

FACT Meeting Minutes

February 3, 2020

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Conference Room 101/102



Call to Order – 9:34 am

Committee Member Attendance:

| | | | | |
|---|----------------|--------------------------|---------------------------------------|------------------|
| Richard Bell | Carol Carrillo | Joe DeLuca | Mary Flott | Marianne Gagen |
| Lisa Johnson – late arrived at 9:42 | Olga Jones | Karin Kauzer | Mariana Valdez - absent | Dr. Allyson Mayo |
| | | Mujdah Rahim - absent | Stephanie Williams-Rogers - absent | |

Staff: Laura Malone, Jessica Wiseman, Jan Nelson

- 1. Review and Accept the Minutes (January 6, 2020) with change requested by Richard (Cope lead should be listed as Allyson).**
 - Marianne Gagen moved to accept the minutes, Olga Jones seconded. It passed unanimously; Yea: 7, Nay: 0; Abstained: Joe DeLuca
- 2. FACT Membership Update, Organization and Action Items**
 - *Open Positions* – Continue to have 3 positions open, District V, Child Development and At-Large. Joe is having ongoing discussions with 2 or 3 people possibly eligible for the At-Large seat. Reviewed the options for the Child Development seat to give committee members additional information to pass along to their communities. No movement with the District V seat.
 - *Recruitment* - Laura is waiting for verbiage for EHSD website and Twitter feed. Joe: Everyone should be looking for candidates. Mary asked if we are looking for a person within a specific field for the child development seat. Agreed that they just want to fill the seat with someone qualified.
 - FACT 2019 Annual Report – The report was forwarded to the BoS, it is on their agenda for 2/4/2020 as a consent item.
- 3. FACT Charter Discussion, continuation**
 - *Proposed timeline for FACT* – moved to March meeting

- *Charter/Policy & Procedure Modification Update* – reviewed changes previously made and discussed additional changes
 - **Article II, Section 7**, Edit on page 5 is to be reviewed by county counsel to add current language.
 - **Article VII, Section 3**, Joe mentioned the funding year on page 10 and suggested adding a sentence or two about off years, regarding what is done when not in an RFP year. Discussed changes on page 11, committee would like to remove the wording about low income families. Also rewording of the paragraph:
 - “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 *child abuse and neglect and the promotion of positive family functioning*.” Here Joe shared his experience with Stanford Hospital and the invitation he received to speak about FACT at another event when someone there found out that he was a part of the committee. Joe discussed roles and responsibilities and appreciation for everyone’s expertise. Discussed opinion that FACT is not a political group and should not comment on political issues as FACT members. Suggested that FACT have consistent talking points when speaking to the public, the committee agreed. **Action Item: Mary Flott will start working on FACT talking points.** Marianne Gagen moved to add additional language to Article VII, Section 3 regarding site monitoring on years 2 and 3 of the cycle, Mary seconded. It passed unanimously; Yea: 9, Nay: 0; Abstained: N/A.
 - **Article V, Section 2b**, Discussed staff support, Joe wants to make changes to this section. Wants to identify staff support as “staff is responsible for the needs assessment, donor database, execution of the general timeline, and RFP development.” Laura suggested including the wording “FACT staff will facilitate the delivery, results, collection of needs assessment, RFP and donor database.” Staff will assist with the execution of these items with the Committee members responsible for content. Joe disagreed because there is no accountability within the word “facilitate.” Discussed adding the qualifier “as approved by EHSD Director.” Richard says the committee is responsible for deciding how in depth we want the needs assessment. Laura added that the county provides a County Self-Assessment every five years to coincide with the Systems Improvement Plan, FACT has to piggy back off the county assessment as long as CAPIT and CBCAP funding is attached to it. Jan added that section 2a does cover clerical duties which could include things like the donor database. Joe wants it noted that when FACT didn’t have staff, volunteers on the committee created and managed the donor database, he wants this added as staff duties. Agreed that this section requires more discussion, direction from BoS and it’s the committees desire to get funding from the BoS for staffing if we cannot get the support from county staff. Laura added that we need to ensure whatever is included in the charter is sustainable. Mandated items should be reflected, while discretionary items should not be reflected in the charter however can be covered under current language in Section 2b. Richard added, from his experience working within the county, that if there’s another recession and the county experiences a 40% reduction in staff again, the mandated work the staff does currently doesn’t go away, but extra non-mandatory assignments could be cut due to the lack of support staff. Moved to next meeting for further discussion.

4. Committee Member Updates

- Laura clarified that we added this section per feedback received from Committee members at the January meeting. This provides committee members an opportunity to share what is going on in their respective communities.
- Carol shared that a committee she is working on will be looking at data at their meeting in 2 weeks, she may have information soon that she can share with FACT. ACES (Adverse Childhood Experiences Study) funds are being released by the state. CAPC will be collaborating with First 5 for this funding.
- Lisa shared that First 5 is in the middle of a huge transition with several key positions vacant. Due to budget cuts of 1 million dollars, they will be focusing on policy and advocacy. There is less money coming in each year and the reserve money running out. The smoking tax is their only funding source and less people are smoking.

5. Site Visit Report Outs

- *Ujima* (Stephanie, Mary & Olga) – The team met with three staff members. They have a total of three sites, two in East County and one in West County. They are using fairs to get the whole family involved and this is where they are hitting the numbers required by the contract. Trouble with getting men and teenagers to engage and they are struggling with getting drivers to pick kids up from school and bring them to the program. They are doing very well with the young children and do have women that participate in the evenings. Olga recommends that funding continue. Laura reported there are no contract issues. [Marianne Gagen motioned to continue funding, Mary Flott seconded the motion. It passed unanimously; Yea: 9, Nay: 0; Abstained: N/A](#)
- *COPE* (Allyson, Richard, Karin) – Services are being offered in East County, Central County and West County. They are doing parent groups, 16 workshops (Triple P curriculum) and have counseling available for up to a year, the program is going well. They have 12 people currently attending individual counseling sessions. They were encouraged to produce more reportable numbers. They have added case management. They are behind on the individual case management but didn't get started until 10/1/2019 due to contract delays. Richard recommends that funding continue. Laura reported there are no contract issues. [Marianne Gagen motioned to continue funding, Lisa Johnson seconded the motion. It passed unanimously; Yea: 9, Nay: 0; Abstained: N/A](#)
- *CC-ARC* (Carol, Stephanie) – Family Empowerment Project – Support services for families and children with disabilities. They are operating an IEP program that no one else offers. Most classes/groups are well attended. They are starting a new group in Brentwood with African American families, which currently has low attendance, but it's new so they expect it to grow. They are currently meeting their objectives. Carol brought back flyers and a calendar of activities. All staff have kids with special needs so they have the personal experience to help guide the families they are helping. They are doing a good job working with schools and staying focused on the children. They support parents at the meetings with the schools. They offer services in English and Spanish. Carol recommends that funding continue. Laura reported there are no contract issues. [Marianne Gagen motioned to continue funding, Olga Jones seconded the motion. It passed unanimously; Yea: 9, Nay: 0; Abstained: N/A](#)

6. Updates

- *Site Visit Planning* – conflicts on 2/6 will require YMCA to be rescheduled, Richard took lead from Joe

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|---|--|---|--|---|
| <p><u>Catholic Charities</u> Lisa – Lead Marianne Richard Joe Mujdah <i>No date</i></p> | <p><u>COPE</u> Allyson - Lead Richard Karin <i>1/15 @ 10 am</i></p> | <p><u>CAPC</u> Karin – Lead Mary Olga Mujdah Mariana – added <i>2/12</i></p> | <p><u>Mt Diablo (Crossroads)</u> Allyson – Lead Lisa <i>No date</i></p> | <p><u>YMCA</u> Richard – Lead Lisa Allyson <i>2/6 @ 11 am to be rescheduled</i></p> |
| <p><u>CC-ARC</u> Carol – Lead Stephanie <i>1/27 @ 10 am</i></p> | <p><u>STAND!</u> Marianne – Lead Mary Olga <i>2/6 @ 11 am</i></p> | <p><u>CC Interfaith Housing</u> Joe – Lead Karin Stephanie <i>2/6 @ 10 am</i></p> | <p><u>Ujima</u> Stephanie – Lead Mary Olga <i>1/7</i></p> | |

- *FACT Draft PR & Awareness Text* – moved to March

7. Change Management Facilitation Presentation

- Discussion around subject matter for this presentation. “What can we all give to make this experience meaningful for everyone.” This will be added to the May agenda. Unsure of time needed.

8. Discussion/Announcements/Public Comment

- Laura was approached about a request submitted to Dennis Bozanich from the CAO’s office. The letter sent by Joe and Mary to Supervisor Andersen’s office on December 1, 2019 was referred to the Family and Human Services committee. It is anticipated that they (FHS) will request a report on FACT. Attendance at the FHS meeting by the FACT Committee may be desired. Laura to send information once available. Joe suggested sending Charter, Triennial report and to highlight staffing.

Adjourn – 11:33 am

PENDING ACTION ITEMS

| Deliverable | Responsible Party | Assigned Date/Due Date | Confirmed Complete at Meeting | Movement if not Complete |
|---|--------------------------------------|--|--------------------------------------|---|
| BoS presentation | FACT Committee | 03-04-19/no due date provided | | |
| Welcome packet for new members | Mary Flott | 04-01-19/no due date provided | | |
| FACT Committee Self Evaluation | Julia Miner/FACT Committee | 01-07-19/open | | |
| 2-3 educations sessions regarding available data to add to discussion | FACT Committee | 09-09-19/ Due Jan/Feb 2020 | | |
| Acknowledgement/Thank You letter for former FACT members | Joe DeLuca | 09-09-19 | Completed prior to meeting | Signed and sent 2/3 |
| Needs Assessment to leverage County CSA | Laura Malone/Carol Carrillo | 06-03-19/Due within 1 year | | |
| Recruiting Verbiage for Membership Advertisement/Distribution | Stephanie Williams-Rogers/Mary Flott | 11-04-19/Revisions expected 02-04-20 | | Moved to 03-02-20 meeting |
| FACT Charter Modifications | Laura Malone/per FACT feedback | 12-02-19/moved to 02-04-20 | | Continued to make adjustments, move to 03-02-20 meeting |
| Site Visits | | | | |
| - Scheduling | -FACT Committee Leads | Continued to 02-04-20 | | 2 dates still pending to be completed prior to 03-02-20 meeting |
| - Site Visit Report F/Up and Return | -Fact Committee Leads & Laura Malone | Site Visit Report Follow up/Return due prior to visits | Completed follow up for 3 | |
| - Site Visit Tips Presentation email | Lisa Johnson | 12-02-19/Due ASAP | Completed prior to meeting | |
| Formatting change to Agenda | Jessica Wiseman | 01-06-20/02-04-20 | Completed prior to meeting | |
| Send Ujima RFP to Stephanie | Laura Malone | 01-06-20/ASAP | Completed prior to meeting | |
| Change management facilitation | Dr. Allyson Mayo | 01-06-20/02-04-20 | | Moved to 05-04-20 |
| Send Community Partnership Meeting dates to committee members for East, Central and West county | Laura Malone | 01-06-20/ASAP | Completed prior to meeting | |
| Review RFP Proposed timeline prior to next meeting/will bring to a vote | FACT Committee members | 01-06-20/02-04-20 | | Moved to 03-02-20 meeting |

ADDITIONS FROM THIS MEETING

| Deliverable | Responsible Party | Assigned Date/Due Date |
|----------------------------|--------------------------|-------------------------------|
| Create FACT talking points | Mary Flott | Assigned 02-03-20 |

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 is 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.

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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, EHSD Staff and/or District Supervisor. 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.

Commented [LM1]: Request for County Counsel - please review the current personal indemnification/liability language in the FACT bylaws and concur to the County's current practice

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

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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~~ regularly 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

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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~~three 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. Unless otherwise required by the Office of Child Abuse Prevention, or the State Department of Social Services Systems Improvement Plan, eEvery ~~two~~three years a needs assessment process, which may include~~ing~~ 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~~complete needs assessment.

~~Nov. - Dec.~~Oct. - Nov.: Identify overall county needs and establish funding priorities.

~~Jan. - Feb.~~Nov. - Dec.: FACT Committee, staff and Contracts Unit prepares RFP/RFI for distribution; RFP/RFI released mid-~~February~~December.

~~March~~January: Proposals due; begin second round of site-visits.

~~April~~February: Committee members rate and review proposals.

~~May~~March: 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~~April: 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).

Commented [LM2]: This area is still of question between Committee members and requires further review to determine if changes are needed to current bylaw language

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 requisite documents and reports ~~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.

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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.

DRAFT

2018 – RFP Year for 2019-20

| | |
|----------------------------|--|
| September | Tax Bill Inserts due to Tax Collector September 1st |
| October/November | Craft/Prepare RFP |
| December | FACT Committee RFP Approval (approved with changes at December 1, FACT meeting) |
| December | Issue RFP – Issued December 14, 2018 |
| January | Bidders Conference held on January 10, 2019 |
| February | Proposals Due on February 1, 2019 |
| February/March | Proposal Evaluation – Available for pick up February 22, 2019 and due March 11, 2019 |
| March | Rating/Review Meeting, Vote and Distribute FACT Award Notifications (held over to April due to Quorum issue) |
| April thru June | Contract Negotiations |
| June thru September | Contract Processing |
| May | Membership Renewal Applications due from FACT Committee members (if/where seats expiring) |
| July | New FACT Contracts Issued 19-20 (renewal 20-21) (due to processing delays spanned July thru December) |
| June thru September | Membership Renewals processed through FHS and/or BoS |
| September | Tax Bill Inserts due to Tax Collector September 1st |
| | |

2019 – Non RFP Year for 2020-21

| | |
|----------------------------|---|
| November | Site Visit Preparation/Report |
| December | FACT Committee Site Visit Coordination/Report Notification & Collection |
| January | Tax Bill Donor Letters Prepared, Signed and Mailed |
| January/February | FACT Committee Site Visits |
| March | FACT Committee Vote for Contract Renewals |
| March | Renewal Contract Negotiations |
| April thru June | Renewal Contract Processing |
| May | Membership Renewal Applications due from FACT Committee members (if/where seats expiring) |
| July | FACT Renewal Contracts Issued 20-21 |
| June thru September | Membership Renewals processed through FHS and/or BoS |
| August | Tax Bill Inserts due to Tax Collector September 1st |
| | |

2020 – RFP Year for 2021-22

| | |
|----------------------------|---|
| March thru August | Needs Assessment to align with CCC CFS State Systems Improvement Plan (SIP) |
| August | Finalize FACT RFP Funding Priorities |
| August | Tax Bill Inserts due to Tax Collector September 1st |
| August/September | Craft/Approve RFP |
| September/October | Issue RFP |
| October/November | Bidders Conference |
| December | Proposals Due |
| December/January | FACT Committee Proposal Evaluations |
| January | Tax Bill Donor Letters Prepared, Signed and Mailed |
| February | FACT Committee Rating/Review Meeting, Vote and Distribute FACT Award Notifications |
| March | Contract Negotiations |
| April thru June | Contract Processing |
| May | Membership Renewal Applications due from FACT Committee members (if/where seats expiring) |
| July | New FACT Contracts Issued 21-22 (renewal 22-23) |
| June thru September | Membership Renewals processed through FHS and/or BoS |
| August | Tax Bill Inserts due to Tax Collector September 1st |
| | |

PENDING ACTION ITEMS

| Deliverable | Responsible Party | Assigned Date/Due Date | Confirmed Complete at Meeting | Movement if not Complete |
|---|--------------------------------------|--|--------------------------------------|---------------------------------|
| BoS presentation | FACT Committee | 03-04-19/no due date provided | | |
| Welcome packet for new members | Mary Flott | 04-01-19/no due date provided | | |
| FACT Committee Self Evaluation | Julia Miner/FACT Committee | 01-07-19/open | | |
| 2-3 educations sessions regarding available data to add to discussion | FACT Committee | 09-09-19/ Due Jan/Feb 2020 | | |
| Acknowledgement/Thank You letter for former FACT members | Joe DeLuca | 09-09-19 | | |
| Needs Assessment to leverage County CSA | Laura Malone/Carol Carrillo | 06-03-19/Due within 1 year | | |
| Recruiting Verbiage for Membership Advertisement/Distribution | Stephanie Williams-Rogers/Mary Flott | 11-04-19/Revisions expected 02-04-20 | | |
| FACT Charter Modifications | Laura Malone/per FACT feedback | 12-02-19/moved to 02-04-20 | | |
| Site Visits - Scheduling | -FACT Committee Leads | Continued to 02-04-20 | | |
| - Site Visit Report F/Up and Return | -Fact Committee Leads & Laura Malone | Site Visit Report Follow up/Return due prior to visits | | |
| - Site Visit Tips Presentation email | Lisa Johnson | 12-02-19/Due ASAP | Completed prior to meeting | |
| Formatting change to Agenda | Jessica Wiseman | 01-06-20/02-04-20 | Completed prior to meeting | |
| Send Ujima RFP to Stephanie | Laura Malone | 01-06-20/ASAP | Completed prior to meeting | |
| Change management facilitation | Dr. Allyson Mayo | 01-06-20/02-04-20 | | |
| Send Community Partnership Meeting dates to committee members for East, Central and West county | Laura Malone | 01-06-20/ASAP | Completed prior to meeting | |
| Review RFP Proposed timeline prior to next meeting/will bring to a vote | FACT Committee members | 01-06-20/02-04-20 | | |

FACT ROSTER February 2020

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

Updated January 15, 2020