

FACT Meeting Minutes

March 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	Joe DeLuca	Mary Flott - absent	
Lisa Johnson	Dave Leimsieder - absent	Karin Kauzer	Ani Pereira Sekhon	Dr. Allyson Mayo
Micaela Mota	Katie Callahan	Pa'Tanisha Davis - absent	Jennifer Early - absent	

Staff: Laura Malone, Jan Nelson, Jessica Wiseman

Guests: Jenny Tsang, Carlyn Obringer

1. Review and Accept the Minutes (February 1, 2021)

- Karin Kauzer motioned to accept the minutes, Richard Bell seconded. It passed unanimously; Yea: 8, Nay: 0; Abstained: Carol Carrillo

2. FACT Membership Update, Organization and Action Items

- *Committee membership update* – David’s shift from At-Large Seat 3 to District IV Seat is pending. Request accepted by Supervisor Mitchoff, board order submitted and set for 3/2 Board of Supervisor meeting approval. Creates pending vacancy for At Large Seat 3. The opening for District III Seat - Supervisor Burgis remains.
- *Open Positions/Recruitment* – Applications to review Annie Lu, Jenny Tsang, Audra Carrion – move consideration to next meeting. Send follow up request for applicants to attend.

3. Site Visit Report Outs

- CCARC (Joe, Ani) – Virtual Site Visit performed on January 25, 2021. Family Empowerment Project program in partnership with Oakley schools. Works with children 6-22 ages with developmental disabilities, provide workshops as well as individual sessions. Entire staff support group was available for the session, principal of the school site, as well as the Superintendent was in attendance. CCARC moved into virtual process as everyone did, had difficulty getting Zoom set up for staff and in the community, definitely saw a digital divide within their community. Had to shift session times to accommodate more in the evenings. Numbers are down because referrals are down. Advantage is that they are seeing attendance from across the US. Many families have fallen down the socio-economic ladder due to COVID. Concerns voiced, website was difficult to locate, also found that enrollment from African American families was low (4 referrals per month). We are funding training and support sessions that include IEP

support. Karin asked about transition workshops for older children, what are they doing to help parents with that? That wasn't brought up during the Site Visit. **Richard Bell motioned to approve 3rd year renewal, Katie Callahan seconded. It passed, Yea: 7; Nay: 1; Abstained: Carol Carrillo**

- Ujima (Lisa, Jennifer) – Virtual Site Visit performed on February 26, 2021. Transitioned well to zoom platform. County-wide groups instead of specific areas. Alumni children are coming back. Families have been asking for more resources. Providing virtual field trips – for example, Jelly Belly factory, Monterey Bay aquarium. Talked about evaluation of the program. They are super particular about allowing people in to evaluate the effectiveness of the program. They are very careful regarding COVID protocols and have been personally affected as employees have lost family members and friends. Overall, going strong on contractual services provided. **Lisa Johnson motioned to approve 3rd year renewal, Karin Kauzer seconded. It passed unanimously, Yea: 8; Nay: 0; Abstained: Carol Carrillo**
- C.O.P.E. (Dr. Mayo, Micaela) – Virtual Site Visit performed on February 16, 2021. Funding Supporting Father Involvement Program, helps fathers and children, youth at risk and fathers needing support for addiction and mental health. Good success rate, reduce mental health progression. Barriers – not getting as many referrals, started the program late (November, due to County contract processing). Zoom has been a difficulty due to privacy issues/distractions. They've done additional training to make Zoom more interactive. Received additional funding to create a more robust program. Offering gift cards as incentive to participate. Could use support getting referrals. Dr. Mayo recommended renewal. **Dr. Mayo motioned to approve 3rd year renewal, Katie Callahan seconded. It passed unanimously, Yea: 8; Nay: 0; Abstained: Carol Carrillo**
- **April meeting – review our site visit reports/processes prepare to discuss at length at the next meeting. (Move up from the master calendar schedule of May)**

4. RFP Timeline – move to April to discuss with Mary present

5. Committee Member Updates

- nothing to report

6. Updates

- *Pending Action Items* – Reviewed pending action item list to confirm changes.
 - BoS presentation should hold until we can do in person meetings again.
 - Welcome packet complete. – Keep open pending update from Mary
 - FACT Committee Self Evaluation – complete
 - 2-3 education sessions regarding available data to add to discussion – need topics – Carol will get cost of child abuse report (available to her in April) – could add to May agenda
 - Needs Assessment to leverage County CSA –keep
 - Recruiting Verbiage for Membership Advertisement/Distribution – complete
 - Change management facilitation – complete for now – revisit as needed in the future
 - Review RFP Proposed timeline prior to next meeting/will bring to a vote – complete via Master calendar
 - Create FACT talking points – leave open
 - Resilience movie presentation – on YouTube, **Carol will send link** - complete
 - Create a list of all community issues observed during site visits – **leave open, review next month**
 - Annual report draft – complete and on master calendar

- Provide deliverables from Grantees regarding COVID changes – part of site report - complete
 - Write up letter confirming extension of contracts into 3rd year – complete
 - Jewish family response letter - complete
- *Master Calendar* – reviewed, we are currently a month ahead

7. Discussion/Announcements/Public Comment

- Jenny Tsang offered public comment about the Site Visit report outs

Adjourn – 11:30 am

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date



EVERY CHILD DESERVES A CHANCE AT THEIR DREAMS.

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>

