

FACT Meeting Minutes

April 5, 2021

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Zoom Meeting



Call to Order – 9:35 am

Committee Member Attendance:

Richard Bell	Carol Carrillo - absent	Joe DeLuca	Mary Flott	
Lisa Johnson	Dave Leimsieder	Karin Kauzer - absent	Ani Pereira Sekhon	Dr. Allyson Mayo
Micaela Mota	Katie Callahan	Pa'tanisha Davis	Jennifer Early	

Staff: Laura Malone, Jan Nelson

Guests: Jenny Tsang, Audra Carrion

1. Review and Accept the Minutes (March 1, 2021)

- One correction, Pa'Tanisha is spelled with a lower case "t", should be Pa'tanisha. Updated.
- Michael Mota motioned to accept the minutes, Katie Callahan seconded. It passed unanimously; Yea: 10, Nay: 0; Abstained: Pa'tanisha Davis

2. FACT Membership Update, Organization and Action Items

- *Committee membership update* – confirmed two vacancies, At-Large Seat 3 and District III – Supervisor Burgis. David's shift from At-Large Seat 3 to District IV Seat completed as of the 3/2 BoS meeting.
- *Open Positions/Recruitment* – Applications to review Annie Lu, Jenny Tsang, Audra Carrion. Jenny and Audra in attendance.
- Jenny Tsang previously interviewed – no additional questions from Committee.
- Audra Carrion interviewed – introduced herself, family and background, husband is a fire fighter and she has 4 daughters. Previously worked in insurance business. Volunteers, including PTA President, Girl Scout Leader and Coached Sports. Q&A session included.
- Joe provided applicant review, recommendation process and next steps with candidates. Candidates dropped off call to allow FACT Committee to sequester.
- Pa'tanisha suggested option and confirmed request to shift seat to District III which then would open up At-Large Seat 1 and support both applicants.
- Committee discussed candidates.

- Katie Callahan, motioned to recommend Pa'tanisha Davis' move to District III Seat, Mary Flott seconded. It passed unanimously; Yea: 10; Nay: 0; Abstained: Pa'tanisha
- Joe DeLuca, motioned to recommend Jenny Tsang to At-Large Seat 3, Pa'tanisha Davis seconded. It passed unanimously; Yea: 11; Nay: 0; Abstained: 0
- Joe DeLuca, motioned to recommend Audra Carrion to next available At-Large Seat, expected to be At-Large Seat 1, contingent upon Pa'tanisha's move to District III Seat. Richard Bell seconded. It passed unanimously; Yea: 11; Nay: 0; Abstained: 0

3. Site Visit Report Out Retrospective/Lessons Learned

- Committee discussed lessons learned, what went well, what could be improved for next site visit cycle.
- Overall observation provided by Joe - Overall, Site Visits went well and were completed on time. Great cooperation from Agencies/CBOs. Concern about repeat paperwork from Agencies.
- Opportunity around site visit concerns – need an objective way to address concerns that come up from site visits.
- How to improve? More training suggested, Dr. Mayo's report out was a good example of a succinct, clear report out with recommendation to renew.
- Committee discussed, suggestions include:
 - o An evaluation score or checklist to accompany the site visit report.
 - o A follow up thank you form to include a rank/score, passed/remediation plan.
 - o Obtaining insight prior to site visits from Committee members that have performed prior site visits for that agency.
 - o A pre-determined list of questions that could be used to generate an organic dialog.
 - o Questions on site visit report where measurable data can be provided and verified. Committee discussed and Staff provided the verification and measuring process for FACT and/or County contracts.
 - o Identify a more objective process.
 - o Ensure a circle back process like via a letter if issues/concerns.
 - o Request Client present their data during the site visit?
 - o For Committee members, include process around Fiscal RFP cycle and include in Welcome Packet.
 - o Standardize qualitative and quantitative process to evaluate CBOs/deliverables.
 - o Ani provided site visit recommendation in chat, not discussed – “I think we should include measureable or verifiable data from the site visits. Also this information should be easily accessed during the next RFP cycle to make proper evaluations (perhaps allow points to be allocated in the evaluation process).”
- Pa'tanisha – as a new member felt more clarity is needed for new members on the process as a whole. Suggested provide additional info for new Committee members. Incorporating into the Welcome Packet a good idea. RFP – list of references to request.
- **Committee will need to circle back on the feedback and recommendations to determine what changes to make to the next Site Visit Reporting cycle.**

4. RFP Timeline

- Joe provided high level overview of RFP Process.
- Discussed timeline – next RFP cycle for FACT is for Fiscal Year 2022-2023 contracts which requires the RFP to be started in the Summer/Fall of 2021. Must submit RFP to EHSD Contracts Unit in September/October 2021 timeframe.
- Discussed Needs Assessment. Timing is critical to have needs and County SIP to make decisions at July FACT Meeting.

- County Self-Assessment (CSA)/Peer Review – will result in objectives that will need to tie back to OCAP funding for FACT objectives/programs/contracts.
- Previously agreed to leverage CAPC/Countywide assessment – Joe to research with Carol. Lisa will also do some research.
- Questions/discussion around RFP outreach, inclusivity and notifications to solicit smaller non-profits. County has process in place to communicate new RFPs to community.

5. Committee Member Updates

- Nothing to report.

6. Contract/Budget Updates - Jan

- *Renewal Contract Update - All seven renewal contracts are out for review with CBOs. Four are pending budget updates, three have been received back.*
- *Budget Update – Jan provided update on 20-21 FACT expense/budget status. On track.*

7. Discussion/Announcements/Public Comment

- Nothing to report.

Adjourn – 11:38 am

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date

FACT ROSTER March 2021

Committee Seats (5)	At-Large Members (5)	District Seats (5)
<p>1. First 5 Commission Exp. 09/30/2022 Lisa R. Johnson 1485 Civic Court, Ste 1200 Concord, CA 94520 P: (925) 771-7314 lrjohnson@firstfivecoco.org</p> <p>2. School Representative Exp. 09/30/2022 Karin Kauzer 880 Juanita Drive Walnut Creek, CA 94595 C: (925) 256-8835 P: (925) 818-5437 karinkauzer@gmail.com</p> <p>3. Child Development Early Childhood Education/Local Planning Council Exp. 09/30/2022 Micaela Mota 1427 Mariposa Street Richmond, CA 94804 P: (510) 778-4304 micaelamota26@gmail.org</p> <p>4. Child Abuse Prevention Council Exp. 09/30/2021 Carol Carrillo, MSW 2120 Diamond Blvd., Ste. 120 Concord, CA 94520 O : (925) 798-0546 (707) 853-6024 F : (925) 798-0756 ccarrillo@capc-coco.org</p> <p>5. Mental Health Exp. 09/30/2021 Dr. Allyson Mayo O : (925) 818-8062 allymayo@hotmail.com</p>	<p>1. Pa'tanisha Davis Exp. 09/30/2022 1889 Lunger Drive Brentwood, CA 94513 C: (510) 388-0611 pat@keycounselpc.com</p> <p>2. Katie Callahan Cisco Exp. 09/30/2022 1871 Renee Way Concord, CA 94521 P: (925) 408-4285 princesspekoe@gmail.com</p> <p>3. Vacant Exp. 09/30/2021</p> <p>4. Joseph DeLuca Exp. 09/30/2021 3559 South Silver Springs Rd. Lafayette, CA 94549 C: (510) 917-4772 jdeluca@itoptimizers.com</p> <p>5. Jennifer Early Exp. 09/30/2022 1819 Butte Street Richmond, CA 94804 C: (510) 260-5623 jennifer.early@ousd.org</p> <hr/> <p style="text-align: center;">Staff to FACT (2)</p> <hr/> <p>Elaine Burre 40 Douglas Drive Martinez, CA 94553 O: (925) 608-4960 eburres@ehsd.cccounty.us</p> <p>Laura Malone (temp) 40 Douglas Drive Martinez, CA 94553 O: (925) 608-4943 malonl@ehsd.cccounty.us</p> <p style="text-align: center;">Reception: (925) 608-5000</p>	<p>District I Exp. 09/30/2021 Supervisor John Gioia Richard Bell 2316 Humboldt Avenue El Cerrito, CA 94530 C: (510) 932-1661 bellr445@gmail.com</p> <p>District II Exp. 09/30/2021 Supervisor Candace Andersen Mary Flott 2718 Round Hill Drive Alamo, CA 94507 C: (510) 517-8797 H: (925) 831-1856 flottmary@gmail.com</p> <p>District III Exp. 09/30/2022 Supervisor Diane Burgis Vacant</p> <p>District IV Exp. 09/30/2021 Supervisor Karen Mitchoff David Leimsieder Exp. 09/30/2021 161 N. Civic Drive Walnut Creek, CA 94596 P: (520) 981-6554 daveleimsieder@berkeley.edu</p> <p>District V Exp. 09/30/2021 Supervisor Federal Glover Ani Pereira-Sekhon 11 Kelly Ann Court Lafayette, CA 94549 H: (415) 850-7512 bernadettepereira@gmail.com</p>