

# FACT Meeting

February 3, 2020

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Conference Room 208

## AGENDA

<b>Time</b>	<b>Topic</b>	<b>Objective</b>	<b>Person to Lead</b>
9:30 – 9:35	Call to Order		Chair/Vice Chair
9:35 – 9:40	Review & Accept Minutes (January 6, 2020)	Review/Approve Minutes to be published publicly	FACT Committee Members
9:40 – 9:50	<b>FACT Membership Update, Organization &amp; Action Items</b>  - Open Positions  - Recruitment	Membership Update  Determine Actions	Laura Malone  Chair/Vice Chair
9:50 – 10:05	<b>FACT Charter Discussion, cont.</b>  - Proposed timeline for FACT  - Charter/Policy & Procedure Modification Update	Discuss/Update/Vote  Review Updates/Vote	Chair/Vice Chair/Laura Malone  Chair/Vice Chair/Laura Malone
10:05 – 10:15	<b>Committee Member Updates</b>	Committee Member community updates	FACT Committee Members
10:15 – 10:45	<b>Site Visit Report Outs</b>	Discussion/Vote on renewal	Team Leads
10:45 – 10:55	<b>Updates</b>  - Site Visits/Planning  - FACT Draft PR & Awareness Text	Confirm dates still pending and discuss visit progress  Discuss/Update/Vote	Chair/Vice Chair  Mary Flott/Stephanie Williams-Rogers
10:55 – 11:25	<b>Change Management Facilitation</b>	Presentation/Discussion	Dr. Allyson Mayo
11:25 – 11:30	<b>Discussion/Announcements/Public Comment</b>	Open	Open
11:30	<b>Adjourn</b>		