

FACT Special Meeting Minutes

March 22, 2024
10:00 a.m. – 12 p.m.
40 Douglas Drive, Martinez, CA
Room 101/102



Call to Order –10:06am

Committee Member Roll Call:

Mary Flott	Shelley Clark	Carol Carrillo	Ani Pereira-Sekhon-Remote	Liliana Gonzalez
Erin Cabezas	Isabel Renggenathen		Yvonne Wadleigh	Alejandra Chamberlain-Absent
Pa'tanisha Davis-Absent				

Staff: Laura Malone, Jan Nelson, Cynthia Lepe
Guests: N/A

1. FACT Policy and Procedure Amendment

At the Tuesday, March 19, 2024 Board of Supervisor’s (BOS) meeting, the Board approved an amendment to the FACT Policies and Procedures document that guides the Committee’s operating processes. Laura and Jan presented updated policies and procedures for FACT due to challenges with quorum and conducting business recommended updating the policies and procedures for FACT. FHS Committee Chair and Vice-Chair, Supervisor Andersen and Supervisor Carlson respectively, supported and approved the recommendation.

-Updated policy provided. Summarized changes include: 15 seats modified down to 11 seats, 3 Discipline Specific seats, 3 At-Large seats, 5 District seats. Erin Cabezas moved from eliminated Mental Health seat to District IV seat.

-Impact to Quorum Requirements

In person quorum is now 6 members, voting quorum is 6 members, excluding Carol, ex-officio seat.

Laura requested to move agenda items #5 and #6 to after #3. Ani approved the request.

2. Review and Accept Minutes (February 6, March 6, and April 17, 2023)

- Shelley motioned to accept the minutes, Yvonne seconded. It passed unanimously; 7 Yea: , 0 Nay: ; Abstained: Carol Carrillo

3. **FACT Leadership Succession – Nominations and Vote for Chair/Vice Chair**

- Summary of FACT Leadership status provided. In 2023 Dave L. resigned from FACT due to out of county job and living arrangements. Ani as Co-Chair took over as Interim Chair. Per the FACT Policies and Procedures, the nomination and voting process for leadership succession would occur at the FACT meeting following the resignation, but FACT hasn't had quorum to meet and vote on leadership succession and this is the first meeting to do so. Nominations are to follow Robert's Rules of Order. FACT leadership positions include the Chair and Co-Chair positions, these are 2 year terms.

Committee selected a visual vote. Ani is not interested in remaining as chair.

- Responsibilities of the chair: to act as Staff to FACT's counterpoint, run meetings, approve drafts of agendas, revise agendas, maintain email correspondence with Jan and Laura.

- Shelley nominated herself for Chair. Passed unanimously.

- Co-Chair, Isabel nominated herself. Passed unanimously.

4. **FACT Membership Update, Organization & Action Items**

- Membership Update

1 remaining seat available in District I. 2 applicants in the last month, currently being vetted/interviewed by Supervisor Gioia's office.

- Required Advisory Body Training

3 Training requirements for each member: Brown Act and Better Governance training, Ethics training and Implicit Bias training. Committee to take trainings and submit completion to Laura. Complete by next meeting on May 6.

- FACT FHS November 2023 Presentation

Committee provided with copy of presentation slides that were presented to FHS. This supported getting the new quorum/reduced number of seats passed.

- FACT Tax insert Flyer

Committee provided with most recent FACT Contra Costa Property Tax insert flyer. Flyers were sent out in September with Property Tax mailings. Next round of updates due in June/July. Carol to submit some new 2023 data to be inserted into the 2024 flyer.

- FACT 2023 Annual Report

Fact completes 2 different reports. 1st is the Annual Report, submitted to BOS for approval and due by December 31. The Annual Report documents what FACT is doing and the activity from the prior year. 2nd report is a Triannual Report due every 3 years. Renewal for this report possibly due this year (2024). 2023 FACT Annual Report was prepared by Jan and Laura and submitted to the BOS for approval. Report approved by the BOS in January 2024.

5. **2024 FACT Calendar & Re-evaluate FACT meeting date/time**

Current FACT meeting schedule is the first Monday of every month 9:30-11:30am (with exception for holidays). This schedule has been a challenge for some. Does this need to be re-evaluated? This was last evaluated at April 2023 special meeting, and was voted to keep as is.

- Yvonne motioned to keep schedule as is, Isabel seconded.
 - Result: Passed Unanimously; Yea: 7, Nay: 0 ; Abstained: Carol
- Isabel motioned to cancel April 1st meeting, Shelley seconded.
 - Result: Passed Unanimously; Yea: 7, Nay: 0 ; Abstained: Carol

6. **FACT Annual Site Visit Activity**

- Jan provided background and update on FACT contract renewals. Grantees were notified in January 2024 of potential FACT Committee member site visits. Grantees were updated via email that there would be a delay until late March/early April. Contract negotiation process happening simultaneously. Jan has sent each grantee draft service plans and draft budgets to review in anticipation and contingent upon satisfactory performance and approval to renew by the FACT Committee.

-Typical site visit procedure reviewed. Normally a training to the FACT Committee would be performed, however given the inability to meet there isn't enough time to perform training – training presentation is available to send to the Committee. High level summary of typical site visit: FACT Committee members sign up for each site visit and a lead is designated; site visit lead coordinates with grantee and corresponding FACT members to schedule the site visit; site visits attended and performed by the assigned members; FACT site visit lead prepares the site visit report and reports back to committee on results of the site visit; and committee votes to renew or not. Site visit lead would also coordinate the site visit date with Jan. Jan participates in site visits with the Committee members when possible. Jan will provide the site visit documentation to each assigned Committee member prior to each scheduled site visit.

-Given current date and timing of 7/1 contract renewal term, Jan offered a proposal to the Committee: Members could vote to renew the contracts, dependent on a successful written site visit report. Allows the service plan to be finalized and to move along the county contracts process. The Committee would vote at today's meeting that they approve renewal based on the site visit lead submitting a successful site visit report.

- o Shelley motioned to approve Jan's proposal to renew contracts dependent on completion of a successful written site visit report by the site visit lead. Yvonne seconded.

- Result: Passed Unanimously; Yea: 7, Nay: 0 ; Abstained: Carol

-Committee members assigned to site Visits. The Committee members present signed up to cover the 8 Site visits to be completed.

-Assignments for FACT Committee Lead/Supporting FACT Members:

- CAPC - Mary
- Crossroads HS - Yvonne
- Ujima Family Recovery Services – Carol (lead), Liliana
- Bay Area Crisis Nursery – Liliana (lead), Erin
- Contra Costa Interfaith Housing – Carol (lead), Isabel
- Counseling Options and Parent Education Support Center (COPE) - Mary
- Bay Area Community Resources, Coronado -Yvonne
- STAND! - Shelley, Isabel

7. Updates

None

8. Discussion/Announcements/Public Comment

Carol: April is National Child abuse and prevention month. April 9 - proclamation at BOS. CAPC to present. April 5 is Wear Blue Day. CAPC website has activities throughout the month. Fundraiser luncheon, April 26th.

Laura: Kathy Marsh, Director of CFS retired March 13. Recognized on March 26th at BOS. Roslyn Gentry, Deputy Director, acting as Interim CFS Director.

No public comments.

- **Adjourn – 11:21am**

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date

