

FACT Meeting Minutes

August 4, 2025

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Room 101/102



Call to Order – 9:34 am

Committee Member Roll Call:

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

Staff: Ana Kaye; Julie Rafighi

Guests: None

1. Review and Accept Minutes (May 5, 2025, June 2, 2025)

- Mary motioned to accept the minutes from May 5, 2025, Erin seconded. Passed unanimously.
- Mary motioned to accept the minutes from June 2, 2025, Erin seconded. Passed unanimously.

2. FACT Membership Update, Organization & Action Items

- Housekeeping item – Agenda Posting/Legistar update
 - o Staff to FACT are now posting the Agenda and Agenda packet to the county website via Legistar. Prior to this meeting, Staff to FACT subscribed FACT members to receive FACT communication via Legistar; this is how you will receive the meeting information from now on.
 - o Several FACT members reported they did not receive communication. Staff to FACT to provide additional support as needed for the September meeting.
- Received Membership Update
 - o One At Large Seat is vacant. There are no applications.
- Receive Membership Renewal Information
 - o All 5 Committee Members up for renewal/reappointment with a term ending on September 30, 2025 submitted their applications promptly. Districts seats will be vetted by District offices
- Review and Accept Membership Renewals for non-District seats
 - o Isabel motioned to recommend Carol Carrillo's membership for renewal; Mary seconded the motion. Passed unanimously.
 - o Isabel motioned to recommend Maura Millison's membership for renewal; Kay seconded the motion. Maura abstained. Passed unanimously.

- Mary mentioned she will be traveling and may miss a few meetings due to not being able to attend in person or remotely. She has spoken to Supervisor Candace Anderson and plans to continue as a FACT member, pending any attendance concerns.
- Fact to STAFF will send Committee Members the By Laws to the committee so that the attendance policy can be reviewed.
- Discussion/Receive Member Training Update
 - Staff to FACT reviewed the training required by the Board of Supervisor and advised Staff to FACT is tracking training for members. Staff to FACT will reach out to members directly to let them know what training they need to complete.

3. **FACT 2024 Request for Proposal 1216 Update & FACT FY 25-26 Contracts Update**

- Discussion RFP 1216 Update
 - On June 10, 2025, the Board of Supervisors Approved the Staff Report recommending the recommended proposals be awarded contracts.
 - On June 12, 2025, EHSD Contracts Unit awarded all RFP respondents of the award results
- FACT FY 25-26 Contracts Status Update
 - Discussion FY25-26 Contracts Status—Six contracts were awarded. All agencies have been notified. The contracts have been negotiated. \$100,000 each. They will be approved by County Counsel next. All contracts will start July 1, 2025.
 - February we will begin site visits.

4. **FACT Flyer/Property Tax Donation Form**

- Received Final FACT Flyer/Property Tax Donation Form
 - On May 5 and June 2, 2025, the committee provided recommended edits to the FACT Flyer/Property Tax Donation Form
 - EHSD Leadership approved the flyer, which will be included in upcoming Property Tax mailers.

5. **Discussion/Announcement/Public Comment**

Adjourn –10:09 am

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date