

FACT Meeting Minutes

August 3, 2020

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Zoom Meeting



Call to Order –

Committee Member Attendance:

Richard Bell	Carol Carrillo	Joe DeLuca	Mary Flott	Marianne Gagen – arrived 9:48
Lisa Johnson	Olga Jones	Karin Kauzer	Mariana Valdez - absent	Dr. Allyson Mayo
		Mujdah Rahim	Stephanie Williams-Rogers	

Staff: Laura Malone, Jan Nelson, Jessica Wiseman

1. Review and Accept the Minutes (August 3, 2020 & September 14, 2020)

- Mary Flott motioned to accept the minutes, Karin Kauzer seconded. It passed unanimously; Yea: 8, Nay: 0; Abstained: Carol Carrillo, Stephanie Williams-Rogers

2. FACT Membership Update, Organization and Action Items

- *Committee membership renewals* - Joe provided summary update of reappointment, new member applications and available roster seats (what will be 3 at large, 1 child development specific and 1 District V seat).
 - Received membership application renewal from Lisa Johnson
 - Stephanie Williams-Rogers motioned to renew Lisa’s membership, Olga Jones seconded. It passed unanimously; Yea: 8, Nay: 0; Abstained: Carol Carrillo
- *Open positions*
 - Reviewed Micaela Mota application. Joe suggested that perhaps she would be a good fit and has appropriate qualifications for the Early Childhood Development Discipline Specific Seat. Karin, Olga and Lisa provided agreement. Richard inquired about the process for moving seat titles, for example if someone starts in an At Large Seat and then would like to move to a Discipline Specific Seat. Laura confirmed the process is similar to membership process. It requires a Committee vote, memo to FHS and then approval/consent from the Board of Supervisors.
 - Olga Jones motioned to appoint Micaela to the Early Childhood Development Discipline Specific Seat, Mary Flott seconded. It passed unanimously; Yea: 9, Nay: 0; Abstained: Carol Carrillo

- Reviewed Katie Callahan Cisco application. Katie was on the call and introduced herself. She found out about the FACT opportunity through the Twitter post identifying vacancy/request for applicants. She has had involvement with the County and Children Family Services as a Foster/Resource Family parent of two kiddos. Thankful for the supporting services available to her beautiful children. She is looking to contribute back and felt FACT was a great opportunity to get involved. Mary inquired about Katie's Spanish Degree and asked if she was fluent. Katie indicated that she hasn't had a lot of opportunity to speak Spanish but can speak conversational Spanish. Joe recommended appointing Katie to the Open, At Large Seat #2. Laura advised that Marianne's resignation was contingent on locating a replacement for an At Large Seat which Katie would provide. Marianne agreed that she would suggest moving Katie into her seat given personal family issues that impact her ability to continue on the Committee. Joe agreed, however was looking to utilize a seat that had a renewal timeframe in 2022 as opposed to 2021 (i.e., Marianne's seat term). Joe requested if we can have the term for Katie's seat be 2 years instead of Marianne's current 2021 renewal date. Laura will investigate.
- Karin Kauzer motioned to appoint Katie to an At Large Seat replacing Marianne, Mary Flott seconded. It passed unanimously; Yea: 10, Nay: 0; Abstained: Carol Carrillo

3. FACT Charter Discussion

- Laura confirmed we have 10 voting members on the call to support 2/3 vote required for Policy and Procedure approval.
- Joe provided quick synopsis of Policy and Procedure history. Joe indicated that he reviewed the Policy and Procedures over the last month and made some suggested changes to support consistency throughout the document, membership inclusion and formatting. Joe presented the document on screen with his changes highlighted in blue and prior reviewed Committee changes identified in red-line. Committee reviewed each change one by one. There was one section that needed some additional clarity and Committee provided recommended modification and it was changed.
 - Marianne Gagen motioned that the modified Policy and Procedure changes be approved and presented to the Family and Human Services Committee and Board of Supervisors for approval, Lisa seconded. It passed unanimously with 2/3 vote. Yea: 10, Nay: 0; Abstained: Carol Carrillo

4. Contingency Discussion

- Joe inquired if we needed to continue with the Contingency Discussion given the Policy and Procedure approval. Laura confirmed we should continue to review and vote on the Contingency plan in case the Policy and Procedure approval through the process exceeds our allotted time or is rejected for any reason.
- Joe provided summary of proposal to provide existing FACT contracts the option for a third contract year (second renewal) for the 2021-2022 fiscal year provided they meet the necessary guidelines (site visits, service delivery, budget, etc...). Special circumstances that have been experienced with COVID-19 in the last 4 months, and the ongoing effects the pandemic has had on our community partners, this action would support additional stability for the contractors and our families they serve. In addition, this action aligns with the newly recommended Policy

and Procedure modification and aligns with the standard County/EHSD contract process. Joe motioned.

- Marianne moved. Karin seconded. It passed unanimously; Yea: 10, Nay: 0; Abstained: Carol Carrillo

5. Updates

- *FACT Budget for FY 2020/2021* - Laura provided FACT 20-21 budget update. With Revised State Budget delivered by the Governor in late June there is a shortfall of funding in several areas, one area specifically is 2011 Realignment Funding which is generated from Sales Tax Revenue. Sales Tax Revenue is significantly impacted (negatively) resulting from the COVID-19 Health Orders. The majority of our FACT funding (CAPIT/CBCAP) are part of 2011 Realignment. With the non-renewal of Catholic Charities and YMCA totaling \$160,000 we are fortunate that it offset a need for budget reductions for remaining FACT Contracts. The resulting EHSD budget will be presented as part of the overall County Budget at the August 4th Board of Supervisors meeting. At this time, EHSD is in a hiring freeze (unless special exemption provided), given the budget funding challenges.
- *Staffing Update* - Laura provided update. The CFS ASA department has a staff member leaving for another Bureau on October 1, 2020. As a result, Jan and Laura will be taking over those contracts/assignments until such time a replacement is allowed (given hiring freeze).
- *Contract Update* - Laura provided update on Jan's behalf. The seven FACT renewal contracts are still pending processing. Jan will be working on these contracts in the coming month and contacting the Contractors. Given COVID-19 we have experienced a delay in processing contracts.
- *JFCS Communications* – agreed to be carried over to the first agenda item for the next FACT Committee Meeting

6. Discussion/Announcements/Public Comment

- FACT Committee thanked Marianne for her years of service and wished her well on her next journey.

Adjourn – 11:00 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 education sessions regarding available data to add to discussion	FACT Committee	09-09-19/ Due Jan/Feb 2020		
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 03-02-20		
FACT Charter Modifications	Laura Malone/per FACT feedback	12-02-19/moved to 03-02-20	08-03-2020 – submitted to FHS	
Change management facilitation	Dr. Allyson Mayo	01-06-20/05-04-20		
Review RFP Proposed timeline prior to next meeting/will bring to a vote	FACT Committee members	01-06-20/03-02-20		
Create FACT talking points	Mary Flott	02-03-20		
Resilience movie presentation	Carol Carrillo	03-02-20		
Create a list of all community issues observed during site visits	FACT Committee	03-02-20		

ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date
Membership Reappointment/Appointment Memo to FHS	Laura	08-03-2020/08-24-2020 FHS Mtg
FACT Charter Updates Memo to FHS	Laura	08-03-2020/08-24-2020 FHS Mtg
JFCS Communication	Chair/Vice Chair	08-03-2020/09-14-20

Application Form

Profile

Micaela _____ M _____ Mota _____
 First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
 RICHMOND _____ CA _____ 94804 _____
 City State Postal Code

Primary Phone _____

micaelamota26@gmail.com _____
 Email Address

Which supervisorial district do you live in?

District 1

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Holy Names University

Degree Type / Course of Study / Major

Psychology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

MFT/PCC and School Psych?PPS

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Local Planning and Advisory Council for Early Care and Education (LPC): Submitted
First 5 - Contra Costa Children and Families Commission: Submitted
Family & Children's Trust Committee: Submitted
Juvenile Justice Coordinating Council: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

I would like to serve on this particular board because as a developing school psychologist who is focused on providing essential services to scholars in lower SES and urban communities, I feel my voice, background, and passion for child welfare will be an asset.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

Tara Hills Baseball , Richmond Little League

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Developing School Psychologist, three years as a clinical mental health provider as well as school based clinician (Richmond High), Bilingual (Spanish), Former Educator (Teacher at an urban elementary school)

[Micaela Morgan Mota Resume School Psych Intern.pdf](#)

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Micaela Morgan Mota

micaelamota26@gmail.com

OBJECTIVE

Experienced Bilingual Mental Health Social Worker with a demonstrated history of working in an urban environment. Strong education professional with a Bachelor of Arts (B.A.) focused in Psychology from Holy Names College. Pursuing a Masters at Saint Mary's College in MFT/PCC and School Psychology/PPS.

SKILLS

- Bilingual, Collaborating, Editing, Fundraising, Interviewing, Managing, Blogging, Teaching, Written and Verbal Communication, Leadership, Marketing, Organizer

EDUCATION

Saint Mary's College, Moraga, CA

Counseling Department – DUAL MFT/PCC & School Psychology/PPS August 2015 – Present

Holy Names University, Oakland, CA

B.A. in Psychology with High Honors, May 2014 Psi Chi, the National Honor Society for Psychology Students Deans List

Saint Mary's College, Moraga, CA

Pursued degree in Psychology

Concentration in Early Childhood Education (24 units)

MEMBERSHIP

California Association of School Psychologist

National Association of School Psychologists

National Alliance for Mental Illness

CERTIFICATION

Safe Environment Trainer, Diocese of Oakland – 2011 to 2014

CANS 2018- Present

SCHOLARSHIPS

Kalmonovitz School of Education Award Recipient - 2015

EXPERIENCE

Aspire Cal Tech, Richmond, CA

School Psychologist Trainee 09/01-Present

- Assist in providing diagnostic, prescriptive, consultative and counseling services at school.
- Assist in employing appropriate procedures and techniques in dealing with student adjustment problems.
- Assist in providing reports on the progress of student referrals to involved staff.
- Assist in working with community resources in order to provide for appropriate referrals of students who need educational, psychological services beyond those available in the schools.
- Assisting in the development of in-service education program.
- Assist in executing such other responsibilities as assigned by Lead School Psychologist
- Assist in participating in student study teams
- Assist in participating as an integral part of a crisis intervention team, as needed.

Richmond High School, CA

Bilingual Mental Health Counselor 08/19-Present

- Provide individual, group and family mental health services, including therapy, family consultation, case management, and prevention education.
- Provide relevant school-focused behavioral health services including, but not limited to:
 - Classroom prevention education (e.g. communication skills, Anti-bullying/Be an Ally, mindfulness practices.)
 - Teacher in-services on desired mental health topics
 - Participate on school's intervention teams (e.g. CARE teams.)
 - Provide crisis intervention and trauma response as needed
 - Participate in and/or lead climate and culture supportive programs, such as Day of Silence, restorative justice practices, etc.
- Provide family education opportunities as needed
- Consult with school administration, faculty and staff on specific youth and families and on school mental health issues in general. Participate in SST, IEP meetings.
- Work with school staff, teachers, administrators and parents to coordinate services.
- Complete all paperwork documentation in a timely manner including Medi-Cal documentation where relevant. Participate in monthly CQRT meetings

- Attend weekly clinical meetings for individual supervision and be an active participant of the clinical team in group case conference.
- Provide services to clients in an ethical, legal and professional manner, including HIPPA, CAMFT and NASW standards.
- Be familiar with and adhere to all agency policies and regulations.
- Competency in cultural issues related to race, ethnicity, nationality, class, religion, and sexual orientation required.

Familias Unidas Richmond, CA

MHSA FSP Bilingual Social Worker 01/17 – Present

- Perform clinical assessments and formulate treatment plans.
- Coordinate care with multidisciplinary team and outside providers.
- Conduct quarterly evaluations and annual clinical assessments.
- Coordinate use of flex fund budget for "whatever it takes" to help clients achieve and maintain stability in the community, i.e. housing, benefits, legal, medical, psychiatric, vocational, etc.
- Gather and maintain information about community resources of interest to clients/families, and provide referrals as appropriate. Outreach to service providers.
- Provide clinical case management services to adult clients and their support network/families as appropriate. Services are provided in the field, at clients' homes, and in the office.
- Timely completion of all required paperwork regarding clients and services provided.
- Provide therapeutic support with a variety of needs including but not limited to: daily living skills, budgeting, health management, social and family relationships, transportation, and linkage and coordination of services to benefit clients.
- Provide counseling in outpatient office and in the community as appropriate.
- Provide crisis intervention as needed, including on-call by phone after regular hours on a rotating basis.

Diocese of Oakland, Richmond, CA 08/14 – 12/2016

Fourth Grade Teacher

- Taught reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, utilizing course of study adopted by the School Department of the Diocese of Oakland, and other appropriate learning activities.
- Instructed students in citizenship and basic subject matter.
- Developed lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Used a variety of instruction strategies, such as inquiry, group discussion, lecture,

discovery, etc.

- Translated lesson plans into learning experiences so as to best utilize the available time for instruction.
- Established and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluated students' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicated with parents through conferences and other means to discuss students' progress and interpret the school program.
- Identified student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Created an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Maintained professional competence through in-service education activities provided by professional growth activities.
- Participated cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with guidelines.
- Selected and requisitions books and instructional aids; maintains required inventory records.
- Supervised students in out-of-classroom activities during the school day.
- Administered group standardized tests in accordance with state testing program.
- Participated in curriculum development programs as required.
- Participated in faculty committees and the sponsorship of student activities.

St. Lawrence O' Toole School, Oakland, CA 07/11- 08/14

Office Administrator – Administer Payroll, HR services, Insurance and Benefits

- Oversee financial accounts using FACTS Tuition Management Service
- Maintain an organized and updated file system for all students, faculty, and staff
Maintains absence reports on a daily basis and document truancy's (*EC Section 48260*)
- Generate geographic data and educational statistical data
- Coordinate and supervise outside vendors (janitors, lunch service, guests, etc.)
- Liaison to financial aid organizations (FACE, BASIC, Guardian)
- Supervise E-Rate and Grant programs Assist Principal
- Case manage families and assist with outside family support services (Ann Martin Center, Oakland Unified School District, Department of Health and Human Services)

COMMUNITY SERVICE

- Oakland Babe Ruth Little League Baseball, Oakland, CA 2011-2013

Organization Representative

- Diocese of Oakland, CA 02/2011 – 07/2011

Assisted within the Human Resource Department as well as Canon Law and the Office of the Bishop

- High Bridge Community Center, Bronx, NY 2000

Provide resource information and support to families

- San Miguel School, Camden, NJ Summer 2000

Tutored sixth graders in the fundamentals of math and language arts

- Saint Mary's College High School, Berkeley, CA 03/96-03/99

Helped beautify school grounds and assisted members of the community



Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Katie Callahan

Last Name

Cisco

Home Address - Street

[Redacted]

City

Concord, CA

Zip Code

94521

Phone (best number to reach you)

[Redacted]

Email

princesspekoe@gmail.com

Resident of Supervisorial District:

4

EDUCATION

Check appropriate box if you possess one of the following:

[X] High School Diploma [] CA High School Proficiency Certificate [] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include University of Oregon (BA, Spanish) and New School University, NYC (MFA, Acting).

Other Training Completed:

Foster Parent - Contra Costa County

Board, Committee or Commission Name

FACT Committee

Seat Name

At-Large

Have you ever attended a meeting of the advisory board for which you are applying?

[X] No [] Yes If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

I am deeply interested in learning more about the financial side of the child welfare programs in Contra Costa County. I am a huge advocate for trauma-informed care and the growing worth of mental health services for children.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

As a former foster parent, now adoptive mom, my husband and I were introduced to the County child welfare system. Our children were enrolled in HeadStart which made an immeasurable impact on them. They both have also received services through the Regional Center and more recently through We Care Children behavioral services. I organized a Foster Care Awareness Day at an Oakland A's game last May. We had 100 attendees from various organizations in the Bay Area.

I am including my resume with this application:

Please check one: [] Yes [X] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one: [] Yes [X] No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

List any volunteer and community experience, including any boards on which you have served.

I am currently serving at the Chair for the CSB Policy Council for HeadStart and Early HeadStart in Contra Costa County. My term ends in September.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Katie Callahan Cisco

Date: 7/17/2020

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

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

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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, intervention and victim support 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.

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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.~~

The FACT Committee also provides public information activities and coordination/collaboration discussions to inform and educate the community about child abuse and neglect as well as the promotion of positive family functioning.

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, Councils, Groups or qualified individuals representing a sector:~~
 - 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)
 - h. Education/School Based Programs
 - i. Programs and Services for Children with Special Needs
2. One representative from each of the five Supervisorial Districts. Supervisors will recruit and appoint, subject to the confirmation process specified in Article II, Section 8 herein, their own representative or, if requested, staff to FACT will provide recruitment assistance.
3. ~~Up to f~~ive 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

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- d. Ethnic and cultural clubs/groups
- e. Chambers of Commerce
- f. Parent/Teacher Associations/other educational entities
- f.g. Health care provider, payer and service organizations

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.

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.

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Section 2 REQUIREMENTS

Each entity listed in Article II, Section 1 (A1.) 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 recommendations must be made within 90-45 days or the FACT Committee may select another organization, commission, or council from the list to appoint someone to fill the vacancy, subject to the appointment confirmation process specified in Article II, Section 8 herein. FACT will request that said organization, commission, or council select a representative that:

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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.

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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 of submission 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 **or Discipline Specific Sector** 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**

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~~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;~~
- ~~1. The Family and Children's Trust Funds, for leveraging with other community resources to maximize public benefit in family and children's service programs;~~
- ~~1. The federal CBCAP (Community Based Child Abuse Prevention) funds;~~
- ~~1. The Child Care Affordability funds to improve, expand, and make child care more affordable and accessible to low income families; and~~
- ~~1. Other funds as subsequently directed by the Board of Supervisors.~~

ARTICLE V

ROLE, RESPONSIBILITIES 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 RESPONSIBILITIES

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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.

Section 23 EHSD SUPPORT SERVICES

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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

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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.

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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~~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.

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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).

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.

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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 date 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



**JEWISH FAMILY &
COMMUNITY SERVICES
EAST BAY**

COMPASSION IN ACTION. COMMITMENT TO ALL.

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Mira Spaulding

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Rabbi Peretz Wolf-Prusan

Avi Rose
Executive Director

www.jfcs-eastbay.org

July 20, 2020

Jan Nelson
Contra Costa County, EHSD
Children and Family Services Bureau
40 Douglas Drive, Martinez, CA 94553

Dear Ms. Nelson,

I am writing as Executive Director of Jewish Family & Community Services East Bay, expressing my sadness and concern at the recent turn of events resulting in the termination of our FACT-funded services.

JFCS East Bay has long been a provider of FACT services in the county, serving many refugee and immigrant families over the past two decades. We have greatly appreciated the ways FACT has helped us continue to serve vulnerable families after their initial resettlement period. We have had many successes in this regard, truly helping families navigate the challenges of building their lives here in our community.

This past year has been challenging. In 2019, we missed the opportunity to submit our own proposal, due to one of our staff members making the very serious error of missing the mandatory bidders conference. (That staff member is no longer with the agency.) We therefore joined together with Catholic Charities of the East Bay to submit a proposal. We were glad to have it funded, though anticipated difficulties in no longer having a direct line of communication to county staff.

I understand that there was a problematic site visit on February 27, 2020. The visit was conducted outside of one of CCEB's sites, without a full discussion of our program and staffing. We received only a few days' notice of this visit and would have prepared differently, given the opportunity. We would have welcomed a follow-up meeting to explore what was reported. We would also have welcomed the opportunity to discuss our program at the FACT board meeting on March 2, 2020, but did not know about it until after the fact. I believe that many of these problems were due to our being a subcontractor and relying on others to relay information to us.

CONTRA COSTA OFFICE
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Walnut Creek, CA 94596
(925) 927-2000
Fax (925) 927-3131

**MAIN OFFICE /
SUSE MOYAL
CENTER FOR OLDER ADULT SERVICES**
2484 Shattuck Ave., Suite 210
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(510) 704-7475
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FAMILY JUSTICE CENTER
470 27th Street
Oakland, CA 94612
(510) 704-7480, ext. 235

The allegations of cultural insensitivity are serious, and they merit deep discussion. We were not given that opportunity. Our agency had ideas for how to proceed with a modified version of what the FACT board requested, which I don't believe were conveyed to you. We are still open to the conversation, even if our funding is terminated.

One other note: in the recent FACT communication, we were surprised to see a reference to previous problems noted with our services. In looking further, this was apparently related to a complaint registered five years ago by another community organization. I'd be interested in knowing more about that. Please note too that the staff implementing our program is entirely different now than it was at that time

Thank you for this opportunity to communicate with you, and for the many years that FACT has supported services to our county's refugees and immigrants.

Sincerely,

A handwritten signature in cursive script that reads "Avi Rose".

Avi Rose, LCSW
Executive Director

P.S. If there are other staff or commission members who should receive this communication, I would appreciate you forwarding it to their attention. Thank you.