

FACT Meeting Minutes

January 9, 2023

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Zoom Meeting



Call to Order – 9:32am

Committee Member Attendance:

Carol Carrillo	Audra Carrion	Dave Leimsieder	Pa'tanisha Pierson	Mary Flott
Yvonne Wadleigh	Shelly Clark	Kirsten Rigsby	Alejandra Chamberlain	

Staff: Laura Malone, Jan Nelson, Julie Rafighi

Guests: Liliana Gonzalez and Erin Cabezas

Welcome and introductions – Welcome and introductions performed for new FACT members and existing members.

Liliana and Erin are applicants for FACT membership.

Joanne Lyn Henning joined for a short period of time and also an applicant for FACT membership.

1. FACT Membership Update, Organization

- FACT Update
 - o Staff report out—welcomed new members, welcome packet/information will be sent to new members via email prior to next meeting.
 - o Elaine Burres, internal FACT staff advisor has retired from County.
 - o FACT Annual report for 2022 was completed by Staff to FACT and submitted to the Board of Supervisors. Approved at the December 13, 2022 Board of Supervisors meeting.

- Prior Meeting Minutes—2/7/22, 3/2022 and 12/6/2021. Reviewed for vote. New members must abstain. Voted on all at once. Move to approve. Dave - motioned to approve minutes of 2/7/22, 3/2/22 and 12/6/21 minutes as presented. Audra seconded. Vote: Mary Yes, Pa'tanisha yes, Audra yes, Alejandra abstain, Shelly abstain, Kristen abstain, Yvonne abstain, Dave yes, Ani absent.
 - o Result: 4 yes, 4 abstain, 1 absent, Laura M. will validate vote with CAO and/or County Counsel given situation.

- Committee Membership— Reviewed FACT Committee Roster and vacancies. Available seats include: Discipline Specific First 5 Seat; Discipline Specific Child Development Early Childhood Education Seat; At-Large Seat 5; District 1 Seat.

- FACT Membership New Applicants-- Erin and Liliana—introduced themselves. Recommendation for approval of new members. Dave confirmed sufficient membership to vote for new applicants—vote per applicant.
 - o Dave motioned to recommended Erin for the FACT Discipline Specific Child Development Early Childhood Education Seat. Pa’tanisha seconded. Vote: Mary yes, Alejandra abstain, Audra yes, Shelly yes. Kirstin yes, Yvonne yes, Pa’tanisha yes, Dave yes, Ani absent.
 - Result: 7 yes, 1 abstained. Did not meet majority vote given abstention. May need to move this to February meeting. Laura will check with County Counsel and advise.
 - o Dave motioned to recommended Liliana for the FACT Discipline Specific First 5 Commission Seat. Mary seconded. P’atanisha yes, Alejandra abstain, Audra yes, Shelly yes, Kristen yes, Yvonne yes, Mary yes, Dave yes, Ani absent.
 - Result: 7 yes, 1 abstained. Did not meet majority vote given abstention. May need to move this to February meeting. Laura will check with County Counsel and advise.
- FACT 2022 Status Update provided. Laura provided background on membership, attendance and impact to FACT Committee in 2022. Meeting attendance is critical to support quorum, and performing FACT work. Given lack of quorum and vacancies, FACT meetings were unable to be held and moving FACT business forward had to be modified for the majority of 2022. County Counsel was involved in the discussions.
 - o Membership – all but one application was received after August 2022. EHSD Director was ultimately given authority to make membership recommendations to the BoS in absence of a functioning FACT Committee.
 - o The 2022 RFP award process was also modified. The results of the available FACT Committee evaluations were computed. Based on the computations, the contract award recommendations were submitted to BoS for final determination & approval. Bos approved and 8 contracts were awarded. Contracts were negotiated and completed with a delayed August 1, 2022 start date.
 - o FACT Donation request flyer went out with Property Tax bills in September/October.
 - o Annual report was completed and submitted to BoS. Per Clerk of the Board, it did not require Committee to vote/approve.

2. Overview of FACT

Dave gave overview of the Fact Committee.

3. Upcoming FACT Business

- Annual Site Visits and Renewal Activity—Jan led discussion
 - o Orientation—training will be provided during February FACT meeting
 - o Proposed Schedule—site visits must occur between 2/7-3/3, and can occur in person or virtually (to be mutually agreed upon between site and leads).
 - o Review Plan & Process—Jan reviewed the plan and process
 - o Assignments—Teams made up of members—will be decided at this meeting
 - o FACT Grantees requiring site visits are:
 - Mt. Diablo-Crossroads High School
 - Ujima
 - Child Abuse Prevention of Co Co County
 - Bay Area Crisis Nursery
 - Contra Costa Interfaith Housing—HOPE
 - Counseling Options—COPE
 - Bay Area Community Resources
 - STAND!
 - o Members volunteered and captured on the Site Visit Spreadsheet – see attachment.

- 2023 FACT Calendar—Laura led discussion. Meetings occur the 1st Monday of each month, unless there is a holiday, then typically moved to the following Monday. In addition, typically one month during the summer there’s no meeting (for example July). Current 2023 suggested schedule is:
 - January 9
 - February 6
 - March 6
 - April 3 (Yvonne won’t be there)
 - May 1
 - June 5
 - July – no meeting
 - August 7
 - September 11
 - October 2 (Pa’tanisha won’t be there)
 - November 6
 - December 4
 - Note – the Brown Act dictates committee meeting requirements for in person versus remote/hybrid meetings. In the future, may move to hybrid or go back to in person.
- o Dave requested a motion. Shelly motioned to approve the FACT 2023 Calendar as presented. Audra seconded. Vote: Mary yes, Pa’tanisha yes, Alejandra yes, Audra yes, Kirsten yes, Yvonne yes, Dave yes, Ani absent. Vote passes unanimously.
- Question about FACT Budget. Budget for current FACT contract grantees is \$640,000 (\$80,000 each contract). \$80,000 is the maximum amount able to be awarded to an individual community based organization unless collaborating with a second community based organization at which point the amount can increase but is less than \$160,000. Expect resources can be leveraged to maximize funding. Contractors can also ask for less than \$80,000.
- 2022 Donation Letters—Each year FACT receives donations from various donors, the majority of which come from the property tax flyer. FACT Staff will receive the donor information from the Tax Collector’s office and will use to generate letters to the donors acknowledging the donation and provide documentation to use for tax purposes. Donor information has not yet been received for 2022. Once received, letters will be generated and FACT Staff will coordinate with Dave and Ani to have the letters signed.

4. Discussion/Announcements/Public Comment – None

Adjourn – Mary/Yvonne—all in favor 11:05am

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date