**FACT** Meeting Minutes

February 6, 2023

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Zoom Meeting

## FACT LOGO_1079810_SMJPG_20120710120312743

**Call to Order – 9:36am**

**Committee Member Roll Call:**

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| **Mary Flott** | **Shelley Clark** | **Carol Carrillo** | **Ani Pereira-Sekhon** | **Kirsten Rigsby** |
| **Audra Carrion** | **Dave Leimsieder** | **Demnlus Johnson** | **Yvonne Wadleigh** | **Alejandra Chamberlain** |

**Absent: Pa’tanisha Davis**

**Staff: Laura Malone, Jan Nelson, Julie Rafighi**

**Guests: Liliana Gonzalez and Erin Cabezas**

**Welcome Demnlus Johnson to FACT Committee**

1. **FACT Membership Update, Organization**

* Prior Meeting Minutes-Review & Approve—January 6, 2023 minutes. Reviewed for vote. New members must abstain. **Move to approve.** Mary - motioned to approve FACT minutes from January 6, 2023 minutes as presented. Yvonne seconded. Vote: Mary Yes, Pa’tanisha absent, Audra yes, Alejandra yes, Shelly yes, Kirsten yes, Yvonne yes, Dave yes, Ani yes, Demnlus abstain.
  + **Result: 8 yes, 1 abstain, 1 absent, motion passes.**
* FACT Update
  + Staff report out— Site visits to take place in January and February.
  + Committee Membership— Welcome Demnlus Johnson, recommended and appointment by Supervisor Gioia to the FACT District 1 Seat and approved by the Board of Supervisors on January 10, 2023. Demnlus introduced himself to group.
* FACT Membership New Applicants
  + FACT did not have a voting quorum with majority vote at the January meeting to approve two applicants that were vetted at that meeting. Carried over to February meeting. Three FACT applicants pending approval:
    - Erin Cabezas – vetted during January meeting
    - Liliana Gonzalez (First 5 CoCo) – vetted during January meeting
    - Joanne Lin-Hening – vetting pending
  + Ms. Lin-Hening was not in attendance at the February meeting. Carry over application for March meeting for FACT Committee review and vet since she was not able to attend.
  + Recused Erin and Lilian for FACT Committee discussion/vote
    - Liliana – recommended by First 5 Director for the FACT discipline specific First 5 Seat. First 5 Seat documented in FACT Bylaws.
    - Erin – reviewed vacant FACT seats. Mental Health seat still vacant. FACT previously was looking for someone with more of a medical background, such as a doctor, nurse, etc. for the Mental Health seat, however Erin’s background as a Behavior Specialist, LCSW seems to be a better fit for FACT.
  + Discussed additional vacancies. Child Development Seat is still vacant. Alejandra has some ideas for potential applicants/candidates.
  + **Move to approve.** Mary - motioned to approve and recommend Liliana Gonzalez to the Discipline Specific FACT First 5 Seat. Audra seconded. Vote: Mary Yes, Pa’tanisha absent, Audra yes, Alejandra yes, Shelly yes, Kirsten yes, Yvonne yes, Dave yes, Ani yes, Demnlus yes.
    - **Result: 9 yes, 1 absent, motion passes.**
  + **Move to approve.** Kirsten - motioned to approve and recommend Erin Cabezas to the Discipline Specific FACT Mental Health Seat. Audra seconded. Vote: Mary Yes, Pa’tanisha absent, Audra yes, Alejandra yes, Shelly yes, Kirsten yes, Yvonne yes, Dave yes, Ani yes, Demnlus yes.
    - **Result: 9 yes, 1 absent, motion passes.**
  + Liliana and Erin returned to meeting.
  + Erin and Liliana’s applications will be submitted to the Family & Human Services (FHS) Committee for review/approval, target February 27, 2023 meeting. FHS will review and if approved, the recommendation will be submitted to the next available Board of Supervisor’s meeting for review/approval. Possibly on the March 7, 2023 BOS agenda.

1. **CAO Special Request-Measure X Review Panel Nomination Request**

* Dave provided review of special request received from CAO. Requires review, nominate and vote. FACT has been requested to appoint two (2) FACT members to Measure X community advisory board for Measure X Committee whose funding comes from the sales tax initiative—Carol provided additional background. The request from CAO is similar to what FACT Committee performs as part of the FACT RFP cycle, i.e., review RFP proposal responses, observe presentations if needed, evaluate responses, etc. Representatives would need to be able to commit time, energy to this process. Per CAO this approximately a 24-36 hour time commitment. Representative must also have no affiliation nor conflict of interest with the requestors.
* Dave and Audra interested
* Nominations:
  + Shelley motioned to nominate and recommend Dave Leimsieder to the Measure X Review Panel on behalf of FACT. Yvonne seconded.
    - Vote: Mary Yes, Pa’tanisha absent, Audra yes, Alejandra yes, Shelly yes, Kirsten yes, Yvonne yes, Dave abstain, Ani yes, Demnlus yes.
    - **Result: 8 yes, 1 absent, 1 abstain, motion passes.**
  + Shelley motioned to nominate and recommend Audra Carrion to the Measure X Review Panel on behalf of FACT. Yvonne seconded.
    - Vote: Mary Yes, Pa’tanisha absent, Audra abstain, Alejandra yes, Shelly yes, Kirsten yes, Yvonne yes, Dave yes, Ani yes, Demnlus yes.
    - **Result: 8 yes, 1 absent, 1 abstain, motion passes.**
* Nominations will be submitted to CAO.

1. **FACT Business – Annual Site Visits**

* Laura reviewed purpose and background for annual site visits for FACT contract grantees. FACT Committee members perform site visits (in person preferred if possible and virtually if/as needed), to validate the grant recipients are performing the services contracted for.
* Annual Site Visit Training - Jan delivered detailed site visit training to all members. Slide presentation delivered to Committee and will be distributed to Committee members. Included review of process, before, during and after the site visits (i.e., site visit preparation, scheduling, forms, expectations, monitoring activities, site visit report, site visit report out at next FACT meeting and the like).
  + - Q&A exchanged during training.
* Confirm Assignments & Schedule, Discuss and Finalize—Dave reviewed the Site Visit Schedule and Assigned FACT members. Site Visit Schedule and updated. Five site visits still need site visit dates scheduled. Reminder to Committee that February has two holidays and is a short month, stressed importance of FACT leads connecting with contract grants to schedule site visit dates prior to March 6th FACT meeting.
* Site Visit Report Status from Contract Grantees Update—Jan provided update on receipt of site visit reports from FACT contract grantees. All reports have been received and distributed to members of each Site Visit Team.
* Questions from Committee re: Site Visit Report Outs at March 6th FACT Meeting

Discussed—Given number of report outs, if all report outs are not completed at the March 6th FACT meeting, FACT may need to schedule an ad hoc meeting in March to make sure we stay in compliance and keep deadlines as previously set.

1. **Discussion/Announcements/Public Comment**

None

* **Adjourn –11:05am**

**ACTION ITEM ADDITIONS FROM THIS MEETING**

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| **Deliverable** | **Responsible Party** | **Assigned Date/Due Date** |
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