

FACT Meeting Minutes

January 6, 2020

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Conference Room 101/102



Call to Order – 9:32 am

Committee Member Attendance:

Richard Bell – late arrival 9:34	Carol Carrillo – late arrival 9:36	Joe DeLuca - absent	Mary Flott	Marianne Gagen
Lisa Johnson - absent	Olga Jones	Karin Kauzer		Dr. Allyson Mayo
	Julia Miner	Mujdah Rahim	Stephanie Williams-Rogers	

Staff: Elaine Burres, Laura Malone, Jessica Wiseman, Jan Nelson

Guest: Mariana Valdez

1. Review and Accept the Minutes (December 2, 2019)

- Olga Jones moved, Marianne Gagen seconded acceptance of the minutes. It passed unanimously; Yea: 8, Nay: 0; Abstained: N/A (vote done prior to arrival of Richard Bell and Carol Carrillo)
- Action Item: Please always read minutes in advance of meeting.

2. FACT Membership Update, Organization and Action Items

- Open Positions – Still have the same 3 positions open, District V, Child Care and At-Large.
- Recruitment - Laura is waiting for verbiage for EHSD website and Twitter feed

3. Fact Roles & Responsibilities

- Should or could FACT members be out in the community? - The answer was that we could. Mary said that some members such as Carol, Richard or Dr. Mayo would be more qualified than others on the committee to speak publicly about the FACT subject matter, due to their background. Marianne asked where we would go to promote the committee and work we do? Church groups, community events, etc. Julia added we are here to expand the dialog within our respective communities. We are from different areas and represent different populations. We need to figure out how we can be better contacts within our communities. Marianne clarified that we do not go to events to fundraise, but to discuss what we do and maybe highlight the agencies and programs that we fund. Dr. Mayo added that we have brilliant ideas within the group, but lack planning using project/brainstorming tools and processes. We could use Lean 6 Sigma to reduce variation, proposed – we adopt change management, use business tools. Mary and Marianne voiced concern over the proposal specific to terms and understanding of current suggested tools/practices. Mary suggested a presentation. Richard made the recommendation

that FACT members attend the community partnership meetings the county holds in Central, East and West County. FACT members can be added to a distribution list. Marianne suggested we present to the BoS each year. Carol is presenting to the BoS this year, in April during National Child Abuse Prevention month, invited FACT to all be present at the meeting, she could mention FACT and have members stand. **Action Item: Dr. Mayo to facilitate a discussion session at the next meeting regarding “Change Management Facilitation.” Action item: Laura will send information out regarding monthly meetings for community partnership.**

4. FACT Charter Discussion, continuation

- *Proposed timeline for FACT* – A document was provided which included the current schedule from the most recent RFP year, the proposed schedule for the next RFP year and a proposed schedule for non-RFP years. For the proposed RFP year schedule the timeline was moved up by 60 days in an attempt to complete everything in time for the July contract start date. Retroactive memos are now required for any contracts not finalized by the contract date. This RFP cycle, all of our contracts required retroactive memos to be completed by Laura. Stephanie asked if the proposed schedule aligns with the SIP? Laura says that it will align properly this next cycle, however, since the SIP is a 5 year cycle, it will not always line up. Stephanie asked if this timeline is still “pushing it” and Laura responded that it does. If everything aligns perfectly and goes according to this schedule, it will work, however, delays are likely. There are a lot of steps that are out of our control. One thing within our control is we could add an ad hoc meeting in late February to help with the timeline. The timeline is required to be included in the RFP at the time it is released. Laura/Elaine advised that the bidders conferences no longer require bidders to be present at the conference in order to submit an RFP. Those that do not attend are still subject to the same rules. Question was asked if the bidders are able to provide feedback regarding the timeline. The answer was no. In regards to the timeline, Marianne asked if the committee still intends to meet in August, that is a month she is typically not around and the meeting has been cancelled in the past. Laura stated that we usually have it scheduled and make those decisions in June and vote regarding cancellation of meetings.
- *Charter/Policy & Procedure Modification Update* – carry over to next meeting

5. Updates

- *Site Visit Planning*

<p><u>Catholic Charities</u> Lisa – Lead Marianne Richard Joe Mujdah <i>Waiting for response – Lisa absent</i></p>	<p><u>COPE</u> Allyson – Lead Richard Karin <i>1/15 @ 10 am</i></p>	<p><u>CAPC</u> Karin – Lead Mary Olga Mujdah Mariana – added <i>Carol will send Karin dates</i></p>	<p><u>Mt Diablo (Crossroads)</u> Allyson – Lead Lisa <i>Not confirmed yet, Allyson waiting for response</i></p>	<p><u>YMCA</u> Joe – Lead Lisa Allyson <i>Not confirmed</i></p>
<p><u>CC-ARC</u> Carol – Lead Stephanie <i>1/27 @ 10 am</i></p>	<p><u>STAND!</u> Marianne – Lead Mary Olga <i>2/6 @ 11 am</i></p>	<p><u>CC Interfaith Housing</u> Joe – Lead Karin Stephanie <i>2/7 @ 11 am</i></p>	<p><u>Ujima</u> Stephanie – Lead Mary Olga <i>1/7</i></p>	

- *Site Visit Planning cont.* – Stephanie asked for additional support or instructions for the site visit tomorrow. Advice given: You are not there to evaluate the whole agency, although a quick overview of the agency is ok, make sure you focus on the portion of the program that FACT is

funding. Don't discuss renewal during the visit. Per Laura and Elaine, you want to confirm the contracted agencies are doing the job we contracted/funded them to do, you can ask if they think they're doing the job? **Action Item: Laura to send a copy of the Ujima RFP to Stephanie.**

- *FACT Committee Annual Report review* – Reviewed document provided, Stephanie suggested we add details regarding the programs FACT is funding within each agency (section II). Marianne suggested we list the District V seat first under vacancies (section III). Vote needed to approve the report before sending to Kathy Gallagher and on. **Marianne moved to add programs and update the vacancies then submit the report, Mujdah seconded. Yea: 8; Nay: 0; Abstained: N/A**
- *FACT Draft PR & Awareness Text* – Mary and Stephanie stated they will have the updates completed and ready for a vote at the next meeting. They will also include the Twitter version
- *Donor Database Letters* - letters are complete and Mary will be signing today. Unable to provide any total donation dollar amounts received at this time since the data is not complete due to incomplete property tax submission stubs.

6. Discussion/Announcements/Public Comment

- Laura reached out to county regarding the FACT committee request to be included in the SIP meetings, we have a seat. Laura will follow up with dates and we can discuss who will go at that time.
- Laura provided the Resource Family Newsletter to the committee, Carol wrote an article that was included. Allyson asked if we (FACT committee members) can contribute articles and Laura said yes.
- Stephanie wants to add more specifics to the agenda such as announcement, objective, vote/approve and information. Allyson added that the person responsible to lead the conversation should be listed as well. **Action Item: Jessica will follow up with possible formatting change.**

Time	Topic	Objective	Person Responsible
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Adjourn – 11:29 am

PENDING ACTION ITEMS

Deliverable	Responsible Party	Assigned Date/Due Date	Confirmed Complete at Meeting	Movement if not Complete
BoS presentation	FACT Committee	03-04-19/no due date provided		Not discussed
Welcome packet for new members	Mary Flott	04-01-19/no due date provided		Mary is still working on this
FACT Committee Self Evaluation	Julia Miner/FACT Committee	01-07-19		Not discussed
2-3 education sessions regarding available data to add to discussion	FACT Committee	09-09-19/ Due Jan/Feb 2020		Not discussed
Acknowledgement/Thank You letter for former FACT members	Mary Flott	09-09-19		Mary provided prior to meeting, Joe to add to and sign prior to sending.
Needs Assessment to leverage County CSA	Laura Malone/Carol Carrillo	06-03-19/Due within 1 year		Not discussed beyond SIP
Recruiting Verbiage for Membership Advertisement/Distribution	Stephanie Williams-Rogers/Mary Flott	11-04-19/Revisions due 01-06-20		Follow up February
FACT Charter Modifications	Laura Malone/per FACT feedback	12-02-19/01-06-20		Follow up February
Post 2020 Schedule	Jessica Wiseman	Due prior to 01-01-20	Completed prior to meeting	
Annual Report	Laura Malone	12-02-19/01-06-20	Completed prior to meeting and voted to move forward with slight modifications	
Contract Status YMCA	Laura Malone	As needed	Completed	
Site Visits - Scheduling - Site Visit Report F/Up and Return - Site Visit Tips Presentation	-FACT Committee Leads -Fact Committee Leads & Laura Malone Lisa Johnson	Scheduling 11-04-19/Due 12-02-19 Site Visit Report Follow up/Return due prior to visits 12-02-19/Due 01-06-20		Several site visits still to be scheduled. Lisa unable to attend meeting will follow up with presentation via email.

ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date
Formatting change to Agenda	Jessica Wiseman	01-06-20/02-04-20
Send Ujima RFP to Stephanie	Laura Malone	01-06-20/ASAP
Change management facilitation	Dr. Allyson Mayo	01-06-20/02-04-20
Send Community Partnership Meeting dates to committee members for East, Central and West county	Laura Malone	01-06-20/ASAP
Review RFP Proposed timeline prior to next meeting/will bring to a vote	FACT Committee members	01-06-20/02-04-20
Review prior month minutes before meeting	FACT Committee members	Continuous

2018 – RFP Year for 2019-20

September	Tax Bill Inserts due to Tax Collector September 1st
October/November	Craft/Prepare RFP
December	FACT Committee RFP Approval (approved with changes at December 1, FACT meeting)
December	Issue RFP – Issued December 14, 2018
January	Bidders Conference held on January 10, 2019
February	Proposals Due on February 1, 2019
February/March	Proposal Evaluation – Available for pick up February 22, 2019 and due March 11, 2019
March	Rating/Review Meeting, Vote and Distribute FACT Award Notifications (held over to April due to Quorum issue)
April thru June	Contract Negotiations
June thru September	Contract Processing
May	Membership Renewal Applications due from FACT Committee members (if/where seats expiring)
July	New FACT Contracts Issued 19-20 (renewal 20-21) (due to processing delays spanned July thru December)
June thru September	Membership Renewals processed through FHS and/or BoS
September	Tax Bill Inserts due to Tax Collector September 1st

2019 – Non RFP Year for 2020-21

November	Site Visit Preparation/Report
December	FACT Committee Site Visit Coordination/Report Notification & Collection
January	Tax Bill Donor Letters Prepared, Signed and Mailed
January/February	FACT Committee Site Visits
March	FACT Committee Vote for Contract Renewals
March	Renewal Contract Negotiations
April thru June	Renewal Contract Processing
May	Membership Renewal Applications due from FACT Committee members (if/where seats expiring)
July	FACT Renewal Contracts Issued 20-21
June thru September	Membership Renewals processed through FHS and/or BoS
August	Tax Bill Inserts due to Tax Collector September 1st

2020 – RFP Year for 2021-22

March thru August	Needs Assessment to align with CCC CFS State Systems Improvement Plan (SIP)
August	Finalize FACT RFP Funding Priorities
August	Tax Bill Inserts due to Tax Collector September 1st
August/September	Craft/Approve RFP
September/October	Issue RFP
October/November	Bidders Conference
December	Proposals Due
December/January	FACT Committee Proposal Evaluations
January	Tax Bill Donor Letters Prepared, Signed and Mailed
February	FACT Committee Rating/Review Meeting, Vote and Distribute FACT Award Notifications
March	Contract Negotiations
April thru June	Contract Processing
May	Membership Renewal Applications due from FACT Committee members (if/where seats expiring)
July	New FACT Contracts Issued 21-22 (renewal 22-23)
June thru September	Membership Renewals processed through FHS and/or BoS
August	Tax Bill Inserts due to Tax Collector September 1st



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.

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