

FACT Meeting Minutes

September 9, 2019

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Conference Room 208



Call to Order – 9:31 am

Committee Member Attendance:

Richard Bell	Carol Carillo	Joe DeLuca	Mary Flott – 9:46 arrival	Marianne Gagen
Lisa Johnson - absent	Olga Jones - absent	Karin Kauzer		Dr. Allyson Mayo
	Julia Miner	Mujdah Rahim	Stephanie Williams-Rogers	

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

1. Review and Accept the Minutes (June 3, 2019)

- Stephanie Williams-Rogers moved, Karin Kauzer seconded acceptance of the minutes. It passed unanimously; Yea: 9, Nay: 0; Abstained: 0

2. FACT Membership Update, Organization and Action Items

- Expiring Board Membership Status as of September 30, 2019 – Deborah resigned due to new employment opportunity, she can no longer keep this commitment. This opens a District 5 Seat which will be declared vacant at the 9/17/19 BoS meeting. Joe would like to send an acknowledgement letter to Deborah, Mary was volunteered to write the letter. Everyone that was set to expire, has been approved by the Board of Supervisors, except Julia Miner and Mujdah Rahim, they are set to be approved next week at the 9/17/19 BoS meeting.
- Currently there are 3 vacant seats, 1 at large, 1 District 5 and 1 Specific Services (Child Development/Early Childhood Education/local planning council).
- Possible replacement discussed, but no one has applied.
- The clerk of the board publishes vacancies for all committees every month.

3. RFP Contract Status Update; Fiscal Year End 2018/2019 FACT Budget Review

- FACT Contracted Agencies Listing and Status – Per Laura, it's been a challenge to get the contracts back from the participating agencies. Only 1 of 9 has been completed (Contra Costa ARC), the other 8 are in various stages of completion.
- Marianne asked if any schools were late with documentation and it was confirmed that none are schools. There are issues such as missing signatures, missing notarizations.
- Mujdah asked if we have anything in place to penalize the agencies for non-compliance, the answer is no.
- There has been weekly follow up on all contracts. YMCA hasn't received contract because we were delayed in getting their response. When they approved the service plan, there were no more board dates available, it is on the BoS agenda for tomorrow (9/10/19). The 8 contracts still in process are not eligible to provide services until contracts are fully executed. We have already received a request for payment from 1 agency that has not completed their contract.

All contracts will be retroactive to 7/1/19, but cannot receive payment without the executed contract. This will be done via a retroactive memo from EHSD.

- Question asked regarding all the delays; perfect storm of issues between FACT committee quorum, to county staffing issues in multiple departments, county counsel being a lot more engaged and picky of minor details of ALL contracts. Things like this have added to the delays. EHSD does have a standard contract form that is used for FACT contracts, but the details can vary per agency and per service provided. Such as service plan and budget. Per Elaine, the CAO is also getting more active in the process; this could change the process more.
- Stephanie – Why are we not getting contracts back in a timely manner? Laura – Because of the delay on our end, the agencies didn't get them as early; the agencies are also experiencing staffing issues on their end. Are there any stop gaps for the future? Suggestion offered to explain during the RFP process that they are at risk due to prior contract turnaround time. Stephanie added that since we are not providing specific due dates for contracts, this could cause agencies to leave the contract on a back burner. If we add a due date, this will add a sense of urgency. Carol stated, from an agency perspective, having a due date would be helpful. The problem isn't that they aren't sending them back, it's that they are being sent back with errors.
- Joe – Another option is to release the RFP in October, early on to help the process along. Per Laura, in order to make a 7/1/2021 deadline, all things being equal to now, RFP review and evaluations would need to start September 2020 for 2021 year. We would want proposals back to us in December. Look at rolling back whole RFP process timeline from issuance to review 3 to 6 months. Elaine – the sooner we can get out the RFP, the more time agencies will have to respond.

4. FACT Special Funding Request

- CAPC Baby Bag Program – Primary prevention project, requesting \$50,000. Carol states that this is part of legislation from the state for child abuse prevention. Provides information to parents from different programs to provide services and support in an effort to prevent child abuse.
- Different pot of money which has been used for 20 years. Part Children and Family Services money, part birth certificate money.
- Reviewed proposal and discussed use. Funding from FACT and other programs help provide 8,000 kits per year. Typically in high risk areas, with a smaller amount being provided to Kaiser and John Muir. Some provided at hospital, some at local clinics. (Handout provided with more information)
- Solicited Juliana regarding this program – her perspective was that we were required to deliver this funding for this purpose, the documentation says we “can.”
- Joe confirmed per the State documentation, the funding use is discretionary on our part - appropriate agency, appropriate use.
- Allyson – how do we measure success? Prevention is hard to measure. If you give parents info at time of child birth, they are more likely to review. Research shows 0-1 year is the best time to approach parents
- Stephanie asked about access to digital information, it's on the website, but digital information is typically not provided.
- Joe would like to add email regarding Baby Bag as attachment to meeting minutes
- Do we have to vote on baby bag every year? Yes, unless included as RFP proposal response. Could it go in charter change? Possibly. We could create as a renewal.
- Committee voted to approve the Special Funding request for the CAPC Baby Bag program at \$50,000. Marianne moved, Mary seconded. It passed unanimously; Yea: 8, Nay: 0; Abstained: Carol Carillo

5. FACT Charter Discussion, continuation

- Board & Commission Presentation Discussion/Follow Up/Discuss proposed changes – Joe would like to come to the October meeting with very specific review, draft what we want to do so we can vote in November or December and send changes to county for approval.

- Suggested items to review – update mission, purpose, alternate members to fill in, set term limits for chair and vice chair to help keep ideas and leadership fresh.
- First 5 has the alternate seat member model, Lisa could speak on that and how it works. Richard thinks it would motivate him to actively recruit someone to support his position. Board appointed positions would need to go through the Board.
- Why do we have a 2 year cycle? Laura said that’s historically how FACT has been. EHSD contracts have a 3 year cycle, this could be changed. Maybe have a primary funding cycle and alternative cycles? We would lose a lot of time on smaller contracts because it would be the same process as the primary funding cycle. Changing to a 3 year cycle could open this up. See item # 4 on 06-03-2019 meeting minutes for notes on charter changes allowed.
- Administrative clean up activities.
- Mary will follow up to send charter information to all board members.

6. FACT Self-Evaluation & Goal Discussion, continuation

- General Discussion - Julia wants to see research and Child Abuse statistics for all communities. Suggested website kidsdata.org, information is also available via Cal Berkeley – the sites break down the data into categories such as sexual, physical, emotional abuse.
- Joe and Mary have received and will be reviewing annual reports.
- Joe would like to add the following to the October meeting: vote recommendation chair and co-chair continue as we are or vote in new chair and co-chair, status updates, orientation on site visits and determine who will work together to visit each agency. Laura added that the schedule for site visits may not be ready until November.
- Staff Response to Chair Directive on task assignments –
- How will we do needs assessment? Per Laura, there is a team (Carol Carillo and Kathy Marsh are on the team) working on a Countywide needs assessment, we will leverage that information from the county/state. Carol discussed the groups’ progress, they are hoping to have it completed by Spring 2020.
- Joe would like to add 2 or 3 education sessions regarding available data to add to discussion. January-February.
- Carol added that we should use our own funds to conduct our own assessment after we get information from the committee she and Kathy Marsh are serving on. Suggested issuing an RFI for \$25,000.00 to conduct and fill in any information missing from the initial report. Who will supervise? Allyson suggested she has Doctoral students that need projects and they would be able to do detailed research at no cost to FACT. When would we have the framing complete to provide to the students? The program is ongoing, Allyson would need to check for timing. Carol is willing to work with/partner with the students.
- **Proposed communication to Board of Supervisors from Chair and Vice Chair – not discussed**

7. Updates

- Donor Database, Letter and Process Update – the database is updated, letters have gone out. Jessica and Laura were able to arrange some assistance from the Auditor’s office. They will now write in missing information from the check on the stubs. This will give us the information for more complete letters. Some had been missing dollar amounts for the donation, so generic letters were sent instead. We also arranged for the stubs to be sent in January instead of April, so we can update the database and send letters prior to tax season ending.
- Staffing – Laura introduced Jan, working on details regarding FACT involvement/changes for both Jan and Laura.
- Tax Bill Inserts – Laura, tax bill inserts have already been replenished and have been sent out with tax bills.

8. Discussion/Announcements/Public Comment

- Laura would like to work on the 2020 schedule for the October meeting.
- Laura, we are outgrowing room 208, suggested to move meeting from 40 Douglas to 500 Ellinwood due to current space restrictions. Board members agreed. Laura will bring information back to the next meeting.
- Protective strategies flyer passed around.
- Allyson shared information about UCSF educational workshops for parents and youth regarding cannabis, separate meetings for adults and youth. John Muir, parents workshop on 10/14, requesting a \$100.00 donation.

Adjourn – 11:15 am – Mary Flott motioned to adjourn, Stephanie Williams-Rogers seconded. Yea: 9,
Nay: 0



April 12, 2018

Family and Children's Trust Committee
EHSD Contracts Unit
40 Douglas Drive
Martinez, CA 94553

Dear Committee Members,

Thank you for the FACT committee's support of the Child Abuse Prevention Council. CAPC would like to request \$50,000 for our Baby Bags Program. With your support, CAPC will distribute 4,850 Baby Bags filled with vital information to new parents at risk of child abuse and neglect throughout Contra Costa County. Attached is CAPC's full proposal.

Please contact me with any questions or for more information.

Sincerely,

Carol Carrillo, MSW
Executive Director

Child Abuse Prevention Council of Contra Costa County

Baby Bags Program

Need for Program

The effectiveness of Baby Bags is supported by current research that shows that parents are more likely to make changes in the way they parent at the time of childbirth. CAPC's Baby Bags are provided to new parents just as they are just beginning to parent. According to the Child Welfare Information Gateway, "by working with new parents or parents of very young children, programs can address potential problems early on and ensure more positive outcomes later in life." Preventing child abuse at this stage affects the child's entire life and can fundamentally alter generational patterns of parenting.

The need for effective and relevant child abuse prevention in Contra Costa County is clear. The **Adverse Childhood Experiences Study (ACES)** by [Kaiser Permanente](#) examined the long term effects of childhood trauma finding an undeniable link between risky adult behavior, poor adult health and poor adult decision making with the presence of childhood trauma. By preventing child abuse and, therefore, childhood trauma, the Child Abuse Prevention Council prevents lifelong complications associated with ACES.

This year, the Child Abuse Prevention Council partnered with three other organizations to produce ***The Economics of Child Abuse: 2019 Study of Contra Costa County***. According to the study, the cumulative financial impact for the 718 verified victims of child abuse in Contra Costa County was \$234 million in 2018. Because child abuse is vastly underreported, the true cost is much higher.

In addition, the need for culturally and linguistically relevant parent information and support is vital for Spanish-speaking parents in Contra Costa County. Culturally relevant information provided in the family's own language supports Spanish-speaking parents who would have no interest in information that was not offered in their own language and presented by members of their own community.

Program Proposal

The Child Abuse Prevention Council provides Baby Bags to new parents in participating hospitals and clinics throughout Contra Costa County after the birth of a child. This vital comprehensive parent education toolkit is provided in Spanish and English and is unduplicated throughout the County. The information filled canvas totes include parent education and infant/household safety information, specifically tailored to the needs of new parents. One of CAPC's Surviving Parenthood Resource Directories is included in each Baby Bag distributed. Specifically, Baby Bags include written brochures in Spanish or English on the following topics:

- Growth Chart for 0-5 Year Olds
- Women, Infants and Children (WIC)
- Shaken Baby Syndrome
- Sudden Infant Death Syndrome (SIDS)
- Children Drown in Silence
- Prescription Savings Card (Family Wise)
- Breastfeeding Benefits and Resources
- Caring for Your Baby's Teeth and Gums
- Water Safety
- Car Seat Safety
- California Poison Control
- Child Care Resources and Referrals
- We Care Services for Children with Special Needs
- Surviving Parenthood Resource Directory

In addition to the local hospitals and clinics where Baby Bags are provided, CAPC has developed partnerships with the Welcome Home Baby staff in West County and the Hand to Hand program to provide Baby Bags to families through the following partner organizations:

- Family and Maternal Child Health (FMCH)
- Kaiser Pinole Women's Health Clinic
- Lao Family Community Development
- Brentwood Health Center/WIC
- Dr. Zimmerman, Antioch
- Sutter Delta
- John Muir Wellness Walnut Creek
- Contra Costa Regional Medical Center
- WIC Concord
- WIC Richmond
- WIC Pittsburg
- San Pablo Health Center Healthy Start
- Pittsburg Health Center Healthy Start
- Martinez Health Center Healthy Start
- Child Care Council, Concord
- Planned Parenthood, Antioch
- Contra Costa Health Plan-Perinatal Case Manager
- Bay Area Crisis Nursery (added from annual report)
- La Clinica Monument
- Birthright Pregnancy Support Center
- Loma Vista Adult Education Program

Target Population and Cultural Humility

Baby Bags were developed specifically for new parents in Contra Costa County. Through all of its programs, the Child Abuse Prevention Council is committed to reaching families who are at risk of child abuse and neglect and will benefit from linguistically and culturally appropriate services. By utilizing CAPC's extensive community partnerships, staff attracts parents for its programs who are in greatest need of services. Many of the parents throughout CAPC's programs have been victims of child abuse themselves. A concerted effort is made to support families living in isolation, parents lacking extended family support, parents identified by intervention workers, single parents and very young parents. Many are families who have found it difficult to form the small, supportive, local alliances from which most parents benefit. CAPC includes parents who are struggling to be good parents and have found themselves isolated in their own neighborhoods by fear of violence, cultural and language barriers, lack of transportation, inadequate employment, and few choices for learning positive parenting skills.

CAPC staff is trained regularly in cultural humility and these values run throughout the agency and affect all interactions with the families we serve. Self-reflection among staff is emphasized as a tool in addressing social inequality. Staff support families through an understanding that they are the experts in their own lives. CAPC hires bilingual and bicultural staff who often live and work in the same neighborhoods as the families enrolled in the programs. Many are also employed in other positions in those communities as well. Baby Bags are offered in English and Spanish and are culturally appropriate.

Fiscal Operation/Administration

CAPC has the management structure to provide appropriate oversight and support of the program including its Executive Director (who has been in her position for 20 years,) Business Manager, Chief Financial Officer and Administrative Assistant. With planned, incremental expansion, CAPC has grown from the \$300,000/year organization it was 20 years ago to the organization it is today, overseeing over \$2,000,000 each year in funds directed uniquely at the prevention of child maltreatment, with approximately 85% of every dollar going to program services. CAPC continually evaluates its activities and funding sources to determine program effectiveness and financial viability of its services.

CAPC regularly makes necessary adjustments to programs and program oversight to meet the needs of the communities it serves. It regularly examines outcomes and looks carefully at what is successful and what can be adjusted to best serve vulnerable families.

LINE ITEM PROJECT BUDGET (Total Program Costs and FACT request)						
July 1, 2019 to June 30, 2020						
Agency: Child Abuse Prevention Council (CAPC)			Program Title: Baby Bag			
					Total Program Revenues	NARRATIVE
Project Revenue Sources						
Families and Children Trust Fund (FACT) REQUEST					\$ 50,000	The Baby Bag Program distributes approximately 7,275 baby bags a year. FACT funds the distribution of 4,850 of the total baby bags.
CCC, Cal - Employment and Human Services (Granted)					\$ 25,000	
Fundraising Events					\$ 5,946	
TOTAL REVENUES					\$ 80,946	
		Annual Budget	Funded through Fundraising Events	Funded by Empl & Human Services	FACT Request	
Personnel Costs						
Executive Director/Supervisor		\$ 4,103		\$ 1,295	\$ 2,808	Supervisor to the program
Office Mngr and Admin Support		\$ 682	\$ 455	\$ 227	\$ -	Assistance
Baby Bag Coordinator		\$ 17,546	\$ 1,028	\$ 5,456	\$ 11,062	\$23.10hr for 4.5 hrs a week
Taxes and Fringe Benefits		19.7% \$ 4,395		\$ 1,373	\$ 3,022	Medical stipend, workers'comp, payroll taxes
TOTAL PERSONNEL COSTS		\$ 26,726	\$ 1,483	\$ 8,351	\$ 16,892	
Program Expenses						
Educational Resources		\$ 37,647		\$ 12,053	\$ 25,594	Distribute 4,850 baby bags with content to parents with new babies
Rent and Utilities		\$ 5,065		\$ 2,096	\$ 2,969	Office space for Coordinator and storage for all the inventory stored at the office
Telephone, Postage, Insurance		\$ 748	\$ 748		\$ -	
Equipment - Maintenance		\$ 1,037	\$ 1,037		\$ -	
Materials and Supplies - Office Supplies		\$ 1,591	\$ 1,591		\$ -	
Printing & Copying		\$ 126	\$ 126		\$ -	
Travel/Mileage		\$ 270	\$ 270		\$ -	
Other Expenses - Staff & Volunteer Appreciation		\$ 377	\$ 377		\$ -	
TOTAL OPERATING COSTS		\$ 46,861	\$ 4,149	\$ 14,149	\$ 28,563	
Total Program Personnel & Operating Costs before Indirect		\$ 73,587	\$ 5,632	\$ 22,500	\$ 45,455	
Projected Agency Indirect Cost (consistent with prior yrs)		10% \$ 7,359	\$ 315	\$ 2,500	\$ 4,545	
Total Program Personnel and Operating Costs		\$ 80,946	\$ 5,947	\$ 25,000	\$ 50,000	

Strategies 2.0

Strategies 2.0 is a catalyst for the professional skills, organizational structure, and community relationships necessary to mitigate the risk factors for child abuse and neglect, and to promote child, family, and community well-being.

We provide an integrated learning system that includes
TRAINING, CONSULTATION, and NETWORKING
for the family strengthening field.



An Introduction to the Protective Factors

Friday, September 20, 2019
9:00am to 4:00 pm
Pleasant Hill CA

Do you work with children and families? Attend this training to develop new skills that support families to build on their strengths and create a family environment that promotes healthy child development. Learn family-strengthening strategies that can be incorporated into your day-to-day work with families and identify how the presence of the Protective Factors are directly linked to the reduction of child abuse and neglect.

Cost: Free

Register on our website: StrategiesCA.org

8:30 am - 9:00 am: Registration and Pre-test

9:00 am - 4:00 pm: Training

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