

FACT Meeting Minutes

January 4, 2021

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Zoom Meeting



Call to Order – 9:33 am

Committee Member Attendance:

Richard Bell	Carol Carrillo	Joe DeLuca	Mary Flott	
Lisa Johnson – 9:36	Dave Leimsieder – 9:38	Karin Kauzer		Dr. Allyson Mayo – 9:38
Micaela Mota	Katie Callahan	Mujdah Rahim	Jennifer Early	

Staff: Laura Malone, Jan Nelson, Jessica Wiseman

Guests: Ani Pereira Sekhon, Carlyn Obringer, Pa'tanisha Davis, Jenny Tsang

1. Review and Accept the Minutes (December 7, 2020)

- Richard Bell motioned to accept the minutes, Katie Callahan seconded. It passed unanimously; Yea: 9, Nay: 0; Abstained: Carol Carrillo, Dave Leimsieder, Jennifer Early

2. FACT Membership Update, Organization and Action Items

- *Committee membership update* – Welcome to Jennifer and Dave, appointments approved in December. Mary's shift of seat to District II, on BoS agenda for approval tomorrow, January 5, 2021. Will open the At-Large Seat vacancy for Pa'tanisha. Targeting January FHS meeting and February BoS for review and approval of Pa'tanisha's application. Stephanie Williams-Rogers has officially resigned which leaves a vacancy for District III. District V update Ani has meeting with Supervisor Glover's office this week. With approval Supervisor Glover's office will put Ani's appointment request on the agenda for the next available BoS meeting.

3. New Member Orientation

- Joe provided background on Fact to new members:
- Typically \$40-\$60k worth of donations from individuals. We provide donation letters.
- FACT does not compete with agencies for grants. Need to be careful to separate between what non-profits are doing and what FACT is doing.
- Jennifer: Are we allowed to have social media handles? Instagram? Partner with organizations like the Golden State Warriors? By charter we are not restricted. We discussed social media activity previously, it is not feasible given current staffing and labor intensive nature of social media requirements. EHSD.org and Twitter has been used for membership needs through our Marketing Department. We could develop a campaign to post on the EHSD.org website or EHSD Twitter. Provide information regarding what FACT does to the public, but not asking for money.

- Mary is requesting that the committee continue to review the New Member Orientation document and provide feedback. How do we implement it, what is our next step? Is it in a state to send out to new members? Do we create a webpage, not clear on what to do next.
- New members, what would be the most helpful way to introduce process? FAQ suggested. Provide a mentor/guide to help through the first 2 months. Carol offered to provide child abuse prevention presentation/landscape in Contra Costa County to new or existing members.
- Suggestion to email new member orientation document to new members as needed. There is information that is sent out to new members as they are appointed. It would be good to send out at that time. It can be posted online, and it would be available for public access.
- Laura will follow up with Elaine to determine if a vote is required to confirm/approve document.

4. FACT Site Visit Prep

- *Orientation* – Previously ran on 2 year grant cycle. FACT has changed to a 3 year grant cycle with recent updates to Charter and Board of Supervisor approval. New contract term would start 7/2021-6/2022. Task before Committee is to virtually attend site visits for the current 7 grantees. Assess and determine if FACT will continue funding.
 - o Pre-assessment guide that looks at stats and comments about the program goals. Review expenses.
 - o Collective discussion to make recommendation to move forward with year 3 funding.
 - o There is an option to ask programs for modifications, if they choose not to, funding could be jeopardized.
 - o Jan has provided letters to all 7 agencies confirming extension option to a 3rd year, they all responded positively and were sent their report template to fill out. There is a 1/15 site visit report due date. Once reports are received, the committee member identified as lead can set up the site visit and Jan/Laura will provide the site visit report to the committee members committed to each agency. Begin scheduling appointments, nothing prior to 1/15.
 - o Want to review results of the site visits at the February FACT Committee Meeting.
 - o EHSD Contracts Unit has asked to have all contract paperwork turned in by March 31 for a July 1, 2021 contract start.
 - o Follow up to address any Zoom access needs for site visits.
- *Site Visit Sign up, team lead, scheduling* – lead will coordinate scheduling

<u>Ujima</u> Lead – Lisa Micaela Jennifer	<u>COPE</u> Lead – Dr. Mayo Micaela Jennifer	<u>CAPC</u> Lead – Karin Mary Jennifer	<u>Mt Diablo (Crossroads)</u> Lead – Mary Katie Dave
<u>CC-ARC</u> Lead – Joe Katie *Ani	<u>STAND!</u> Lead – Richard Lisa	<u>CC Hope Solutions</u> Lead – Mujdah Dave *Ani	

*Contingent on FACT Committee Appointment

5. Brown Act Update

– December, BoS approved and County Counsel published updates to the Brown Act (body of rules committees are bound to). There cannot be outside activities or decision making that can influence the committee. Email, phone calls, etc. Brown Act has updated the requirement around social media. Update also prohibits a second board member from responding to another board members post, no reaction such as like or posting emoji's. Threats of litigation must be included in Agenda

packets. Return to live meetings, once we receive the order to rescind the virtual meeting allowance.

6. Committee Member Updates

- Joe: PSA to Lafayette residents going out today regarding the FACT committee donations.

7. Updates

- FACT Budget Update – Jan provided the FACT budget update and provided details on contractor expenses expended to date.
- Pending Action Items – All FACT committee members to review and discuss next month
 - o BoS presentation discussed doing in the fall instead of May – follow up with Supervisor Anderson to determine what exactly she intended and avoid duplication of pre-existing reporting/presentations.
- Master Calendar – request committee members review document and be prepared to discuss at the next meeting.

8. Discussion/Announcements/Public Comment

- Are we as FACT members required to donate? No we are not required to donate.
- How can we receive donations if we are not a 501 3c corporation? FACT has been identified as a government organization that can receive tax donation per IRS guidelines. An IRS letter was obtained to confirm the FACT designation. Several inquiries have come in from grantor foundations, requesting the 501 3c exception letter. In lieu of the exception letter, we have information from the CAO in combination with the IRS guideline letter that is provided to requesting agencies. We are expecting \$5,500.00 worth of donations from Chamberlin Associates and Schwab Charitable Foundation. Is there anything we can do to help with the CAO office? CAO office has been very helpful. No current issues with existing documentation or donation processing.

Adjourn – 11:26 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		
Welcome packet for new members	Mary Flott	04-01-19/no due date provided		
FACT Committee Self Evaluation	Julia Miner/FACT Committee	01-07-19/open		
2-3 education sessions regarding available data to add to discussion	FACT Committee	09-09-19/ Due Jan/Feb 2020		
Needs Assessment to leverage County CSA	Laura Malone/Carol Carrillo	06-03-19/Due within 1 year		
Recruiting Verbiage for Membership Advertisement/Distribution	Stephanie Williams-Rogers/Mary Flott	11-04-19/Revisions expected 03-02-20		
Change management facilitation	Dr. Allyson Mayo	01-06-20/05-04-20		
Review RFP Proposed timeline prior to next meeting/will bring to a vote	FACT Committee members	01-06-20/03-02-20		
Create FACT talking points	Mary Flott	02-03-20		
Resilience movie presentation	Carol Carrillo	03-02-20		
Create a list of all community issues observed during site visits	FACT Committee	03-02-20		
Provide deliverables from Grantees regarding the COVID changes	Laura/Jan	10-05-20		
Write up letter confirming extension of contracts into 3 rd year	Laura/Jan	10-05-20	COMPLETE, confirmed at 1/4/2021 meeting	
Jewish Family response letter	Mary Flott	10-05-20		

ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date