

FACT Meeting Minutes

November 4, 2019

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Conference Room 208



Call to Order – 9:32 am

Committee Member Attendance:

Richard Bell	Carol Carrillo arrived 9:42 am	Joe DeLuca arrived 9:35 am –departed 11:00 am	Mary Flott	Marianne Gagen
Lisa Johnson arrived 9:35 am	Olga Jones	Karin Kauzer		Dr. Allyson Mayo
	Julia Miner – departed 11:10	Mujdah Rahim - absent	Stephanie Williams- Rogers	

Staff: Elaine Burres, Laura Malone, Jessica Wiseman, Jan Nelson

Guest: Mariana Valdez

1. Review and Accept the Minutes (October 7, 2019)

- Dr. Allyson Mayo moved, Julia Miner seconded acceptance of the minutes. It passed unanimously; Yea: 8, Nay: 0; Abstained: N/A (vote completed prior to arrival of Joe DeLuca, Lisa Johnson and Carol Carillo)

2. FACT Membership Update, Organization and Action Items

- *Open Positions* – Laura introduced Mariana Valdez who is sitting in as a guest during the meeting, and has submitted an application to join the FACT Committee. Candace Anderson is working on getting an interview set up, however, Mariana is qualified to occupy any of the 3 vacancies we currently have. District II, At Large or Childcare. Introductions were performed and Mariana shared her background with the committee.
- *Recruitment* - Julia met with Supervisor Anderson and discussed the alternate member seat option. Waiting to hear back from her regarding At Large alternates that are already available, that could possibly help with this. Candace will help in any way she can to bring attention to FACT; she will help arrange whatever speakers, venues, etc.
- Joe asked about our follow up on advertising. Laura – reviewed several options – the committee needs to write a profile piece:
 - o Individual supervisors newsletters: ex: Candace Anderson includes FACT information on her newsletter
 - o Community Focus newsletter (specific to central county) – has a cost (undetermined) associated w/running an ad, but the ad can be free if we submit an article as well
 - o Newspapers – agreed too expensive and not effective for this purpose

- Tish Gallegos – Media Relations Manager for EHSD indicated we could do a marketing blast via the county Facebook page and Twitter accounts. We also have the option to change the FACT logo if we'd like.
- Mary – pick mode of advertisement? Print – community focus newspaper
- Laura – Should at least take advantage of the EHSD Website – community focus newspapers needs an article written which would make advertising free – still need to follow up on cost of ad without article.
- Lisa – we need a plan of attack – what/who is our target?
- Target 1: committee member recruitment

Target 2: funds – donations beyond the tax bill insert (electronic mediums are not available at this time)

3. RFP Contract Status Update; Fiscal 2019-2020 FACT Budget Review

- *FACT Contracted Agencies Listing and Status* - Laura – 4 contracts are complete: MDUSD Crossroads, CAPC, COPE, and CCARC/Care Parent Network
 - Union noticing requirements holding things up more than prior years. FACT money is not allowed for staff, however getting held up by CAO for Labor Relations/Union Noticing.
 - 4 of 5 pending contracts are expected to be complete within 2 weeks
 - YMCA/BACR still hasn't signed the contract – Laura and Elaine are not receiving responses from either entity.
 - Lisa – can we withdraw the award? We can, Contracts will send a certified letter to them asking for the contract to be signed by 11/15 or we will withdraw the award. We expect we will need to notice the BOS that the award has been rescinded.
 - As part of the Countywide effort, Carol is working at the County and State level to perform asset mapping through OCAP, this could expand the FACT Committee knowledge of available programs that may benefit from FACT funding.

4. FACT Charter Discussion, continuation

- *Discussion – how to increase our profile in the community and how do we “sell” being on the committee* - Stephanie asked, what does that mean? What are we trying to accomplish? Julie quoted a section from page 11 of the bylaws – we want to create awareness for recruitment and donations as well as a broader diversity of programs applying for funds. We want to increase funding – relative to individual donations – we agreed years ago not to compete with other groups for donations, so we are going to continue to request donations via the tax bill inserts. Laura added that she has received calls from individuals who would like to donate, she is able to mail the inserts to them. Lisa added we need to know our target audience and get direct messages to them. Part of the problem is that donations are sent via tax bill inserts and many in the younger generations either don't see tax bills due to impound accounts or don't donate via checks.
- Marianne – presentation to BOS to inform what FACT is. Lisa – What do we have to gain from this? Olga – Make them aware of what we are and what we do. Marianne – to help in our recruitment efforts. Joe – Money/donations, support. Stephanie – have the Supervisors helped advertise in the past? Some have been more involved than others. Richard – Family & Children's Committee should be addressed first. Joe – requested a volunteer to write the messaging – **Action Item: Mary and Stephanie offered to write the message.**
- *Review updates to FACT Policies and Procedures document* - Per Julia's conversation w/Candace – RFP language regarding priority to Contra Costa County entities – you could take it into consideration or ignore it. We can consider programs in outside counties, but should give the priority to Contra Costa County entities. Laura – reconfirmed, we can remove that language in the next RFP cycle, it's at the discretion of the FACT Committee.

- Question regarding the changes made to the Charter from the last meeting, Laura confirmed there were minor changes made, everyone was to review and discuss today, if we don't have any other changes to make, we can move to BoS for approval.
- Funding schedule to be discussed at December meeting, talk of changing to a three year cycle, Mary asked about doing two visits 18 months apart, but Lisa and Carol, multiple site visits could be a burden on agencies. Jan suggested doing a site visit the first year and desk review the next year, Lisa agreed that a risk assessment the following year would be better than multiple site visits. Suggest only doing a second visit if they are not meeting measurements. Laura added, funding has a one year contract, but we could extend using the renewal process. Stephanie added that per a recent conference she attended, these programs could benefit from long term uninterrupted funding. Laura (not me, not sure who said this – maybe Elaine?) said by extending to three years, we are closing off the ability to fund new agencies for a longer period of time. Lisa added it lessens the ability to serve more agencies. Karin added that by adding a third year, it gives the committee a chance to see the long term effects of the funding. Mary, site visits help determine if we keep funding during renewal period. Olga added that performance doesn't necessarily guarantee future funding. Per Carol, risk assessment is the way to go, but Lisa stated someone would need to create reports. Laura – if risk assessment done in lieu of site visit, the committee would need to determine what the risk assessment measures would be, modifications to the term/process would need to be outlined and presented to the BoS given they are currently documented in the FACT Charter/Policies and Procedures.
- Allyson asked if we are partners? Allyson suggested that the agencies, as partners could propel our purpose. Joe added that the RFP requires public sharing.

5. Site Visit Planning, continuation

- *FACT Team Lead Assignments, FACT Member Assignments*

<u>Catholic Charities</u> Lisa – Lead Marianne Richard Joe	<u>COPE</u> Richard – Lead Karin Allyson	<u>CAPC</u> Karin – Lead Mary Olga	<u>Mt Diablo (crossroads)</u> Allyson – Lead Lisa
<u>CC-ARC</u> Carol – Lead Stephanie	<u>Stand</u> Marianne – Lead Mary Olga	<u>Interfaith Housing</u> Joe – Lead Karin Stephanie	<u>Ujima</u> Stephanie – Lead Mary Olga

- ****if YMCA completes the signed contract Joe – Lead, Lisa, Allyson**
- ***Mariana Valdez, Mujdah Rahim will be added later**
- Lisa clarified the visits are structured to see the part of the program the FACT committee is funding
- Target is to have half completed in January and half completed in February, Marianne suggested to reach out to agencies to get on their schedules as soon as possible. Leads to check with team to determine vacation schedules/availability
- *Preparation Process* - Discussed site visit forms – Stephanie asked why the only demographic information is Race/Ethnicity, why not Veteran status or other details of the family? Forms can be expanded or contracted, we can review further and update at the December meeting, but it will need to be decided then, because the forms need to be sent to the agencies. Suggested to add “staffing” under resource allocation. Discussed that the OCAP report does include additional information. **Action Item: Laura will send and it will be included in minutes from this meeting.**

- *Scheduling Process* - 2-3 members assigned to each agency – with leads assigned for each group. The groups will reach out to the agencies to schedule site visit after 1/1/2020, we would like to have visits scheduled by the December meeting. Laura is asking to send confirmed dates to her once they are available – she will send reports received from agencies to the individuals going to each location. **Action Item: Follow up with assigned agencies to schedule site visit, provide dates at December meeting.**
- It was agreed to continue the discussion about changes to the Charter document in December

6. Updates

- 2020 Schedule & Meeting Location Review/Decision - 2020 schedule – Jessica/Laura provided update, unable to move to room 101/102 on Monday in 2020, will need to move to Friday to get room 101/102. Karin motioned and Stephanie seconded to keep first Monday of the month and to stay in room 208. **It passed unanimously; Yea: 11, Nay: 0; Abstained: 0**
- **Action Item: Jessica to reserve room 208 for 2020 and Laura will provide the 2020 schedule at the next meeting.**
- December FACT Committee Meeting Date - December meeting will remain on 12/2/19

7. Discussion/Announcements/Public Comment – N/A

Adjourn – 11:16

OCAP Demographic Charts

In what language(s) was this program offered? Check all that apply:		
<input type="checkbox"/> English		
<input type="checkbox"/> Arabic		
<input type="checkbox"/> Armenian		
<input type="checkbox"/> Cambodian		
<input type="checkbox"/> Cantonese		
<input type="checkbox"/> Farsi		
<input type="checkbox"/> Hmong		
<input type="checkbox"/> Korean		
<input type="checkbox"/> Mandarin		
<input type="checkbox"/> Punjabi		
<input type="checkbox"/> Russian		
<input type="checkbox"/> Spanish		
<input type="checkbox"/> Tagalog		
<input type="checkbox"/> Vietnamese		
<input type="checkbox"/> Sign Language		
<input type="checkbox"/> Other language(s)		
Please describe other language(s)	Enter Text	
For this service, do you record demographic data by children, families, or parents/caregivers?		
CHILDREN SERVICE COUNTS		
	Children Without Disability	Children With Disability
White (Non-Hispanic)		
Hispanic or Latino		
Black or African American (Non-Hispanic)		
Asian		
American Indian or Alaska Native		
Native Hawaiian or Other Pacific Islander		
Two or More Race		
Other Children		
Total individuals served:	0	0
TOTAL SERVICE COUNT:	0	
FY 2016-17 COUNT		
Please provide insight into any increase or decrease in service counts (compare to previous year): (Limit to 250 characters)	<div style="border: 1px solid black; background-color: yellow; padding: 2px;"> OCAP: Limit response to no more than 250 characters. </div>	

PARENTS/CAREGIVERS SERVICE COUNTS		
	Parents or Caregivers Without Disability	Parents or Caregivers With Disability
White (Non-Hispanic)		
Hispanic or Latino		
Black or African American (Non-Hispanic)		
Asian		
American Indian or Alaska Native		
Native Hawaiian or Other Pacific Islander		
Two or More Race		
Other Children		
Total individuals served:	0	0
TOTAL SERVICE COUNT:	0	
FY 2016-17 COUNT		
Please provide insight into any increase or decrease in service counts (compared to last year): (Limit to 250 characters)		

FAMILY SERVICE COUNTS	
White (Non-Hispanic)	
Hispanic or Latino	
Black or African American (Non-Hispanic)	
Asian	
American Indian or Alaska Native	
Native Hawaiian or Other Pacific Islander	
Two or More Race	
Other Families	
TOTAL FAMILY COUNT:	0
FY 2016-17 COUNT	
Please provide insight into any increase or decrease in service counts (compared to last year): (limit to 250 characters)	

Indicate the special populations that are targeted with some or all of your CBCAP-funded programs (Check all that apply.)

<input type="checkbox"/> Adult former victims of child maltreatment or domestic violence
<input type="checkbox"/> Children and/or adults with disabilities
<input type="checkbox"/> Fathers
<input type="checkbox"/> Homeless families or those at-risk of homelessness
<input type="checkbox"/> Military families/veterans
<input type="checkbox"/> Mothers
<input type="checkbox"/> Pregnant or parenting teens
<input type="checkbox"/> Racial or ethnic minorities
<input type="checkbox"/> Unaccompanied homeless youth
<input type="checkbox"/> Other