

FACT Special Meeting Minutes

August 21, 2024

1:00 p.m. – 3:00 p.m.

40 Douglas Dr. Martinez, CA

Conference Room 101/102



Call to Order – 1:11pm

Committee Member Roll Call:

Mary Flott- Present	Shelley Clark- Remote	Carol Carrillo- Absent	Kay Reed-Present	Isabel Renggenathen- Present
Liliana Gonzalez- Present	Erin Cabezas- Present	Pa'tanisha Davis- Absent	Yvonne Wadleigh- Present	Alejandra Chamberlain-Absent

Staff: Laura Malone, Jan Nelson, Cynthia Lepe

Guests: N/A

1. Review and Accept Minutes (June 3, 2024)

- [Mary motioned to accept the minutes, Isabel seconded. Motion passed unanimously.](#)

2. FACT Membership Update, Organization & Action Items

-Membership Update/ Membership Renewals Status

*Shelley will not be renewing her FACT membership to focus on her school board election process. Her term ends on September 30, 2024.

*Liliana will also not be renewing her FACT membership due to her new position at First 5. Her term ends on September 30, 2024. The First 5 Deputy Director identified a replacement candidate for the FACT First 5 seat, Emily Hampshire.

*Resignations were also received from Patanisha and Alejandra for the end of their term effective September 30, 2024.

*This results in 5 pending vacancies, with Liliana's backfill already identified. The other 4 vacancies are: Discipline Specific Seat 2 (school rep, mental health or program/services for special needs youth), At-Large Seats 1 & 2, and District 3 (Supervisor Burgis) Seat (Brentwood/Oakley area).

*There are no current applicants from District 3, however, Yvonne could be submitted to Supervisor Burgis to move into the District 3 Seat once it is vacated on October 1. This would free up an At-Large Seat for another applicant. The Committee agreed. Laura will follow up with the District 3 about beginning that process.

-Review and Interview Prospective Applicants

*Prospective applicants were not in attendance.

- *Committee discussed application for First 5 seat.
- *Concern raised about potential conflict of interest between First 5 Committee Seat and FACT funding organizations that are also funded by First 5. Mary interested in moving the First 5 Seat to ex-officio status. Laura provided guidance on steps needed to move the that seat to an advisory seat. Noting, the First 5 Seat was written into the FACT Committee by-laws by the Board of Supervisors. Committee did not agree to pursue moving the First 5 Seat to ex-officio status at this time.
- *FACT can interview and/or reject any First 5 candidate prior to recommendation to the Board of Supervisors. If a First 5 candidate is rejected, the Committee can go back to First 5 to provide an alternate applicant. Agreed to request Emily’s attendance at September FACT meeting to further interview and vet.
- *Committee reviewed and discussed remaining applications.
- *Multiple applicants work in mental health but did not indicate interest in the mental health seat. They might need clarification on the requirements for that seat. Laura will follow up with these applicants.
- *September 24 is the last BOS date in September, but the anticipated membership renewal resignation vacancies aren’t technically vacated until September 30. These membership renewal resignations seats can be filled once vacated.
- *Laura recommended voting on accepting an applicant for the current vacant FACT At-Large Seat to prevent potential quorum issues when the membership renewal resignation seats vacate on September 30, 2024.

Isabel made a motion to offer applicant Maura Millison at large seat 2, Erin seconded. Motion passes unanimously. Laura will submit the staff report immediately, hoping to get on September 24 BOS calendar.

3. FACT 2024 Request for Proposal covering FY25-28 Contracts

-Review & Discuss Sub-Committee Workgroup 1 and 2 Results

Workgroup 1-Isabel, Kay, Carol, Mary—Reviewed first 3 sections of RFP-Parenting and education services. Isabel presented proposed line edits to the parenting and education services sections.

Workgroup 2-Erin, Yvonne, and Shelley—Group worked on infusing DEI into entire document. Yvonne presented proposed edits to the RFP regarding DEI.

*Committee to submit edits to Laura to synthesize an updated draft and make sure it has the most current version of the template. It will be highlighted with areas up for further review/adjustment, additions etc. for the committee’s attention. At the September 9 meeting, it will be up on the screen to review as a group. Final steps would be the grading and points allocation.

4. Discussion/Announcements/Public Comment

None

- 2:56pm Adjourn –

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date

