

FACT Meeting Minutes

November 13, 2024

1:00 p.m. – 3:00 p.m.

40 Douglas Drive, Martinez, CA

Conference Room 101/102



Call to Order – 1:02pm

Committee Member Roll Call:

Emily Hampshire- Present	Dr. Rhiannon Shires- Present	Carol Carrillo- Present	Nakenya Allen- Remote	Maura Millison- Present
Kay Reed- Present	Mary Flott- Absent	Yvonne Wadleigh- Present	Erin Cabezas- Present	Isabel Renggenathen- Present

Staff: Laura Malone, Jan Nelson, Cynthia Lepe

Guests:

1. Review and Accept Minutes (September 9, 2024)

- Kay motioned to accept the minutes, Yvonne seconded. It passes; 6 Yea ; Abstained: Carol Carrillo

2. FACT Membership Update, Organization & Action Items

- Receive Membership Update

Welcome to new members, Maura Millison (Appointed in October), Emily Hampshire, Nakenya Allen and Dr Rhiannon Shires (Appointed at the Board of Supervisors meeting on November 12). 1 At-Large seat remains vacant with 2 applicants in queue; however they have not been responsive.

- Consider Electing Replacement Chair of FACT

Isabel (previously Vice Chair) has been acting as chair since September. FACT has not been able to meet and nominate another Chair.

Isabel was nominated to continue as Chair, Passes unanimously, Carol abstained.

- Consider Electing Vice Chair of FACT

Yvonne nominated Kay for Vice Chair. Passes unanimously, Carol abstained.

3. FACT Triennial Review Phase II – 24/25

This report is required every 3 years for certain advisory bodies. FACT committee responsible for review and edits. Completed report is due to the Clerk of the Board by November 29, 2024.

Committee focused on the “Challenges” section for editing. Highlighting the need for more funds due to inflation, community need, etc.

Kay suggests adding in the “other comments” section some client success stories, people reached, goals met, etc.

Yvonne motioned for Laura to provide edits based on the suggestions provided and submit to board. Emily seconds. Passed unanimously.

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

The RFP is mostly complete, with the exception of the dates for the timeline. Committee was provided the current draft for review, and suggested edits were made on the document by Laura.

Timeline Review: How many days does the committee need to evaluate.

If the RFP is published by the December 6 goal, Responses would be due January 10. Contracts review completed by January 17, Fiscal review by January 31. FACT committee would then review and synthesize into a summary to present at the March 3rd FACT meeting.

Committee discussed how many days they would need and agreed to do 20 days for evaluation/review.

Given the total grant amount of \$600,000, the committee suggested editing the language in the RFP to include “Up to \$100,000.”

Yvonne motioned to entrust Laura to make the edits described today and push forward with publication. Kay Seconded. Passes unanimously.

-Next steps and timing: Next FACT meeting will hone in on evaluation criteria to put together evaluation matrix and prepare training for going through the evaluation process.

5. FACT 2024 Annual Report

-Template for this year’s report is identical to last year. The report goes to Board of Supervisors. It does not require signature, review or vote. Laura to draft the report utilizing last year’s for reference and will bring the completed report to the December FACT meeting.

6. Discussion/Announcements/Public Comment

- 2:40pm Adjourn –

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date
Editing Triennial Report as suggested and submitting to board.	Laura	
Editing RFP draft as discussed and pushing forward for publication.	Laura	