

FACT Meeting Minutes

February 1, 2021

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Zoom Meeting



Call to Order – 9:36 am

Committee Member Attendance:

Richard Bell	Carol Carrillo - absent	Joe DeLuca	Mary Flott	
Lisa Johnson	Dave Leimsieder – arrived late 9:44	Karin Kauzer	Ani Pereira Sekhon	Dr. Allyson Mayo
Micaela Mota	Katie Callahan - absent		Jennifer Early – arrived late 10:37	

Staff: Laura Malone, Jan Nelson, Jessica Wiseman

Guests: Jenny Tsang

1. Review and Accept the Minutes (January 4, 2021)

- Micaela Mota motioned to accept the minutes, Lisa Johnson seconded. It passed unanimously; Yea: 8, Nay: 0; Abstained:

2. FACT Membership Update, Organization and Action Items

- *Committee membership update* – Welcome to Ani, District V appointment approved in January 19, 2021 BoS meeting. Mary’s shift of seat to District II was approved by the BoS on January 5, 2021, this opened the At-Large Seat vacancy for Pa’tanisha, her BoS approval is pending the February 2, 2021 meeting. Mujdah Rahim has officially resigned which leaves a vacancy for District IV, and is scheduled for the February 9, 2021 BoS meeting - okay to be filled once confirmed. As a result, only two (2) pending vacancies are available, District III and District IV. Dave is interested in District IV, which could open the At-Large Seat for Jenny Tsang or two additional applications on deck, Annie Lu from El Sobrante, Audra Carrion from San Ramon.
- *Open Positions/Recruitment* – Jenny Tsang interviewed – attorney, previously worked in the CPS system working with parents as social worker through the district attorney’s office. Can send welcome packet to her for information.
- Karin Kauzer, motioned to move Dave to District IV Seat, Mary Flott & Richard Bell seconded. It passed unanimously; Yea: 8; Nay: 0; Abstained: Dave

3. Site Visit Report Outs

- Ujima, C.O.P.E. schedule pending. Review CCARC next month.

- *CAPC (Karin, Mary, Jennifer)* – Virtual Site Visit performed on January 28, 2021. Great program has been going for 12 years and is growing. Most of the staff have been there from the start, Spanish and English program. Due to COVID restrictions, they have made adjustments to provide virtual services and get participants enrolled in free internet. They do need more resources; the nurturing parent program is helping with that (15 week program). Biggest need right now is mental health, they have a MH psychologist/consultant in east county but not in west county. During COVID-19, there has been a focus on providing basic needs such as food/meals. Parents are encouraged to take care of themselves, because if you can't take care of yourself, it's difficult to take care of someone else. Voluntary program. Many parents that go through the program, stay and become part of the program. Would love to have psychologist in West. Discussed options and challenges around additional funding. Financials – no issues other than getting them paid quicker. **Richard Bell motioned to approve 3rd year renewal, Joe DeLuca seconded. It passed unanimously, Yea: 9; Nay: 0; Abstained: N/A**

- *HOPE Solutions (Mary, Dave)* - Virtual Site Visit performed on January 26, 2021. Remarkable dedication. Pivot to virtual due to COVID restrictions has been amazing. Create avenues for families to reach them when in need. A lot of the families are using devices given at school. Present homework help through zoom. Some staff on site to assist in emergencies. Engaging youth despite the challenges they are facing. Managed to maintain 100% of residences, zero evictions. They are dealing with all of their outreach efforts online, not going into the homes and children are not coming into the facilities. Financials – no issues. **Mary Flott motioned to approve 3rd year renewal, Dave Leimsieder seconded. It passed unanimously, Yea: 9; Nay: 0; Abstained: N/A**

- *Mt. Diablo (Crossroads) (Mary, Dave, Katie)* – Virtual Site Visit performed on January 25, 2021. Due to COVID-19 restrictions, moved to online services, devices and hotspots provided by the school district. In order to get cohesion with students, they deliver coffee and muffins to the young ladies to have coffee and zoom together. Young ladies are remarkably challenged, some have two jobs and have difficulty keeping up with school. Crossroads is assisting with diapers, food, etc. They need diaper donations. Great program for mothers and their children. Very little enrollment from dads typically, no current enrollment. Teacher reached out to Dave after the meeting, the hot spots are not adequate for the needs, with several children/family members in a household trying to access at the same time. Dave was able to provide some information, but we may want to communicate this to the BoS. Discussed additional county resources currently available. Will forward EHSD's low to no cost internet flyer to Crossroads. **Mary Flott motioned to approve 3rd year renewal, Micaela Mota seconded. It passed unanimously, Yea: 10; Nay: 0; Abstained: N/A**

- *STAND! (Richard, Lisa)* – Virtual Site Visit performed on January 29, 2021. Met with directors, been around for a long time, run crisis line for the county, run a shelter and depend on volunteers. We fund the children's counseling program. They are filling a gap for immigrant families, families that don't have access to insurance. People that don't have access to counseling for their children. Services are for children ages 3-18. They do an initial assessment and continue to assess throughout sessions. They have parenting group (Breaking the cycle). Discussed the change from in person counseling to telehealth due to COVID-19 restrictions. They do see some clients in person and have protocols in place. The currently have a waiting list of about 20 kids. It typically takes about a month on the waitlist, however Spanish speaking list is 3-4 months wait. Discussed providing privacy to children during their counseling sessions while doing them remotely from home. Parents are signing ahead of time that they will provide the child a private space. Financials – no issues. **Dr. Mayo motioned to approve 3rd year renewal, Lisa Johnson seconded. It passed unanimously, Yea: 10; Nay: 0; Abstained: N/A**

4. Committee Member Updates

- not discussed

5. Updates

- *Pending Action Items* – All FACT committee members to review and discuss next month.
- *Master Calendar* – request committee members review document and be prepared to discuss at the next meeting.
- *FACT Donor List 2020/Letters* – Joe is working on signing letters and will return to staff. Noted the amount donated is \$47,039.00+
- Laura received donor request from a community organization, will update committee once the donation funding is received.

6. Discussion/Announcements/Public Comment

- When is our next RFP due? **Discuss timeline to begin RFP at next meeting.**

Adjourn – 11:35 am

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date

Degree Type / Course of Study / Major

J. D.

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Family & Children's Trust Committee: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

I've always had a special interest in helping at risk kids. I have experience helping parents with their CPS cases.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

I worked in Solano County helping parents with their CPS cases.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have experience helping parents with their CPS cases.

[Upload a Resume](#)

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree



MASTER CALENDER, 11-2020 THROUGH 9-2022, DISCUSSION DRAFT

2020	
November	Review Overall Master Calendar
December	Review FACT funding sources; Discuss Implications for Funding & RFP Process <i>Review & Discuss approach for second year contractor (program grantees) site visits in anticipation of third year renewal process</i>
2021	
January	Implement site visit process (sign up's, team leads, scheduling, orientation) <i>FACT new member orientation session</i>
February	Implement site visit process (sign up's, team leads, scheduling, orientation) <i>Execute</i>
March	Site Visit report outs <i>Contracting</i>
April	Site Visit report outs <i>Contracting</i>
May	Site Visit retrospective discussion ; Review, revise tax insert flyer <i>FACT Membership Renewal Cycle (for terms ending September 2021); Applications for July-August vote through FHS</i>
June	Review & discuss approach to 2021-2022 needs assessment <i>Membership Renewal, Voting</i>
July	Implement needs assessment (publish schedule of hearings, interviews, other agreed to assessment activities) <i>Membership Renewal, Voting</i>
August	No meeting
September	Implement needs assessment <i>Chair & Vice Chair nominations, vote, appointment , 2 year term begins</i> Tax Insert/Flyer to print
October	Complete needs assessment; identify funding priorities ; build RFP <i>Review & Discuss approach for third year contract assessment process</i>
November	Complete RFP, receive approval, release
December	Bidders Conference; RFP proposals due <i>Implement third year contract assessment process; site visits</i>
2022	
January	FACT member final orientation on rating process; FACT members individual scoring of RFP's
February	Continue RFP Evaluation
March	Public meeting for review of FACT individual ratings; funding recommendations
April	Award, Appeals & Contracting Process <i>Complete third year contract assessment process</i>

FACT

Family & Children's
Trust Fund



EVERY CHILD DESERVES A CHANCE AT THEIR DREAMS.

May	Award, Appeals & Contracting Process : <i>Complete third year contract assessment process</i> FACT Membership Renewal Cycle (for terms ending September 2022); Applications for July- August vote through FHS
June	Award, Appeals & Contracting Process; approve tax insert
July	Retrospective review of RFP process; identify potential improvements
August	No meeting
September	Begin planning for 2022-2023 contractor site visits and evaluation

PENDING ACTION ITEMS

Deliverable	Responsible Party	Assigned Date/Due Date	Confirmed Complete at Meeting	Movement if not Complete
BoS presentation	FACT Committee/ <u>Vice Chair</u>	03-04-19/no due date provided	<u>Open</u>	<u>Mary to work with Supervisor Andersen officeto schedule for May 2021 ater April 2021 CAPC presentation ; consider moving this to annual master schedule asa routine update</u>
Welcome packet for new members	Mary Flott	04-01-19/no due date provided	<u>Complete</u>	<u>Publish January 2021</u>
FACT Committee Self Evaluation	Julia Miner/FACT Committee	01-07-19/open	<u>Complete</u>	<u>Completed with revises BOS policies and procedures</u>
2-3 educations sessions regarding available data to add to discussion	FACT Committee	09-09-19/ Due Jan/Feb 2020	<u>Open</u>	<u>Need topics</u>
Needs Assessment to leverage County CSA	Laura Malone/Carol Carrillo	06-03-19/Due within 1 year	<u>Remove</u>	<u>Covered on master schedule</u>
Recruiting Verbiage for Membership Advertisement/Distribution	Stephanie Williams-Rogers/Mary Flott	11-04-19/Revisions expected 03-02-20	<u>Complete</u>	
Change management facilitation	Dr. Allyson Mayo	01-06-20/05-04-20	<u>Open</u>	<u>Revisit need</u>
Review RFP Proposed timeline prior to next meeting/will bring to a vote	FACT Committee members	01-06-20/03-02-20	<u>Remove</u>	<u>Covered on master schedule</u>
Create FACT talking points	Mary Flott	02-03-20	<u>Open</u>	<u>Extract from JMD Lafayette Social article?</u>
Resilience movie presentation	Carol Carrillo	03-02-20	<u>Open</u>	
Create a list of all community issues observed during site visits	FACT Committee	03-02-20	<u>Open</u>	<u>Revisit purpose and need</u>
Annual report draft	Laura Malone	10-05-2020/11-03-2020	<u>Complete</u>	
Provide deliverables from Grantees regarding COVID changes	Laura Malone/Jan Nelson	10-05-2020/11-03-2020	<u>Open</u>	<u>Discuss, revisit need based on revised evaluation form</u>
Write up letter confirming extension of contracts into 3 rd year	Laura Malone	10-05-2020/11-03-2020	<u>Complete</u>	
Jewish family response letter	Mary Flott	10-05-2020	<u>Open</u>	<u>Revisit need Complete prior to December meeting</u>

