

FACT Meeting Minutes

September 9, 2024

9:30 a.m. – 11:30 a.m.

40 Douglas Dr. Martinez, CA

Conference Room 101/102



Call to Order – 9:31am

Committee Member Roll Call:

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

Staff: Laura Malone, Jan Nelson, Cynthia Lepe

Guests: Emily Hampshire, Nakenya Allen (Remote), Maura Millison (Remote)

1. Review and Accept Minutes (August 21, 2024)

- Isabel motioned to accept the August minutes, Erin seconded. 6 yes, Alejandra abstains. Motion passed.

2. FACT Membership Update, Organization & Action Items

- Membership Update
 - *The memo to submit applicant Maura Millison for appointment to the vacant At-Large Seat has been drafted and submitted for inclusion in the September 25 FHS meeting. Upon approval, it would then be put forward to the Board of Supervisors (BOS) for final appointment--Targeting the October 1 BOS agenda.
 - *Supervisor Burgis' office (District III) has accepted the recommendation to move Yvonne to the District III seat. Final approval awaiting the October 1 BOS meeting.
- Review and Interview Prospective Applicants
 - *The following Prospective Applicants were present and interviewed by the committee:
 - Emily Hampshire: Recommended for the First 5 Seat
 - Nakenya Allen: Local advocate and community organizer for the At-Large Seat
 - *Committee Co-Chairs to schedule phone interviews with the absent applicants.
- Yvonne motioned to approve Emily Hampshire and Nakenya Allen's applications to move forward for recommendation to FHS for the First 5 and At-Large Seats (respectively), Isabel Seconded. Motion passed unanimously.
- Required Advisory Body Training

*Every member is required by the county to complete training. Current members must renew this training by September 30. New Committee members must complete the training within 30 days of their appointment to the committee.

3. FACT Triennial Review Phase II – 24/25

- Notification to Committee of Required Triennial Review covering 2021, 2022 & 2023.
 - *Every 3 years, select advisory bodies, including FACT are required to complete a Triennial Review Report.
 - *The FACT Triennial Report was last completed December 2021 and is once again due.
 - *FACT Staff typically perform the draft of the Triennial Review Report, then bring draft to the committee to review, edit (if/as needed) and approve.
 - Confirmed with FACT Committee to handle as handled in previous years.
 - *Report is due November 29, 2024 to the Clerk of the Board.

4. Measure X Review Panel Nomination as requested by the County Administrator’s Office

- Request from CAO to nominate one or two individuals for consideration by the County Administrator to serve on a Review Panel for the County’s Measure X-funded Innovation Fund grant program.
 - *CAO’s office is requesting nominations from each committee to participate in the Measure X RFP responses. This is not mandatory. None of the FACT committee nominated themselves.

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

- Review & Discuss Sub-Committee Workgroup 1 and 2 Results.
- Current RFP draft was edited/reviewed as a group.
 - *The budget is still being confirmed, with the anticipated range being around \$700,000.
 - *Committee reviewed and provided feedback on RFP Timeline.
 - *Proposal review evaluation: each application needs to be reviewed and scored in 3 weeks by the FACT committee.
- Kay motioned to add 2 points to the score of applicants who provide services to those in East County. Isabel seconded. 4 Aye, 2 Nay. Erin Abstained. Motion passed.
 - *Laura will make final adjustments on the draft and prepare it for final review and completion at the next meeting.

6. Discussion/Announcements/Public Comment

None

- 11:29 Adjourn –

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date