

FACT Meeting Minutes

June 3, 2024

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Room 101/102



Call to Order – 9:33am

Committee Member Roll Call:

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

Staff: Laura Malone, Jan Nelson, Cynthia Lepe

Guests: Maura Millison, via Zoom

1. Review and Accept Minutes (May 6, 2024)

- Yvonne motioned to accept the minutes, Erin seconded. It passed unanimously; 6 Yea: 0 Nay: Abstained: Pa'tanisha

2. FACT Membership Update, Organization & Action Items

-Membership Update

The FACT committee is no longer at 100% membership, following Ani's resignation. Ani's seat is an At-Large seat that is pending vacancy. A staff report for Board of Supervisor (BoS) approval of this vacancy has been submitted and targeted for the July 26 BoS agenda. The August FACT meeting is the next scheduled meeting to vet candidates and submit for approval. All non-District Seats require Family and Human Services (FHS) Committee approval. There is an FHS meeting at the end of August, allowing candidate membership recommendations to be submitted, approved by FHS and then sent to BoS for review and ideally approval.

-Required Advisory Body Training

Following up on the implicit bias training action item from last week, the National Institute of Health training link was identified by Clerk of the Board as no longer being supported and has been replaced. The Clerk of the Board has replaced it with the Kerwin Institute training. If your training was not taken with this agency, you must retake it. Please send completed certificates to Laura and Cynthia for logging/tracking.

-Membership Renewals Status

Several membership seat terms expire on September 30, 2024. On May 23, renewal reminders were sent out. Please reply by the end of the month to update your status in order to support timely renewal.

3. Follow-Up Site Visit Report Out -COPE

Yvonne provided the report out in Mary's absence. Yvonne, Mary and Jan completed the Follow-Up visit. The class registration fee concern was discussed, and it's understood that COPE cannot exceed the FY23-24 contract's registration fee of \$15 in the FY24-25 renewal contract. COPE has hired a consultant. COPE heard the concern of in person vs. remote attendance at training sessions, and expressed their difficulties with consistent attendance. COPE clarified that they try to do in-person, but may need to fluctuate based on needs to keep attendance up. FACT members left the visit with more confidence and security in COPE's plan moving forward, and felt that having the follow-up increased accountability for the site to meet these requests.

4. FACT 2024 Request for Proposal (RFP) covering FY25-28 Contracts

To support a November publication time frame, FACT will need to complete a solid draft of the RFP coming out of the October meeting. This results in 3 meetings being available to finalize desired needs for the FACT program for the next 3-Year cycle.

Referential Needs Assessment documentation was provided to leverage for the RFP. Families First Preservation Services Act (FFPSA) is a federal act to provide funding and implement a program around prevention. The approved FFPSA plan and supporting documents were provided to the FACT Committee.

Questions about the RFP cycle and data availability was reviewed and responded to. Pa'tanisha provided recommendations on RFP priorities and target population. Also suggested utilizing sub-committees similar to prior years to help determine funding priorities and demographics.

Request to identify additional County statistics: What percentage of the at-risk population is on WIC/TANF, using housing vouchers, or other current services available? Laura will identify if requested information is available and send out at the next meeting.

Question about funding: The funding cap for the upcoming FACT RFP cycle is approx. \$780,000-850,000, (\$80,000 per contract), fluctuating depending on tax donations and state budgeted amount. At the August meeting, the FACT budget for the RFP cycle will be available and communicated. Discussed option to award less contracts and more dollars per contract. Input suggested that more contracts at \$80,000 made a difference.

Request to ensure the RFP is accessible. Confirmed finalized RFP is published at EHSD.org website, shared with all of the child welfare community partner distribution lists for East, West, and Central County, EHSD Staff, and in the Contra Costa Times newspaper-both physically and electronically. Publication can be performed elsewhere if desired.

FACT Committee agreed to have 2 sub-committees for the Needs Assessment review and then report back recommendations with the larger body at the next scheduled FACT meeting.

-Group 1 for the first 3 categories

-Group 2 for the remaining 2, as well as the addition of a 6th category for Equity.

-Each group to discuss if these are the appropriate categories to utilize for the RFP, and suggestions to edit the categories to meet the needs.

-Group 1: Isabel, Kay, Liliana

-Group 2: Erin, Pa'tanisha, Shelley, Yvonne

-Those absent can join whichever group they wish, although not everyone has to be in a committee. The resulting evaluations are to be brought to the August Meeting for discussion, editing and decision.

5. Discussion/Announcements/Public Comment

None

- **11:30am Adjourn** –

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date
RFQ Subcommittees evaluation and recommendations for discussion	Subcommittees	August FACT meeting