 11:30 am**