

FACT Meeting Minutes

January 6, 2025

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:

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

Staff: Laura Malone, Jan Nelson, Julie Rafighi

Guests:

1. Review and Accept Minutes (December 2, 2024)

- Yvonne motioned to accept the minutes, Mary seconded. It passed unanimously; Abstained: Carol Carrillo, Nakenya Allen

2. FACT Membership Update, Organization & Action Items

- Discussion: Receive Membership Update
 - o Available Seat(s) as of January 1, 2024:
 - At Large Seat 3 – All At-Large members shall be recruited to bring expertise in childcare, out of home placement homelessness alcohol/substance abuse treatment, family systems or family preservation, child abuse/neglect services, parent education, multi-ethnic systems or programs and/or program planning, analysis and evaluation.
 - o Application received on January 3 – Sani Momoh. Received too late to include for today’s meeting. Will reach out to the applicant to invite to the February FACT meeting and include interview/vetting as an agenda item.
- Discussion: Committee Training Requirements & Status
 - Handout created and provided with guidance for County required Committee Member training requirements. Three trainings, all of which must be completed within 3 months of initial appointment for new members.
 - o Implicit Bias – required to recertify every 2 years
 - o Brown Act – does not require recertification

- Ethics for Local Government Officials – does not require recertification

Recent member appointments have until February 12th to complete and submit the training certification to Cynthia.

The only recurring training required for the FACT Committee is Implicit Bias Training. Committee agreed to align Implicit Bias Training recertification with FACT re-appointment confirmation.

3. FACT 2024 Request for Proposal

- Discussion: RFP Status, Schedule, Evaluation, Scoring Worksheet review and finalization, Training and Next Steps
- RFP Status – update provided.
 - Published online Friday, January 3
 - Sent to existing FACT CBOs Friday, January 3
 - Sent to Community Partners Monday, January 6
 - Submitted for publication in the Contra Costa Times
 - Pending submission to Board of Supervisor Offices for their newsletters
- RFP Schedule Confirmed – review with Committee
 - Proposal Submissions are due Friday, January 31, 5pm
 - Reminder notification will be sent
 - There is no bidders conference this year, but anyone can submit questions.
 - Discussion of evaluation results will take place at the April 7, 2025 FACT meeting where FACT recommendations for funding/awards will occur.
 - BOS will be requested to approve the award recommendations.
- RFP Evaluation & Scoring Worksheet Review and Finalization - Reviewed FACT RFP Evaluation Template for edits/scoring final changes
- RFP Training and Next Steps
 - RFP Training/Instructions for new members would be targeted for the February FACT Meeting Agenda
 - At the February FACT meeting we'll know how many proposal responses were received
 - Discussed the appeal process.

Note - There will be no site visits this year. A blank report document will be sent out to the contractors to fill out and send back to the FACT committee.

4. FACT 2024 Tax Donation Update

- Discussion: Update on 2024 FACT Tax Donations, next steps and estimated timing for donor information and letter generation
- Tax Donations Status provided: Process explained for documenting and processing donations for FACT. Awaiting donor information/amounts from the Tax Collector/Auditor Controller's Office. Once received, letters can be generated that act as a receipt for donors. Letters are signed by the FACT Chair and Vice-Chair. Option provided to sign letters electronically or via wet signature. Decision remained to sign in person via wet signature. Cynthia will coordinate with Isabel and Kay once the letters are available.
- Discussed ways to reach more donors.
- Also discussed modifications to the Tax Donation Flyer which will be incorporated into the next release (Late Spring for Fall Tax Bill). Carol will provide updated stats for the flyer in April.
- Also discussed potential option of a follow up letter to donors later in the year informing donors on how the donations were utilized. Will be researched for feasibility.

5. Discussion/Announcements/Public Comment
N/A

- 11:24am Adjourn –

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date