

# FACT Meeting Minutes

May 6, 2024

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Room 101/102



**Call to Order – 9:32am**

**Committee Member Roll Call:**

<b>Mary Flott-present</b>	<b>Shelley Clark-present</b>	<b>Carol Carrillo-present</b>	<b>Ani Pereira-Sekhon-Absent</b>	<b>Liliana Gonzalez-present</b>
<b>Erin Cabezas-present</b>	<b>Isabel Renggenathen-present</b>	<b>Kay Reed-present</b>	<b>Yvonne Wadleigh-present</b>	<b>Alejandra Chamberlain-present</b>
<b>Pa'tanisha Davis-Absent</b>				

**Staff:** Laura Malone, Jan Nelson, Cynthia Lepe

**Guests:** N/A

**1. Review and Accept Minutes (March 22, 2024) Meeting**

- Isabel motioned to accept the minutes, Yvonne seconded. 6 Yea: 0 Nay: ; Abstained: Carol Carrillo, Kay Reed, & Alejandra Chamberlain

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

-Membership Update

New FACT Committee member, Kay Reed welcomed to the committee. Kay was recommended for appointment to the District I seat by Supervisor John Gioia and approved at the 4/22 BOS meeting.

The updated Committee roster was included in the agenda packet. This roster will be redacted of personal information, such as addresses and email addresses, and posted to the County website.

Reminder provided to the Committee of the Brown Act and FACT Policy & Procedures regarding attendance and meeting participation requirements. The monthly meeting invites sent out by Cynthia include the policy around Just Cause and Emergency Circumstance remote participation. Remote participation is limited to no more than two times per calendar year (this is applicable for both Just Cause and Emergency Circumstances given the number of times FACT is scheduled to meet in a calendar year). Both Brown Act and the FACT Policy & Procedures have requirements for excused absences, which must be communicated beforehand. After 3 absences in one year, an evaluation will be made by the FACT Committee and/or designated

EHSD staff to determine if this should constitute a resignation from the Committee. 3 unexcused absences in one year constitutes a resignation.

**-Required Advisory Body Training**

Reminder to the Committee to complete the required Advisory Body Training, consisting of Implicit Bias, Brown Act, and Ethics for Local Government, and forward the completion certificates to Laura for tracking. These must be recent and must be submitted by the committee member. Laura cannot access any certificates submitted to the County for other advisory bodies.

Erin was experiencing difficulties accessing the training link.

Action Item added for Laura to look into this and provide alternate link if needed.

**-Membership Renewals**

For Committee members with terms expiring on September 30, 2024, membership renewal is required. A new application must be submitted through the County's Clerk of the Board office. Laura will send instructions and deadlines to impacted members. Once membership renewal information is submitted and vetted, it will require Board of Supervisors' approval (currently takes about 6 weeks to get an item on the agenda.)

For any members not seeking renewal, please let Laura and Shelley know ASAP so you can be removed from the renewal schedule.

**3. Site Visit Report Outs**

- Ujima Family Recovery Services (Carol and Jan completed visit) – live-in treatment program for substance abusing mothers and their children, located in San Pablo. Carol met with director, clinical supervisor, and new staff person running the children's program. Program is meeting goals/objectives for the most part: Field trips for the youth, exposing them to the community, helping children understand their mothers. Struggling with retaining therapists, they are utilizing interns to meet demands. Hoping to expand and looking into more housing options.
  - o Recommendation— Recommended for renewal.
- Bay Area Crisis Nursery (Liliana, Erin, and Jan completed visit) – Met with Tara, the Executive Director. They serve children 0-5, offer respite care, 24 hr crisis care/nursery. Beautiful and welcoming environment that provides resources to families no questions asked. They are on track to meet deliverables. Challenges include: Funding (looking for creative ways to increase funding, fundraisers etc.) Staff Turnover (Invested a lot in training for staff, Staff get the training then leave) There's a waitlist for some families, but nothing concerning. They are open 24 hours a day and need volunteers.
  - o Recommendation— Recommended for renewal.
- Hope Solutions (Carol and Isabel completed visit) – CC Interfaith Housing, Concord Site. Solid program funded for multiple years. Services are provided from within a lower income housing development. Wealth of programs for parents, kids, and after school/summer programs. They've been very creative with their funding. They're trying to increase virtual options for increased participation.
  - o Recommendation — Recommended for renewal.
- COPE (Mary completed visit) – Mary met with executive director, discussed program and parent education training. Mary had concerns about the program, so she didn't indicate whether to continue funding on her site visit form. She didn't want to deny funding without committee discussion.

Program is not quite meeting their numbers of fathers served. Their numbers are overall low, and they do not have funding allotted for recruitment other than court referrals. All classes are online, Mary concerned about whether or not this is the best medium for parent education, worried about the evidence-based properties of the program. They also charge a fee for this

program that is mostly court-ordered. Participants receive \$50 upon completion with perfect attendance.

There is no movement towards in person programs due to low attendance in person. They didn't indicate if there were any requirements for the online classes, like cameras must be on. Staffing issues with a complete turnover, new director.

Current contract indicates classes could be virtual if needed, but renewal will be removing that portion. Renewal contract could stipulate that in person classes are preferred, with virtual only as backup. This contract could also require fee be returned to participants upon completion. Committee would like more data and information from the program, and would like an opportunity to go back to COPE with questions to determine next steps for renewal.

- Mary motioned to approve COPE funding for their last year of the three year cycle. Liliana seconded; 8 Yea, 0 Nay, Abstained: Carol Carrillo. Passes unanimously.
- Isabel motioned to perform follow up site visit with COPE to clarify their program information and deliverables for FY 24-25 contract. Kay seconded; 8 aye, Abstained: Carol Carrillo. Passes unanimously.

- Bay Area Community Resources (Yvonne completed visit) – FACT funding goes to Coronado Elementary. Yvonne met with Wilmer, Family Advocate. Acts as liaison between new principal, teachers, and families: Lots of families are Spanish-speaking only, creating a challenge for family involvement. Wilmer hosts once a quarter coffee workshops with parents, works with parents to understand their rights and how to communicate with teachers. He works lots of after school hours to meet with parents in the evening or weekends to build relationships.
  - Recommendation— Recommended for renewal.
- STAND! (Shelley and Isabel completed visit)– Met with Robin Binder, Director of Client Services, Rhonda James, CEO. FACT has been funding STAND! for a long time; serving Contra Costa County, prevention and treatment of family violence, and wraparound services for those affected. Site visited was Childrens counseling center in Pacheco. \$400,000 to run counseling center every year. Clean, pleasant facility with 4 clinicians on staff: flexible schedule, and training provided in EMDR Trauma Therapy. Clinicians have individual space to meet with children. Very consistent staff with low turnover, they've been able to increase pay in an effort to retain therapists. Referrals come from community or schools: serving 25-30 children currently, 65-80 annually. Waiting time for clients varies but is not prohibitive. Area of challenge: getting parents to come to in person parenting classes. Staff is assembling virtual library of videos for parents to access at any time. On track with spending of the FACT funds. Lots of fundraising throughout the year.
  - Recommendation— Recommended for renewal.
- MDUSD – Crossroads High School (Yvonne) –Middle and High school for young/pregnant mothers. Yvonne met with new principal, who has a dual role with Olympic High (also on site) and Kim Keith, School Psychologist who is funded by FACT. Currently has 20 students, with capacity for 60. Getting immigrant girls to enroll has been a challenge: they must go to district to enroll not the school site so fear has been a barrier. Yvonne was present for their Easter Egg hunt, received a tour, and engaged with mothers. School has a nursery from infant age to 4 or 5 yrs. Psychologist working with the mothers to give confidence in parenting role, help navigate relationship with the other parent or their own parents. Some girls go to Olympic for additional classes like sciences.
  - Recommendation--- Recommended for renewal.
- CAPC (Mary) – (Carol stepped out due to conflict of interest) Mary was very impressed with parent education program. Parent educators/facilitators helping parents build their futures and see their possibilities. Program looks at parents' attitudes towards parenting, education, discipline etc. and then examines changing attitudes. Curriculum includes a childcare

component, children are separate from education classes, then they join parents to eat a meal together during the session. Services offered to special needs families. Have had good attendance numbers, all in person.

- Recommendation--- Recommended for renewal.

**4. FACT Request for Proposal (RFP) Upcoming Activities & Timeline**

- Laura provided timeline for RFP proposal in supporting document packet. She had indicated earlier this is running parallel with issuing contracts for FACT Fiscal Year 24-25. This RFP impacts the 2025-2028 contract cycle, with an anticipated July 1, 2025 start date. Copy of prior RFP included in Agenda packet for reference. In theory, this RFP should be completed and published in early November, so proposal responses can be completed in December, prior to Christmas holidays. June FACT meeting is critical for meeting this timeline. 3 years ago, Measure X was leveraged for resources for FACT Needs Assessment. "Homework" for the committee: Please review RFP, the timeline, and prior RFP pages 11-12. Committee to discuss how they want to leverage the Needs Assessment for the new RFP at the June meeting. For context, FACT typically funds 8-9 grantees, 80k max per grantee. RFPs are announced on EHSD social media.

**5. Discussion/Announcements/Public Comment**

-N/A

**6. Adjourn – 11:38am**

**ACTION ITEM ADDITIONS FROM THIS MEETING**

<b>Deliverable</b>	<b>Responsible Party</b>	<b>Assigned Date/Due Date</b>
Investigate Implicit Bias Training Issue	Laura Malone	
Review RFP, timeline and past RFP	FACT Committee	June 3, 2024 FACT meeting