

# FACT Meeting Minutes

October 7, 2019

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Conference Room 208



Call to Order – 9:32 am

Committee Member Attendance:

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

Staff: Elaine Burres, Laura Malone, Jan Nelson

**1. Review and accept minutes (September 9, 2019)**

- Joe and Mary commented that they like the new format.
- Mary Flott motioned, Marianne Gagen seconded acceptance of the minutes. It passed unanimously; Yea: 10; Abstained: 0

**2. FACT Membership Update, Organization and Action Items**

- Chair & Vice Chair Re-Appointment: Marianne Gagen motioned, Julia Miner seconded that Joe & Mary to retain positions. It passed unanimously; Yea: 8, Nay: 0; Abstained: 2; Joe DeLuca and Mary Flott
- Open Positions – District II - Julia announced her decision to resign from FACT Committee effective January 2020. Julia expressed her appreciation for working with the FACT committee. Joe expressed his appreciation to Julia for all that she has done for FACT. Julia will work with Candace and Joe to fill the vacancy. Julia advised she would be on the Committee through the January meeting unless Candace finds someone before.
- Open/Vacant Positions Laura distributed an updated FACT Committee Roster which includes the vacant positions. Currently 3 vacancies – 1 Discipline Specific, 1 At-Large, 1 District V. Inquiry about vacancy awareness for District V Seat. Laura confirmed that Supr. Glover’s office is aware of the vacancy in District V. Inquiry about if there are any membership applications in queue, Laura confirmed there are no applications in process or pending for any of the vacant positions.

- Open/Vacant Positions – General Discussion about Recruitment for open seats - Olga Jones stated that she has a potential candidate for Child Development Early Childhood Education/Local Planning Council seat. Joe asked what it takes to get a listing in the newspaper to announce a vacancy and to attract potential committee members. Marianne Gagen responded that newspapers may not be the best option to reach people. Joe mentioned that he heard about his opening in the weekly Lafayette paper. Mujdah suggested the idea of having a Facebook page. Laura responded that the committee could consider the use of social media, but that the committee does not currently have the staffing to support a social media platform. Laura stated that the committee can upload FACT information to the EHSD.org website – we have a FACT specific landing page – and the EHSD facebook and/or twitter pages.
- Joe asked that all committee members utilize their sphere of influence to recruit & identify potential committee members to fill the vacant positions. It was confirmed that there are no license credentials required for committee seat #3 – Child Development.
- Request from Committee to create a “flier” or “advertisement” that can be put into the local community papers (must be no-charge). Mary indicated she will connect with one of her resources to see what it would take to include in their publications. Laura will work with FACT Staff to generate an advertisement for the next meeting.
- Dr. Allyson Mayo requested a flier of the committee member announcement/description and she can share with her network.

### **3. RFP Contract Status Update**

- Laura provided a status update for the contracts. Of the 9 contracts: Three are fully executed: Crossroads High School, CAPC, ARC. YMCA is pending signature from the vendor (already approved by board). Remaining five contracts have been signed by the vendors and are awaiting CAO approval.
- Laura explained that the contractors cannot submit a demand until their contract is finalized. The contract terms on all but one have a start date of July 2019 and included retroactive contract memos. Services in these cases could be delivered by agencies and they can submit their demands for payment once the contracts are finalized.
  - There was a long discussion about why it is taking so long to get contracts approved.
  - Elaine explained that there are some things we just can't control.
- Fiscal update – Laura informed the committee that she, Jan and Laura Volante met to review the status of FACT 19-20 finances. FACT has allocated all 19-20 funds and exceeded the budget by approx. \$15K (prior to the Baby Bag Special Funding Program.) The deficit will be covered by realignment funds.
- Julia brought up an item regarding RFP language that gives preference to CCCounty organizations. She questioned if the committee knew where this language came from. Laura responded that it has been in the RFP language for at least the last 6 cycles. Lisa provided the history, explaining that it was the result of Aspiranet coming forth with a proposal several years ago. It was agreed that having that language in the RFP is the choice of the FACT committee and could be reconsidered as part of the next RFP cycle.

#### 4. FACT Charter Discussion, Continuation

- Discussion on committee alternates - Lisa was asked to describe how having a committee with alternates functions. She explained that in her case, the committee alternates attend and participate fully but do not have a vote unless their assigned primary is absent. She explained there is an alternate for each committee member. Lisa also added that sometimes it gets a bit chaotic having 9 members and 9 alternates in discussion and they still have quorum issues at times. Joe discussed the possibility of having a few alternates for the members at large. Lisa brought up that some alternatives on her committee didn't like not having a vote.
- Discussion on reducing the number of committee members - Marianne asked if we could eliminate the #2 at-large seat. Julia responded not unless we changed the charter. Joe added: if we bring on alternates could they not be the next in-line to be a primary when an opening occurs.
- Charter Discussion - Laura provided a copy of the Charter & Policies and Procedures to everyone present. Mary asked if by-laws and charter are same thing. Julia responded no and explained that the charter is what gives us authority and explains the role of the committee. By-laws (Policies and Procedures) are how the committee does their business.

The following meeting notes reference specific charter sections discussions. Decisions discussed would be voted on all at one time at a future meeting.

##### ARTICLE 1, Section 2 Purpose

Paragraph 1 – The funds were confirmed as still valid.

Paragraph 2 – Lots of discussion on what should be done with this paragraph. Laura explained that this paragraph contains two separate items one of which we are doing and one of which we are not. Dr. Allyson Mayo suggested this paragraph needs more clarity and be more specific so that we can show our metrics of what we are affecting. There was agreement to remove “and on recent or pending legislation that would potentially impact family and children’s services programs, clients, or funding mechanisms”

##### ARTICLE II, Section 1 MEMBERSHIP CATEGORIES

Item 1 - Agreement to remove “Up to” .

Item 1 – Discussion – There was considerable discussion on why these sectors and are they all still valid.

Lots of discussion to reduce the number of members on the committee because of challenges filling the committee seats and thus a hard time meeting quorum.

Option 1 – hold course

Option 2 – hold course add alternates

Option 3 – reduce # of committee members

Mary Flott motioned and Marianne Gagen seconded to reduce sector reps to 4 and total at large members to 4 Discussion – Olga stated she thinks were kidding ourselves that it will help. The motion failed; Yea: 4 (Mary Flott, Julia Miner, Marianne Gagen, Richard Bell) Nay: 6 (Dr. Allyson Mayo, Joe DeLuca, Olga Jones, Karin Kauzer, Mujdah Rahim, Lisa Johnson)

Joe said he voted No – because he wants to focus on recruiting. Allyson asked if there is a process for recruiting new members. Such as providing clear information for what we do and the benefits of being on the committee. Olga asked that the committee members all think about and report back on how to increase the FACT committee profile in the community.

**Decision** - Next meeting have an agenda item to discuss how we increase our profile in the community and how we “sell” being on the committee.

#### ARTICLE III OFFICERS, Section 3 – Term of Office

Discussion around increasing to additional years – four years proposed.

Concern around recruiting with a four-year commitment. Agreed to stick with 2 years.

**Decision** -Staying with 2 years.

Discussion around term of office for Chair and Vice Chair (officers). Should there be a term limit? Agreed to leave as is.

#### ARTICLE VII – Section 1 & 2

Discussion around moving to 3 year funding cycle, therefore RFPs would be performed every 3 years instead of 2, and contracts would have the option for 2 renewal cycles instead of one.

This is in alignment with most CCC EHSD contracts.

Further review needed about changing terms of contracts.

Agreed to make suggested red-line updates to FACT Policies and Procedures document and bring to next meeting for further review and vote.

### 5. Site Visit Planning

- Laura distributed a 19-20 FACT Contract Info handout and a Draft 19-20 Site Visit Monitoring Form. Laura requested feedback from the Committee on Site Visit planning needs and potential changes (if any) to the Site Visit Monitoring Report based on prior year’s visits.
- Teams consisting of 2-3 people with an assigned lead will be created. The team will coordinate directly with the contractor regarding the visits. Contractor fills out Monitoring Form (as requested by FACT Staff) which is sent to the FACT team before the site visit.
- At the end of site visit process, the committee members will report out on their site visit results, and the Committee will vote on whether the contract will be renewed for the next year. Site visits to occur in January & February (5 in January, 4 in February). The committee will vote on renewing the contracts no later than the March FACT meeting, therefore those

site visits performed in January will be discussed/voted at the February meeting and the remainder performed in February will be discussed/voted at the March meeting. Site Visit assignments will be made at the November meeting.

- Joe tasked the committee members with reviewing the list of Contractors and reporting at the next meeting 2-3 that they want to visit.
- The committee discussed the following changes to the Site Visit Monitoring form:

Section V: SERVICE DELIVERY/GOALS & OBJECTIVES, 1., a.

Rewrite to say, "Please list the goals and objectives in this years contract"

Section IV. RESOURCE ALLOCATION - Lisa suggested adding a specific question on staffing changes. For example, "Has there been changes to staffing?"

Section VIII. EVALUATION #2 - Mary requested a question on how specifically this agency's work affects child abuse/neglect. For example, "What impact is this program having on child abuse prevention?" It was suggested that the question be incorporated in Section VIII #2.

## **6. Updates**

- Schedule/Location for 2020 – Laura stated that room availability for 101/102 at 40 Douglas for 2020 is not yet available. Three options were discussed:
  - Option 1 – Hold meeting at 40 Douglas in room 101/102 if the room is available
  - Option 2 – Hold meeting at 40 Douglas on a day other than Monday. Friday was the alternate day suggested.
  - Option 3 – Move meeting to Ellinwood (Elaine would not be able to attend)

Agreed desire was either Option 1 or Option 2. Laura will work with Jessica on the 40 Douglas 2020 availability by the November FACT meeting so that decision can be made next meeting.

## **7. Discussion**

- December meeting - Julia suggested moving the Dec. 2 meeting to Dec. 9 due to Dec. 2 being the Monday immediately following Thanksgiving. Laura will check on room availability for December 9 and poll committee members on their availability so that information is available to make a decision on this at the November meeting.

**Adjourn - 11:23**

FACT 19-20 Contract Info and Summary

Contract #	Agency	Agency Contact/Location	Program Name	Program Objectives	Term	Budget
20-279-0	Catholic Charities of the East Bay (collaborative with JFCS)	Christopher Martinez Chief Program Officer 433 Jefferson Street Oakland, CA 94607 T: 510-447-1780 cmartinez@cceb.org Note Concord CCEB Office: 2120 Diamond Blvd. Ste #220 Concord, CA 94520	FACT - Refugee Immigrant Child Abuse Prevention (RICAP) Program	CCEB in collaboration with JFSC will operate the Refugee & Immigrant Child Abuse Prevention Program (RICAP). The program will offer support to Afghan and other refugees, as well as Latinx immigrant communities throughout Contra Costa County and offer multilingual/multicultural services that are based in Contractor's offices, and clinic homes providing assessment, therapy, parental education, case management and employment services. These services are expected to serve 80 to 120 immigrant and refugee parents and improve their ability to create a nurturing family environment, decrease parental stressors, improve the health and well-being of the family relationship, thereby helping to reduce the risk of child abuse, neglect and/or family dysfunction. Provide: - Four (4) one-hour Spanish-bilingual parenting education and support classes countywide to Latinx immigrant families - Four (4) 2-hour Dari/Farsi-bilingual parenting classes to Afghan refugee parents - Two (2) to Three (3) Employment Workshops - Initial and Exit Assessments - Case Management Services - Family and Individualized Bilingual Therapy	07/01/2019 - 06/30/2020	\$80,000
20-267-0	Child Abuse Prevention Council (CAPC)	Carol Carrillo, MSW Executive Director 2120 Diamond Blvd. #120 Concord, CA 94520 P: 925-798-0546 ccarrillo@capc-coco.org	FACT - Nurturing Parenting Program	CAPC shall operate The Nurturing Parenting Program. CAPC will promote the safety of children and prevent child abuse and neglect by raising awareness, influencing public policy, educating the community and providing resources and support programs to families. The Nurturing Parenting Program will provide free parent education to low income, at-risk, underserved parents/caretakers and approximately 150 children in economically disadvantaged neighborhoods of Richmond, Concord, and Rodeo. - Two (2) 20 week sessions in Richmond; - One (1) 20 week session in Rodeo; - One (1) 15 week session in Richmond; and - One (1) 15 week session in Concord.	07/01/2019 - 06/30/2020	\$55,655

FACT 19-20 Contract Info and Summary

Contract #	Agency	Agency Contact/Location	Program Name	Program Objectives	Term	Budget
20-278-0	Contra Costa Advocacy, Respect and Commitment (CC ARC) dba Care Parent Network	Hannah Michaelsen Program Director 1340 Arnold Drive, Suite 115 Martinez, CA 94553 (925) 313-0999 x.102 hmichaelsen@careparentnetwork.org	FACT - Family Empowerment Project (FEP)	The FEP in partnership with Oakley Union Elementary School District (OUESD) will provide comprehensive services for families of children ages six to 22 with special needs and/or developmental disabilities, such as autism, developmental delays, physical disabilities, and the like residing in CCC. The services are designed to increase parental support, develop advocacy skills, provide education and stress reducing activities/skills to families that are caring for special needs and/or developmentally disabled youth, thus reducing the stress and lowering the potential risk for child abuse and/or neglect. Provide: - Two (2) Young Adults Transition Workshop Series for Families of special needs, transition-aged youth ages 14 thru 22. (4 part training session over 4 weeks - one in Spanish, and one in English offered in Oakley and Central County; - Four (4) Individual Education Plan (IEP) trainings countywide for families of children with special needs ages 6 thru 22. 2 in English and 2 in Spanish. Trainings will be held in Oakley, Martinez and Richmond; - Two (2) Individualized Program Plan (IPP) trainings for families of children and young adults with disabilities, aages birth through 22 who are clients of the Regional Center of the East Bay - one in English and one in Spanish; - One to One Support for up to 100 parents of children with special needs ages 6 thru 22 countywide; - Twelve (12) Monthly Support Groups (total of 108 support group meetings - provided in both English and Spanish); - Match up to 10 parents of children w/special needs Mentees with CPN Mentors; - Four (4) Family Workshop - four-part series in partnership with OUESD; - Three (3) Family Days/Nights out Social Events.	07/01/2019 - 06/30/2020	\$80,000



FACT 19-20 Contract Info and Summary

Contract #	Agency	Agency Contact/Location	Program Name	Program Objectives	Term	Budget
20-272-0	Contra Costa Interfaith Housing	Sara Marsh, LCSW, Ed.D. Director of Support Services 399 Taylor Blvd., Ste. 115 Pleasant Hill, CA 94523 T: 925.278.1788 sara@ccinterfaithhousing.org www.ccinterfaithhousing.org	FACT - Early intervention, parenting education and mental health support services living within CCIH affordable housing sites	CCIH will provide evidence-based mental health, case management, parenting education, early intervention, afterschool programming, and other youth enrichment services to more than 250 families (750 people) who are formerly homeless, at risk to become homeless and living in poverty. These supportive programs will be embedded within affordable housing sites located in Concord (Lakeside Apartments), Pleasant Hill (Garden Park Apartments), Pittsburg (Los Medanos Village), and Bay Point (Bella Monte Apartments), and offer to residents to promote healing, self-sufficiency and resilience. Provide: - Eight (8) eight-week Parenting and Life Skills Education & Support sessions across all four sites, including: ...five (5) eight-week Community Cafe parenting education support groups, ...one (1) eight-week Parent/Toddler Support group, ...two (2) eight-week Seeking Safety Wellness and harm Reduction Support Groups, ...Individual Support in-home as needed by families. - Early Intervention Services, Case Mgmt and Mental health Support Services to a minimum of 118 families/350 individuals (combined total of 3,000 service hours); - Support for Children with Special Needs through Youth Enrichment Centers to a minimum of 95 youth (combined total of 2,800 service hours); - Nine (9) one-hour long Community Trainings to community agencies and providers.	07/01/2019 - 06/30/2020	\$80,000
20-273-0	Counseling Options & Parent Education (COPE)	Cathy Botello Executive Director 3000 Citrus Circle, Ste #220 Walnut Creek, CA 94 T: 925.689.5811 cathy.botello@copefamilysupport.org	FACT - Supporting Father Involvement (SFI) Program	COPE will operate the Supporting Father Involvement (SFI) Project where parenting education will be provided to fathers countywide, including those fathers at the West County Detention Facility, who are at risk of abusing and/or neglecting their children. The program is designed to enhance fathers' positive involvement with their children and to promote strengthened family relationships that will serve as a protective factor in preventing child abuse and/or neglect. Provide: - Four (4) 16-week SFI Program classes in English and/or Spanish at selected locations throughout the County. - Twelve (12) hours of individualized case management services per father enrolled in the SFI Program.	07/01/2019 - 06/30/2020	\$80,000



FACT 19-20 Contract Info and Summary

Contract #	Agency	Agency Contact/Location	Program Name	Program Objectives	Term	Budget
20-268-0	Mt. Diablo Unified School District	Christina Filios Yiannakopoulos Administrator, Crossroads High School 2701 Willow Pass Road Concord, CA 94519 (925)689-6852, ext. 3081 filiosc@mdusd.org crossroads.mdusd.org	FACT - Crossroads High School	The program will provide supportive services to pregnant and parenting teen mothers (grades 9 thru 12) and their children ages one month to three years of age at the Crossroads High School campus. Extended family members, often including teen fathers, are encouraged to participate in support services as well. Programs and services include: a high school diploma program, child care, parenting education, mental health counseling, maternal and reproductive health services, and college and career counseling in a safe and supportive environment. Students participating in the program live in the Mt. Diablo Unified School District attendance area. Provide: - Mental Health Services (one on one and small group in English and Spanish) including assessments for students and their children, home site visits, post-delivery wellness; - Reading literacy program (one on one and small group tutoring/independent study); - Parent Education (one on one and group sessions); - Case Mgmt Services (school psychologist, navigating resources, guest speakers, individual and group counseling sessions).	07/01/2019 - 06/30/2020	\$80,000
20-276-0	STAND!	Rhonda James, LMFT Chief Executive Officer 1410 Danzig Plaza Concord, CA 94520 T: 925.603.0112 rhondaj@standffov.org www.standffov.org	FACT - Breaking the Cycle Program	STAND! will operate the Breaking the Cycle Program (BCP) offering psychotherapy services for young victims who have experienced direct child abuse trauma or indirect trauma via exposure to parental domestic violence and engage non-offending parents in psychoeducational Nurturing Parenting workshops. BCP is expected to provide services to at least 35 low income, at-risk children and at least 16 low income, high-risk parents in CCC where some will be children living in Emergency Shelter or Transitional Housing. Provide: - Child Therapy to at least 35 children ages 4 to 17 (Individual Child Intake Sessions up to 2 hours each); - Parenting Education Classes - 12 - 90 minute sessions, for at least 16 parents, four cycles each (Individual Parent Intake sessions up to 2 - 90 minutes each); - Ancillary parent-child therapy and check up meetings to each of the children and parents enrolled in BCP.	07/01/2019 - 06/30/2020	\$80,000

FACT 19-20 Contract Info and Summary

Contract #	Agency	Agency Contact/Location	Program Name	Program Objectives	Term	Budget
20-262-0	Ujima	Rita Schank Executive Director 1901 Church Lane San Pablo, CA 94806 T: 510.236.3139 rschank@ujimafamily.org	FACT - Family Wellness Program	Ujima will operate the Family Wellness program (FWP) providing education and supportive services to parents and families whose lives have been affected by substance use disorders (SUD) and violence, and at risk children/teens affected by their parent's SUD, child abuse and/or domestic violence. FWP will provide services to parents with SUD and children affected by their parent's SUD, most are culturally diverse, at or below the poverty level and live throughout the County. The goal is to increase parental/family-level resiliency, decrease domestic violence, prevent and ameliorate emotional and physical child maltreatment whereby providing stability, lifelong tools, and a supportive community to this at risk population of children and young people. Provide: <ul style="list-style-type: none"> <li>- Parenting Education/Child Development Group Sessions 120 weekly sessions per year (30-90 mins ea);</li> <li>- Provide to at least 50 women at least six (6) 8-week long Domestic Violence Intervention, Prevention and Coping program sessions;</li> <li>- Provide at least 100 Mental Health/Special needs Counseling Sessions to at least 25 children, adults, and/or families (30-90 mins ea);</li> <li>- Six (6) Bi-Monthly Special Events to at least 25 families;</li> <li>- 100 afterschool group sessions (60 min ea), and/or field trips (2 to 4 hrs ea) to at least 40 at risk children and teens. The field trips will take children out of their neighborhoods to navigate diverse experiences.</li> </ul>	07/01/2019 - 06/30/2020	\$80,000

FACT 19-20 Contract Info and Summary

Contract #	Agency	Agency Contact/Location	Program Name	Program Objectives	Term	Budget
20-282-0	YMCA of the East Bay (collaborative with BACR)	<p>Fran Gallati                      President and CEO                      YMCA of the East Bay                      2330 Broadway                      Oakland, CA 94612                      C: 510.333.3208                      fgallati@ymcaeastbay.org</p> <p>BACR Contact:                      Stephanie Hochman, LCSW                      East Bay Program Director                      11175 San Pablo Avenue                      El Cerrito, CA 94530                      T: 510-559-3012                      shochman@bacr.org</p>	FACT - Attachment, Self-Regulation and Competency (ARC) Project	<p>YMCA in collaboration with BACR will provide providing trauma-informed counseling, education and family therapy for students with a history of trauma or who have been identified as having difficulty coping at school and/or home, to increase nurturing parenting skills, reduce stressors and decrease the risk of abuse and neglect. In addition it will provide families with support, education and information to help them with positive, nurturing parenting; provide students with trauma-informed counseling to improve resiliency and emotional and behavioral health; reduce barriers to treatment by offering services at schools, during after school hours and at home; decrease the risk of abuse and neglect among traumatized students and provide services that are culturally and linguistically appropriate. Services will include home visiting, emotional support, resource coordination and education. Provide to students and/or families at Lake and Downer Elementary Schools in San Pablo:</p> <ul style="list-style-type: none"> <li>- Mental Health Counseling service including Trauma Focused Cognitive Behavioral Therapy to families of students (in home or at school);</li> <li>- 300 Sessions of trauma-informed family services, to families of students (assessment, case mgmt, emotional and informational support, referral to services, individual and group therapy, ea. session approx. 1.5 hours);</li> <li>- Six (6) to Eight (8) Family Education Workshops to families (topic related to healthy parenting and child development - ea. workshop on avg 2 hours);</li> <li>- Twelve (12) Caregiver Support Groups (2 groups of 6 sessions avg duration 2 hours ea);</li> <li>- Crisis Intervention as needed.</li> </ul>	TBD - 06/30/2019	\$80,000

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TO: BOARD OF SUPERVISORS  
FROM: Phil Batchelor, County Administrator  
DATE: March 25, 1985  
SUBJECT: Establishing Family & Children's Trust Committee (FACT)



SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

RECOMMENDATION:

Establish the Family and Children's Trust (FACT) Committee; abolish the Child Abuse and Neglect Prevention and Intervention Committee, the Children's Trust Fund Committee, and the Family and Children's Trust Fund Committee, and direct the Social Service Department to provide staff support to FACT.

BACKGROUND:

On October 16, 1984, the Board of Supervisors directed the County Administrator and the Social Service Director to review the current system of advisory committees on the use of various funds for family and children's services and provide a recommendation for consolidation.

There are currently three committees providing recommendations to the Board of Supervisors on funding for essentially the same service:

Child Abuse and Neglect Prevention and Intervention Committee which allocated \$197,474 for child abuse and neglect prevention and intervention from State AB 1733 funds for fiscal years 1983-84 and 1984-85;

Children's Trust Fund Committee which allocated \$90,000 for child abuse prevention and intervention and neglect from County Birth Certificate fees under the provisions of AB 2994 for fiscal year 1984-85; and

Family and Children's Trust Fund Committee which is to allocate \$33,355 for family and children's services from voluntary property taxpayers' contributions (less \$10,000 allocated by the Board for a special child care project).

The Family and Children's Trust Fund Committee convened a meeting of representatives of all three committees, Social Services, and County Administrator's staff. The combined committee determined that State regulations permitted utilizing one committee for allocation recommendations of the three funds.

CONTINUED ON ATTACHMENT:  YES      SIGNATURE: *Adrian Luna*  
 RECOMMENDATION OF COUNTY ADMINISTRATOR       RECOMMENDATION OF BOARD COMMITTEE  
 APPROVE       OTHER

SIGNATURE(S) *Claude R. New Smith*  
ACTION OF BOARD ON April 16, 1985      APPROVED AS RECOMMENDED  OTHER

VOTE OF SUPERVISORS  
 UNANIMOUS (ABSENT \_\_\_\_\_)  
AYES: \_\_\_\_\_ NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_  
cc: County Administrator  
Social Service Director  
County Auditor  
Committee Members

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF AN ACTION TAKEN AND ENTERED ON THE MINUTES OF THE BOARD OF SUPERVISORS ON THE DATE SHOWN.  
ATTESTED April 16, 1985  
PHIL BATCHELOR, CLERK OF THE BOARD OF SUPERVISORS AND COUNTY ADMINISTRATOR

BY *Jolene Edwards*, DEPUTY

The combined committee recommended the following:

1. Establish a single committee for recommendations to the Board of Supervisors on allocation of AB 1733 funds, AB 2994 funds, and the Family and Children's Trust Fund;
2. Designate this committee The Family and Children's Trust (FACT) Committee.
3. Abolish the Child Abuse and Neglect Prevention and Intervention, Children's Trust Fund, and Family and Children's Trust Fund committees;
4. Authorize FACT membership to consist of one representative from each of the following agencies who is sensitive to family and children's needs and familiar with Contra Costa County community agencies:
  - a. United Way
  - b. Human Services Advisory Commission
  - c. Criminal Justice Subvention Committee (AB 90)
  - d. Children's Coalition
  - e. Juvenile Justice Commission
  - f. Children and Adolescent Task Force
  - g. Mental Health Advisory Board
  - h. Family and Children's Services Advisory Committee
  - i. Private Foundation (Northern California Grantmakers - 1 to be selected)
  - j. Regional Prevention Network
5. Authorize ad hoc committees to be utilized in an advisory capacity to FACT for needs assessment, proposal evaluation, etc., on an as-needed basis.

The combined committee recommends that the following be considered in relation to committee membership:

1. Each committee member is a representative of one of the agencies listed above and would be replaced if he or she leaves that agency as an employee or volunteer;
2. Term of committee members be one year;
3. Committee members must have an alternate representative;
4. Committee members be allowed only three absences during a one-year term;
5. Committee meet at least monthly during non-allocation periods and monthly or, as needed, during allocation period.

The Social Service Department is administratively responsible for AB 1733 funds, the AB 1733 State contract, the Children's Trust Fund programs, and the Family and Children's Trust Fund. In addition, the Social Service Department is the County department which has legal responsibility to administer family and children's service programs; therefore, it is recommended that the Social Service Department provide staff support to the new committee.

The Board expresses their appreciation to the committee members who provided their time and expertise in bringing forth this recommendation. This consolidation should meet the Board's desire for coordinating funding recommendations for family and children's programs.



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: December 10, 2013

Subject: Family and Children's Trust Committee (FACT) Policies and Procedures

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**RECOMMENDATION(S):**

APPROVE the revised Policies and Procedures of the Family and Children's Trust Committee, to accurately reflect the seats on the committee, as recommended by the Employment and Human Services Department Director

**FISCAL IMPACT:**

None

**BACKGROUND:**

Employment and Human Services, on behalf of the Family and Children's Trust (FACT) Committee, is requesting amendment of the FACT Policies and Procedures. The amendment will add Policies and Procedures, Subsection H to Article II, Section 1 to reflect a School Representative category position to accurately reflect the current FACT membership roster. This board order is in compliance with the current FACT Policies and Procedures, Article IX. The FACT Committee members approved the Policies and Procedures amendment November 4, 2013.

**CONSEQUENCE OF NEGATIVE ACTION:**

Policies and Procedures will not accurately reflect the FACT Committee composition.

**CHILDREN'S IMPACT STATEMENT:**

Not applicable.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY  RECOMMENDATION OF BOARD  
ADMINISTRATOR COMMITTEE

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Action of Board On: 12/10/2013  APPROVED AS  OTHER  
RECOMMENDED

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 10, 2013  
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Elaine Burres, 313-1717

cc:

ATTACHMENTS

FACT Policies and Procedures final

2



**POLICIES AND PROCEDURES**

**FAMILY AND CHILDREN'S TRUST COMMITTEE  
(FACT)  
CONTRA COSTA COUNTY**

ARTICLE I:	Name, Purpose, Origin
ARTICLE II:	Membership
ARTICLE III:	Officers
ARTICLE IV:	Committees
ARTICLE V:	Role and Relationship of Contra Costa Employment and Human Services Department and the FACT Committee
ARTICLE VI:	Meetings
ARTICLE VII:	Established Procedures
ARTICLE VIII:	Conflict of Interest Guidelines
ARTICLE IX:	Amendments to Policies and Procedures

**ARTICLE I**

**NAME, PURPOSE, ORIGIN**

*Section 1* NAME

The name of this committee shall be the Family and Children's Trust Committee (FACT).

*Section 2* PURPOSE

The purpose of this Committee is to establish priorities and make funding

recommendations to the Board of Supervisors on the allocation of specific funds for the prevention/amelioration of child abuse and neglect, and the promotion of positive family functioning. These funds include: The Child Abuse Prevention, Intervention, and Treatment funds (CAPIT) funds, (AB 1733), Birth Certificate funds (AB2994), the Family and Children's Trust funds, the Community-Based Child Abuse Prevention funds (CBCAP), the Child Care Affordability funds, and other funds as may be subsequently directed by the Board of Supervisors.

The FACT Committee also provides information and data to the Employment and Human Services Department on the effectiveness of current and proposed programs for families and children and on recent or pending legislation that would potentially impact family and children's services programs, clients, or funding mechanisms.

### *Section 3* ORIGIN OF COMMITTEE

On April 6, 1985 the Contra Costa County Board of Supervisors established the Family and Children's Trust Committee (FACT) to make funding recommendations to the Board of Supervisors on allocation of the CAPIT Funds (AB1733), Birth Certificate Funds (AB2994), and the Family and Children's Trust Fund monies. Previously, there were three Committees providing recommendations to the Board of Supervisors for the use of these funds. The Board also directed the FACT Committee to make funding recommendations on the Child Care Affordability funds and the Community-Based Child Abuse Prevention funds (CBCAP) at a later date.

In 2005, the Board of Supervisors directed that the Family and Children's Services Advisory Committee (FACSAC) be merged with FACT as the federal mandate for FACSAC had ceased to exist and many of the functions of the committee had been assumed by other programs within the Employment and Human Services Department or other county entities.

All decision making authority is retained by the Board of Supervisors. The Board of Supervisors and/or the Family and Human Services Committee (FHS) are the appointing authorities to FACT.

## ARTICLE II

### MEMBERSHIP

#### *Section 1* MEMBERSHIP CATEGORIES

The membership of the FACT Committee shall consist of:

1. Up to a total of five (5) sector representatives from the following Committees/Groups
  - a. Mental Health Commission
  - b. Local Planning Council
  - c. First 5 Commission
  - d. Child Abuse Prevention Council (ex officio)
  - e. Faith-Based Community
  - f. Substance Abuse Advisory Committee or Council
  - g. Early Childhood Education/Child Development (group or individual)
2. One representative from each of the five Supervisorial Districts. Supervisors will recruit and appoint their own representative or, if requested, staff to FACT will provide recruitment assistance.
3. Up to five At-Large members shall be recruited from representative community groups including, but not limited to, the following:
  - a. Service clubs
  - b. Faith-based organizations
  - c. Civic organizations
  - d. Ethnic and cultural clubs/groups
  - e. Chambers of Commerce
  - f. Parent/Teacher Associations/other educational entities

All At-Large members shall be recruited to bring expertise in child care, out-of-home placement, homelessness, alcohol/substance abuse treatment, family systems or family preservation, child abuse/neglect services, parent education, multi-ethnic systems or programs and/or program planning, analysis, and evaluation.

#### *Section 2* REQUIREMENTS

Each entity listed in Article II, Section 1 (A.) above which has a sector representative

on the FACT Committee will have first option to recommend a replacement for that individual should he/she leave for any reason. New appointments must be made within 90 days or the FACT Committee may select another organization, commission, or council from the list to appoint someone to fill the vacancy. FACT will request that said organization, commission, or council select a representative that:

1. Has knowledge of child abuse/child development or family functioning issues and programs, if possible;
2. Will commit self to attend all FACT meetings and read all materials; and
3. Will regularly seek input from, and report back to, the appointing body about the issues discussed and the decisions made by the FACT committee.

The five (5) At-Large members will be selected and replaced when needed from the community through a recruitment, application and interview process, by members of the FACT Committee and staff. The Committee will recommend individuals that have expertise in one of the designated areas in Article II, Section 1, and consider items (1.) and (2.) in Article II, Section 2.

### *Section 3* TERM of MEMBERSHIP

One term of Committee membership shall be two years. The FACT committee will develop a schedule whereby no more than fifty (50) percent of FACT members terminate membership in any one year. An ethnic, economic, and geographic balance among members shall be maintained as much as possible.

### *Section 4* ABSENCES

Absences:

1. *Excused* absences are those reported beforehand, if possible, and are due to emergency, illness, work schedule conflicts, or scheduled vacation. After three (3) such consecutive absences in one year, an evaluation will be made by the FACT Committee to determine if this should constitute a resignation from the Committee.
2. Three (3) *unexcused* consecutive absences in one year shall constitute a resignation from the Committee. Following the third unexcused absence, the Chairperson will contact the organization or individual in question and request a new representative.

*Section 5 RESIGNATIONS*

Voluntary resignation is accomplished by writing to the Chairperson. The resignation will be effective at the time unless otherwise specified.

*Section 6 CONFLICT-FREE REQUIREMENTS*

All FACT Committee members shall be conflict-free according to Contra Costa County's and the State Department of Social Service Conflict of Interest Guidelines (see Article VIII, Conflict of Interest Guidelines).

*Section 7 LIABILITY*

A member of the Committee shall not, solely because of such membership, be personally liable for any debts, obligations, or liabilities of the Committee.

*Section 8 REVIEW OF APPOINTMENTS*

All prospective At-Large appointments shall be sent to the Family and Human Services Committee (FHS) for review prior to appointment by the Board of Supervisors. The FACT Committee shall forward to FHS the resumes of qualified individuals.

**ARTICLE III**

**OFFICERS**

*Section 1 OFFICERS*

The officers of this Committee shall be a Chairperson and, if deemed necessary by the Committee, a Vice-Chairperson.

*Section 2 DUTIES*

The duties of the officer(s) shall be the usual duties of such officers as provided in Roberts Rules of Order. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson.

*Section 3* TERM OF OFFICE

The term of office shall be two years. Officers may be elected for one or more following terms in the same office.

*Section 4* OFFICER ELECTIONS

1. Officers shall be elected by majority vote of the membership.
2. Vacancies occurring between elections shall be filled by election, in like manner, at the next meeting after the vacancy occurs.

**ARTICLE IV**

**COMMITTEES**

*Section 1* COMMITTEES

The Chairperson shall appoint such Subcommittees as may be required for the furtherance of the purpose of the Committee.

*Section 2* RESPONSIBILITIES

All FACT Committee members, save ex officio (non-voting) members if currently sitting, shall be responsible for preparing, reviewing, and rating all proposals resulting from the annual RFP process and recommending to the Employment and Human Services Director and the Board of Supervisors the award of family and children's services contracts, including the appropriate level of funding for such contracts, with non-profit community agencies pursuant to:

1. CAPIT (AB 1733) and Birth Certificate-funded (AB 2994) programs for child abuse prevention and early intervention services;
2. The Family and Children's Trust Funds, for leveraging with other community resources to maximize public benefit in family and children's service programs;
3. The federal CBCAP (Community-Based Child Abuse Prevention) funds;

4. The Child Care Affordability funds to improve, expand, and make child care more affordable and accessible to low-income families; and
5. Other funds as subsequently directed by the Board of Supervisors.

## ARTICLE V

### ROLE AND RELATIONSHIP OF CONTRA COSTA EMPLOYMENT AND HUMAN SERVICES DEPARTMENT WITH THE FACT COMMITTEE

#### *Section 1* ROLES

The Board of Supervisors delegated to the Employment and Human Services Department the responsibility to administer certain State and County funds disbursed by Board orders based on the recommendations of this FACT Committee. This task involves meeting State and County requirements related to AB 1733 (CAPIT funds), AB 2994 (Birth Certificate funds), the Ann Adler Family and Children's Trust Funds, the federal Community- Based Child Abuse Prevention funds (CBCAP), and the Child Care Affordability Funds. The Board of Supervisors also directed the Employment and Human Services Department to provide staff support to the FACT Committee.

#### *Section 2*

Staff support to the FACT Committee includes:

- (a) Providing clerical support, e.g., prepare and distribute committee's agendas, prepare minutes of all meetings, notify members of meetings, draft correspondence, etc., for the Chairperson's approval, prepare and send written materials at the Chairperson's direction, and maintain a current membership roster. (See Article VII, Section 6);
- (b) Implementing the instructions of the Chairperson relative to public hearings or other tasks as assigned;
- (c) Advising the Committee about political or contractual ramifications of any decision being considered by this Committee or its members; and
- (d) Reporting to the Committee regularly about contract timelines, monitoring procedures and any problems with contracts or contractors, distributing all contract service plans and budgets and all written reports required from



contractors or by the State.

*Section 3*

Staff support to the FACT Committee does not include:

- (a) acting unilaterally at any time relative to FACT Committee business or issues;
- (b) voting on the funding priorities, the RFP process, funding decisions, or any other motion before the Committee.

**ARTICLE VI  
MEETINGS**

*Section 1*

All meetings of the FACT Committee shall be governed by the Brown Act (Government Code section 54950, et seq.) and Better Government Ordinance.

*Section 2*

The Committee shall meet at least monthly and as often as needed during the RFP allocation period.

*Section 3*

Meetings shall be held at a regularly scheduled date and time of the month as established by the Committee in order to better accommodate attendance by Committee members and the public. Notice of the meeting shall be posted in a prominent place.

*Section 4*

A quorum is defined as fifty percent plus one (50%+1) of authorized seats. No voting shall take place without a quorum present. Unless otherwise required by these policies, a majority of the total membership is required to pass any proposed action of the FACT committee.

*Section 5*

Special meetings of this Committee may be called by the Chairperson, Vice-Chairperson, or any three members in concert. Special meetings can be held following four-work days' notice to all members if a quorum is present at the designated date and time.

**ARTICLE VII**

**ESTABLISHED PROCEDURES**

*Section 1*

Every two years the FACT Committee shall establish a minimum of two specific priority areas for allocating available FACT funds based on information/data from a County self-assessment or equivalent, public hearing or other needs assessment mechanism, a review of additional surveys/reports from other groups, and/or interviews with key child abuse/neglect professionals.

*Section 2*

- (1) The FACT Committee will adhere to the following decision-making process for the allocation of CAPIT (AB1733), Birth Certificate (AB2994) and Community-Based Child Abuse Prevention funds. These monies derive from the State Department of Social Services and any requirements of that Department will be adhered to, in addition to the following procedures:
  - a. These monies are for child abuse and neglect prevention and early intervention services, which meet the needs of children at high-risk, especially those aged 0 - 14, operated by private non-profit organizations.
  - b. Every two years a needs assessment process, including community member and professional surveys (web-based and in-person), community and professional discussions/meetings and review/analysis of other current studies and information, will be used to establish a minimum of two priority areas for funding of services.
  - c. The Employment and Human Services Department will implement a competitive RFP/RFI process for the allocation of funds.

- d. The FACT Committee will review, rate, and recommend approval of contracts to the Board of Supervisors following the guidelines outlined in the current RFP.
- e. Monies contributed to the Family and Children's Trust fund will be allocated to public/private non-profit agencies which provide services that meet the needs of families and children in Contra Costa County. These funds will generally be combined with the State funds described in (a), above, and will be allocated via the same process, but they may, at the FACT Committee's discretion, be used to support small programs whose goals are slightly broader than those of the aforementioned state program.

*Section 3*

The general timeline for the work of the Committee in an RFP funding year is as follows:

- September: Committee officer terms begin; agencies are notified of public hearings/interviews/other needs assessment activities.
- October: Begin contractor site-visits; continue needs assessment.
- Nov.-Dec.: Identify overall county needs and establish funding priorities.
- Jan.-Feb. FACT Committee, staff and Contracts Unit prepares RFP/RFI for distribution; RFP/RFI released mid-February.
- March: Proposals due; begin second round of site-visits.
- April: Committee members rate and review proposals.
- May: Rating and Review meeting (open) held; following two week appeal period, funding recommendations forwarded to Employment and Human Services Director and Board of Supervisors for final approval.
- June: Contracts and Grants Unit of the Employment and Human Services Department prepares and submits contract documents to selected agencies.
- July: Review of overall RFP process to identify required modifications; tax insert approved.
- August: No FACT meeting

In addition to this RFP-focused timeline, other pertinent activities, including program review meetings and meetings with community members occur throughout the year. Public information activities and coordination/collaboration discussions with related programs/agencies serve as a mechanism to inform and educate the community about the issues and problems facing low-income families and children. A legislative report is provided quarterly by the Director of the Child Abuse Prevention Council (sitting on the FACT Committee as an ex-officio member).

This general timeline will serve as the basis for developing the FACT Committee's annual work plan by October 15 of each year.

#### *Section 4*

The County Employment and Human Services Department will establish a work plan with the State regarding CAPIT (AB 1733) and Community-Based Child Abuse Prevention Funds (CBCAP), to be reviewed by the committee.

The County Employment and Human Services Department will not establish a work plan with the State regarding funds raised through Birth Certificates (AB2993) or other funds within the purview of this Committee without prior review of such plan by the Committee as such decisions directly impact the FACT Committee's work plan and timelines.

#### *Section 5*

The County liaison from the Office of Child Abuse Prevention (OCAP) will be invited to meet with The FACT membership at least annually in order to maintain communication and a current understanding of OCAP's expectations.

#### *Section 6*

Employment and Human Services staff to the FACT Committee shall maintain a roster of attendance, including excused and unexcused absences (as defined herein) and will notify the Chairperson when any member has two consecutive unexcused absences.

If the FACT Committee decides on a course of action, staff to the Committee will follow through on that decision as soon as possible. Staff will raise any issues or problems he/she sees with a course of action while it is still under discussion. The Committee and Employment and Human Services staff will work together to ensure that all issues and potential problems are addressed before decisions are made. Should

a problem arise for Employment and Human Services staff while executing a Committee decision, the

Chairperson will be contacted as soon as possible. That problem or item will then be placed on the next agenda so members can be kept informed of the outcome of their decisions.

#### *Section 7*

Staff to this Committee and EHSD Contracts and Grants Unit staff who deal with the State Office of Child Abuse Prevention, or contractors allocated monies via Committee recommendations, will submit directly to the Chairperson all original source documents received pertaining to CAPIT, Birth Certificate, CBCAP, or Trust Fund monies, as well as other relevant documents under the purview of the committee.

#### *Section 8*

Members entitled to vote shall not be permitted to vote or act by proxy.

## **ARTICLE VIII**

### **CONFLICT OF INTEREST GUIDELINES**

#### *Section 1*

All members of the FACT Committee shall be conflict-free according to Contra Costa County's and the State Department of Social Services' Conflict of Interest Guidelines.

To be conflict-free, FACT membership shall not include anyone who:

1. Is a board member or an employee of an agency receiving monies recommended by FACT.
2. Is a board member or an employee of an agency applying for FACT funding.
3. Has been a board member or an employee of an agency during a 12

month period measured either from the dated he or she resigned from an agency which received FACT funds at any time during the preceding year or after the end of the fiscal year in which that agency received any FACT funds.

*Section 2*

Contract monitoring is not to be conducted by any member of FACT who has a conflict of interest in that the member, or the member's spouse or business partner, is a board member or an employee of the contract agency he or she is monitoring.

**ARTICLE IX**

**AMENDMENT OF POLICIES AND PROCEDURES**

*Section 1*

These Policies and Procedures may be amended once the following actions have occurred:

1. The proposed amendment has been introduced in writing by one or more FACT members at a meeting with a quorum present; and
2. The amendment has been discussed by the membership in at least one regular meeting prior the regularly scheduled meeting at which a vote is taken; and
3. Any suggested changes in wording have been accepted by the one or more FACT members who originally introduced the amendment; and
4. A 2/3 vote of the total membership approves the amendment either by a count of hands or by written ballot as determined by a majority of the members present on a case-by-case basis, and;
5. The amendment(s) is approved by the Board of Supervisors.

**FAMILY AND CHILDREN'S TRUST COMMITTEE**

**SITE VISIT MONITORING FORM  
2019-2020 Funding Year**

**SECTION I: GENERAL INFORMATION**

1. Agency Name: \_\_\_\_\_
2. FACT Program Name: \_\_\_\_\_
3. Report completed by:  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_
4. Date submitted: \_\_\_\_\_

**SECTION II: SITE VISIT (for FACT Use Only)**

1. Date of Site Visit: \_\_\_\_\_
2. FACT Members/Staff Present:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Agency Staff Present: Attach sign in sheet

**SECTION III: PROGRAM DEMOGRAPHICS**

1. Please complete the following charts:

<b>CLIENTS BY RACE AND ETHNICITY</b>	<b># Served to Date</b>	<b>% of Overall # Served</b>
African American		
Latino/ Hispanic		
Asian/ Pacific Islander		
Native American/ Alaskan Native		
Caucasian		
Multiracial or Biracial		
Other (describe)		
<b>Total Clients</b>		



Service Unit	Progress to Date	Additional Information

2. What predicted or unforeseen problems or challenges have you encountered? What specific actions are you taking to address these problems? Are any of the issues areas in which the FACT Committee might provide assistance/advocacy?
  
3. What are the eligibility criteria for your FACT funded project per your contract? Please describe your process for determining adherence to the eligibility criteria.
  
4. Do you have policies and procedures in place that inform participants how their personal information may or may not be shared? If so, please explain.

**SECTION VI: COMMUNITY CONTEXT**

1. What evidence do you have that this program is valued and utilized by the community? What issues/barriers have you encountered? Have you found effective ways to resolve these issues?
  
2. Is there a waiting list for services? On average, how many people are on the waiting list at any one time? If relevant, how are clients handled while on the waiting list? How long do clients remain on the waiting list?

**SECTION VII: INTERAGENCY COOPERATION**

1. How does this FACT project coordinate with other agencies around the problem(s) you are seeking to address?

## FACT ROSTER September 2019

<b>Committee Seats (5)</b>	<b>At-Large Members (5)</b>	<b>District Seats (5)</b>
<p><b>1. First 5 Commission</b> Exp. 09/30/2020 <b>Lisa R. Johnson</b></p> <p><b>2. School Representative</b> Exp. 09/30/2020 <b>Karin Kauzer</b></p> <p><b>3. Child Development Early Childhood Education/Local Planning Council</b> Exp. 09/30/2018 <b>Vacant</b></p> <p><b>4. Child Abuse Prevention Council</b> Exp. 09/30/2021 <b>Carol Carrillo, MSW</b></p> <p><b>5. Mental Health</b> Exp. 09/30/2021 <b>Dr. Allyson Mayo</b></p>	<p><b>1. Mary Flott</b> Exp. 09/30/2020</p> <p><b>2. At-Large Seat</b> Exp. 09/30/2020 <b>Vacant</b></p> <p><b>3. Marianne Gagen</b> Exp. 09/30/2021</p> <p><b>4. Joseph DeLuca</b> Exp. 09/30/2021</p> <p><b>5. Olga Jones</b> Exp. 09/30/2020</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;"><b>Staff to FACT (2)</b></p> <hr style="border: 1px solid black;"/> <p style="text-align: center;"><b>Elaine Burres</b></p> <p style="text-align: center;"><b>Laura Malone</b></p> <p style="text-align: center;"><i>Reception: (925) 608-5000</i></p>	<p><b>District I</b> Exp. 09/30/2021 Supervisor John Gioia <b>Richard Bell</b></p> <p><b>District II</b> Exp. 09/30/2021 Supervisor Candace Andersen <b>Julia Miner</b></p> <p><b>District III</b> Exp. 09/30/2020 Supervisor Diane Burgis <b>Stephanie Williams- Rogers</b></p> <p><b>District IV</b> Exp. 09/30/2021 Supervisor Karen Mitchoff <b>Mujdah Rahim</b></p> <p><b>District V</b> Exp. 09/30/2021 Supervisor Federal Glover <b>Vacant</b></p>

Updated October 3, 2019