

FACT Meeting Minutes

December 2, 2019

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Conference Room 101/102



Call to Order – 9:33 AM

Committee Member Attendance:

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

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

Guest: Mariana Valdez

1. Review and Accept the Minutes (November 4, 2019)

- Mary Flott moved, Richard Bell seconded acceptance of the minutes. **It passed unanimously; Yea: 10, Nay: 0; Abstained: Mujdah Rahim**

2. FACT Membership Update, Organization and Action Items

- *Open Positions* – Laura confirmed that Mariana Valdez has been accepted by Supervisor Andersen to fill Julia’s spot, effective 1/7/2020, this will also be Julia’s official resignation date. The February FACT meeting will be Mariana’s first official meeting. Everything else remains the same, there are currently no additional applications. Mary has created “Thank You” letters for FACT Committee members that have resigned. Mary will send letters to Jessica to be put on EHSD letterhead and mailed out.
- *Recruitment* - not discussed

3. Updates

- *RFP Contracts Update* – Laura confirmed that only YMCA is outstanding, all other contracts have cleared. However, the YMCA signed contract was received prior to the Thanksgiving holiday and is now with Labor Relations. Ok to proceed with YMCA site visit unless we hear otherwise.

- Site Visit Planning

<p><u>Catholic Charities</u> Lisa – Lead Marianne Richard Joe Mujdah <i>Lisa waiting for response</i></p>	<p><u>COPE</u> Richard – Lead Karin Allyson <i>Richard passed lead to Allison and she is working on it</i></p>	<p><u>CAPC</u> Karin – Lead Mary Olga Mujdah <i>No updates</i></p>	<p><u>Mt Diablo (Crossroads)</u> Allyson – Lead Lisa <i>Allyson is working on it</i></p>	<p><u>YMCA</u> Joe – Lead Lisa Allyson</p>
<p><u>CC-ARC</u> Carol – Lead Stephanie <i>No updates</i></p>	<p><u>STAND!</u> Marianne – Lead Mary Olga <i>Marianne requested Agency Roster so she could contact</i></p>	<p><u>CC Interfaith Housing</u> Joe – Lead Karin Stephanie <i>No updates</i></p>	<p><u>Ujima</u> Stephanie – Lead Mary Olga <i>Team confirmed 1/7 site visit & provided date to Laura</i></p>	

- Target to complete 5 site visits in January with the intention of report outs being made at the February FACT meeting and 4 site visits in February with report outs being made at the March FACT meeting.
 - Reviewed the site visit report. The only change to the site visit report is under section 4, item 3 resource allocation – add “staffing”. Laura asked if we wanted demographic changes given action item from November FACT meeting, Stephanie clarified that she was seeking clarification for herself, not changes. Per Laura, she will finalize the document and distribute to FACT agencies.
 - Please have all site visit dates to Laura prior to the Christmas Holiday, she will send the forms to the agency. Once she receives the forms back from the agency, the completed document will be sent to sub-committee members for that site. Lisa asked if we provide a specific timeframe for completion? Timeframe may not be the same for everyone, it will be based on when they are scheduled. Mujdah was added to the Catholic Charities and CAPC teams. **Action Item: Committee member leads to schedule site visits and email the confirmed dates to Laura, please complete this task prior to the Christmas holiday.**
 - New member orientation for site visits? Laura will help with any questions between now and the January FACT meeting. **Action Item: Lisa will provide a bullet point FACT Site Visit Tips presentation for the January FACT meeting.**
 - **Action item: Jessica to re-send FACT Roster to members and the contact list for agencies**
- **2020 Schedule & Meeting Location Review** – schedule provided, agreed upon and room confirmed. Action Item: Jessica will have the 2020 Schedule posted.
- **Action Item: Joe requested that Jessica review minutes from February 2019 and beyond to check for action items and provide that list for the next meeting.**
 - **Action Item: January 6 FACT meeting – create an official timeline for FACT**
- **FACT Committee Annual Report** – Laura received an email from the Clerk of the Board, FACT is required to submit. Laura confirmed with CoB that this report has not been provided by FACT previously. Report includes basic questions like what has FACT accomplished and what is our

plan for the coming year. This report will go to the Board of Supervisors. Handout from CoB provided as a suggested guide. Joe suggested using the triennial report as a guide since there is no specific formatting required. **Action Item: Laura to put bullet points together, committee will review and approve at January FACT meeting for submission to Clerk of the Board.**

- *2020 Community Needs Assessment Plan* – Need to do a needs assessment. Laura – Researched further. There is a disconnect between FACT needs assessment, OCAP (CDSS Office of Child Abuse Prevention) reporting, and the State CFS SIP (Systems Improvement Plan). OCAP reporting requires they approve CAPIT & CBCAP funded programs in order for FACT to use funding, must be approved by OCAP & contained in the SIP (currently in last year of 5 year assessment). In order for FACT to capitalize on funding we need to work from the upcoming CFS SIP (analysis starting in December/January and estimated to be completed August 2020). The programs needing improvement will be defined at a county level during the County Self-Assessment process (CSA). FACT to be involved with CSA committee discussions. Laura is already speaking with Gloria Halverson to ensure involvement. Joe asked who else will commit to attending? Carol is already going. Anyone who decides to attend has been asked to report back to FACT. Dates for the upcoming CSA meetings haven't been set yet. Last year FACT funded programs that were not identified by SIP and approved by OCAP were called out and CFS received a notice from the State. There needs to be a connection between SIP & OCAP to fund FACT programs with CAPIT and CBCAP funds. If the programs FACT chooses to fund are not SIP & OCAP approved, OCAP approval and a SIP amendment would be needed. The FACT RFP would also need to tie back to the programs identified in the SIP. Separate sections can be added within the RFP to specify where the funding comes from. **Action Item: Laura will circulate dates for CSA meetings once available.**
- *FACT Draft PR & Awareness Text* – handout with suggested verbiage provided by Mary and Stephanie, suggested verbiage can be provided to the BoS to help recruit new FACT members. Allyson suggested using SBAR formatting to make the document more exciting. Carol asked what FACT is specifically looking for, maybe make it clear what specific vacancy(ies) are needing to be filled. A general response may not provide what is needed. Olga wants to warm it up. Karin suggested stats should be included to “hit you in the face.” Include the amount of money FACT provides to support the community. Marianne added that it should not be too long. Laura requested a short and sweet version for the EHSD social media sites. **Action Item: Stephanie will revise verbiage to incorporate the FACT committee feedback and bring to next meeting.**

4. FACT Charter Discussion, continuation

- *Roles & Responsibilities of the committee* – move to item 1 for the January 6th meeting.
- *Review Charter/Policy & Procedure Modifications* – reviewed changes previously voted on during the 10/7 meeting. Already voted not to decrease the size of the committee. Reviewed document section by section for recommended changes.
 - Alternates – Possible to do for the At-Large seats. We could add 5 alternates who would only be voting if the primary member were absent. Are we getting ahead of ourselves since we still have open positions? Vote - Do we create the alternate positions? **It did not pass; Yea: 2, Nay: 9** (Richard Bell and Joe DeLuca vote to add the alternate positions).
 - **Article I, Section II, Purpose** - “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.” – Discussed striking the verbiage all together or to change the verbiage to include “as requested.”
- **Article II, Section 1**, Membership Categories - Remove the “up to” in item 1 and 3.
 - **Section 5**, Resignations – Resignations have been going to FACT Staff, not actually to the Chairperson. Mujdah asked if there is a timeframe in which resignation should be submitted and the answer is no. “Voluntary resignation is accomplished by writing to the Chairperson. The resignation will be effective at the time unless otherwise specified.” Add EHSD Staff (also District Supervisor if individual is in a district seat). **Section 7**, Joe questioned if there is an updated liability phrase. **Action Item: Laura will follow up to check for updated liability phrasing and include in document if/as needed.**
 - **Article III** –terms left as is
 - **Article IV** – no changes
 - **Article V** – no changes
 - **Article VI, Section 2**, Change from “at least monthly” to “regularly”
 - **Article VII, Section 1**, Discussed changing from “Every 2 years to every 3 years” – the FACT Committee would need to re-evaluate site visits, assessments. Question asked, where did the specified amount of 80,000.00 come from? There is no formal documentation that states FACT must allot that amount, the committee voted on it some years ago and it can be changed if desired. Laura Provided EHSD information that most RFP’s are a 3 year cycle. Discussed how the contracts work and how changes could affect the FACT process. Carol stated that from a community agency perspective, they will love this change. 2021/2022 would be the first time FACT would do a 3 year cycle if approved. **Action Item: Laura to update wording for this section. It passed; Yea: 6, Nay: 4, Abstained: Carol Carillo** (Richard Bell, Joe DeLuca, Olga Jones, Mary Flott, Marianne Gagen, Karin Kauzer voted to change to 3 years). **Section 3**, to “the general timeline,” add “FACT will determine the timeline.” Discussed the options of breaking the timeline into quarters, having it broken down by years 1, 2 and 3 or creating 2 calendar charts for RFP years and non RFP years. **Section 7**, remove source document verbiage. **Action Item: Laura will update wording of this section.**
 - **Action Item: Laura will provide updated document at January FACT meeting for final FACT committee review.**

5. Discussion/Announcements/Public Comment

- N/A

Adjourn – 11:30



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.

Family and Children's Trust Committee (FACT)
2020 MEETING SCHEDULE

*All meetings will be held at
40 Douglas Drive, Room 208
Martinez, California
9:30-11:30AM*



January 6, 2020

February 3, 2020

March 2, 2020

April 6, 2020

May 4, 2020

June 1, 2020

July 6, 2020

August 3, 2020

September 14, 2020*

October 5, 2020

November 2, 2020

December 7, 2020

* Second Monday due to Holiday

- Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the FACT Committee to a majority of the members of the committee less than **96 hours prior** to that meeting are available for public inspection at 40 Douglas Drive Martinez, CA 94553 during normal business hours.
- The FACT Committee will provide reasonable accommodations for persons with disabilities planning to participate in the FACT meetings who contact Laura Malone at least **48 hours before** the meeting at 925.608.4943.

Joseph DeLuca

From: Joseph DeLuca <jdeluca@itoptimizers.com>
Sent: Saturday, November 30, 2019 1:34 PM
To: 'Stephanie Williams-Rogers'
Cc: 'Mary Flott'
Subject: RE: both texts

Good point, Mary and Stephanie how does this read? I am often told I bury the lead...

Become a member of the Family and Children's Trust Committee

Would you like to make a difference in the life of a child? As a Family and Children's Trust Committee or FACT member you will join a group of volunteers on a mission to ensure families and children in Contra Costa County can thrive.

The FACT committee is an advisory body to the Contra Costa County Board of Supervisors. Since 1985, we have championed the prevention, intervention and treatment of child abuse and neglect by funding program services throughout Contra Costa County. Our primary job is to establish funding priorities and specific program recommendations to the Board of Supervisors for the allocation of funds dedicated to prevent child abuse and neglect while promoting positive family functioning.

FACT membership consists of volunteers representing our county's five Districts as well as five at-large members. FACT also relies on the expertise of members representing specialties necessary for making informed decisions in the best interest of children and families including education, mental health, and family legal services.

FACT members meet monthly in Martinez, and are appointed to two year terms. If you would like more information please see www.xxxxxxxxxxxxxxxxxxxx or call 510-517-8797.

Best Regards,
Joe

Joseph M. DeLuca, MA, FACHE | Managing Practice Director | IT Optimizers
jdeluca@itoptimizers.com | 510-287-3920 direct | www.itoptimizers.com



IT Optimizers®
Strategy, Resources, Results