

# FACT Meeting Minutes

February 3, 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:**

<b>Mary Flott - Present</b>	<b>Isabel Renggenathen - Present</b>	<b>Carol Carrillo – Absent/Recused</b>	<b>Dr. Rhiannon Shires - Present</b>	<b>Emily Hampshire - Present</b>
<b>Nakenya Allen - Present</b>	<b>Maura Millson - Present</b>	<b>Erin Cabezas - Present</b>	<b>Yvonne Wadleigh - Present</b>	<b>Kay Reed - Present</b>

**Staff:** Laura Malone, Jan Nelson

**Guests:** None

**1. Review and Accept Minutes (January 6, 2025)**

- [Mary motioned to accept the minutes, Yvonne seconded. Passed unanimously](#)

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

- Receive Membership Update
  - o One At Large seat remains vacant. One applicant in queue, Sani Momah was invited to meeting, not in attendance.
- Review, Consider and if appropriate, Accept FACT Applicant for FACT Committee Membership recommendation.
  - o Applicant was not in attendance. Committee would like to see if applicant is available at March FACT meeting for Committee to vet. Deferred to March.
- Remote Meeting Participation Updates
  - o Reviewed two additional California Brown Act regulations received from Clerk of the Board on January 9, 2025. First memo - New Options for Remote Attendance includes:
    - If the member has a qualifying disability\* that precludes their in-person attendance at advisory body meetings, allows for an accommodation for a qualifying disability.
    - Under the qualifying disability accommodation, allows for the remote attendance from a non-public location.
      - o Must use 2 way video and audio streaming in real time

- Disclose the identify of individuals 18 years or older who are present with the member at the remote location and the general nature of the member’s relationship with any of these individuals.
- Prior to supporting this accommodation, the member must request approval from the Clerk of the Board. Refer to memo for specific instructions.
- \*Qualifying disability examples that would prevent in-person attendance include, but are not limited to a mobility disability, an immunocompromising disability, or a disability that limits time spent outside of home or bed.
- Dr. Shires requested clarification regarding a physical disability that may not be a permanent nor ongoing disability but one day good, one day bad. Laura will check with Clerk of the Board and report back.
- Second memo from Clerk of the Board revises the limits on the number of remote appearances a member can make for “just cause” reasons or under “emergency circumstances”.
  - Under revised rules a member of a body may not participate via teleconference from a remote location for more than a defined number of meetings based on the number of regularly scheduled meetings per month.
  - For FACT, it’s no more than 2 remote meetings per year, given FACT regularly meets once per month or less. Therefore, no change for FACT.

### **3. FACT 2024 Request for Proposal**

- RFP Status, RFP Instructions and Next Steps
  - Proposal Responses were due Friday, January 31, 2025
  - 16 Proposal Responses were received. EHSD Compliance Review will begin today.
  - Fiscal Evaluation is scheduled to start on February 10<sup>th</sup>. Typically proposals with 70 points or higher will pass Fiscal review and qualify the bidder proposal to advance to FACT Committee evaluation review.
  - FACT Committee evaluation is scheduled to start on February 24<sup>th</sup> and end on March 21, 2025.
  - At the April 7 meeting, there will be a public review of scorings. Guests are welcome to listen but not allowed to participate in the scoring evaluation process. To maintain anonymity during the public meeting process, proposals are numbered; no agency names are used.
  - EHSD is creating a Microsoft Team channel and folder for Committee members to support the evaluation process and access the proposals. Access is targeted to be provided to the Committee no later than February 24<sup>th</sup>. Access will be sent out via email to each member.
  - Walked through RFP MS Teams Access document, instructions and what committee members can expect.
  - Reviewed RFP Evaluation Instructions and walked through the evaluation documentation and process.
  - Discussed RFP evaluation results next steps and process. Results are expected to be reviewed and finalized at the regularly scheduled April FACT meeting. Agreed to have the preliminary Evaluation Results Summary Matrix available as part of the agenda packet for the April meeting.

### **4. FACT 2024 Tax Donation Update**

- Update on 2024 FACT Tax Donations, next steps and estimated timing for donor information and letter generation
  - Letters complete. 237 letters generated. Kay and Isabel are hand signing the donation letters. Cynthia will compile and send out. Donation stats will be provided at the March meeting.

- Inquiry about next cycle of donations. Property taxes are due on November 1 and February 1 (next installment of donations expected by mid-April).

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

Kay and Dr. Shires provided public comment.

**Adjourn – 11:31am**

**ACTION ITEM ADDITIONS FROM THIS MEETING**

<b>Deliverable</b>	<b>Responsible Party</b>	<b>Assigned Date/Due Date</b>