

FACT Meeting Minutes

November 2, 2020

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Zoom Meeting



Call to Order – 9:33 am

Committee Member Attendance:

Richard Bell	Carol Carrillo	Joe DeLuca	Mary Flott	
Lisa Johnson		Karin Kauzer – 9:44		Dr. Allyson Mayo
Micaela Mota – arrived 9:34	Katie Callahan	Mujdah Rahim	Stephanie Williams-Rogers – 9:38	

Staff: Laura Malone, Jan Nelson, Jessica Wiseman Guest: Anita Pereira-Sekhon, Jennifer Early, Patanisha Davis

1. Review and Accept the Minutes (October 5, 2020)

- Mary Flott motioned to accept the minutes, Katie Callahan seconded. It passed unanimously; Yea: 7, Nay: 0 ; Abstained: Carol Carrillo, Micaela Mota, Stephanie Williams-Rogers

2. FACT Membership Update, Organization and Action Items

- *Committee membership update* – David’s application was moved to the November 23, 2020 FHS Committee for approval, once approved it will then be sent to the BoS for review and approval at the next available BoS meeting. Mariana’s resignation for District II seat has been processed, the seat is now officially vacant. Currently there are 4 *pending applications for review*. Discussed possibility of Joe or Mary moving to the District II seat to open up an additional at large seat.
- *Open positions/Recruitment*
 - o Anita Pereira-Sekhon - Interviewed and discussed applicant. Recommend refer to District V for appointment. No motion needed.
 - o Jennifer Early – Interviewed and discussed applicant. Richard voted to appoint Jennifer to the At Large Seat V to provide more representation in West County.
 - o Patanisha Davis – Interviewed and discussed applicant.
 - Lisa Johnson motioned to add Jennifer Early to At-Large Seat V and add Patanisha Davis to next available At-Large seat (Mary’s), Karin Kauzer seconded. It passed unanimously; Yea: 10, Nay: 0; Abstained: Carol Carrillo
 - o Discussed District Seat II options – Suggested secondary discussion with Supervisor Andersen (Laura confirmed Supervisor Andersen doesn’t have a current candidate in the pipeline), or another option is to possibly move Mary Flott or Joe DeLuca to District II which allows committee to appoint Patanisha to At-Large. If request is submitted to

Candace Andersen's office for approval, then next step is to send to BoS meeting for approval. If handled quickly, the first BoS meeting in December could be possible for a transition to occur. Which would officially open the At-Large seat. BoS Agenda requests need to be submitted 2 weeks in advance. Submission deadline for the last November BoS meeting (11/17) would be this Wednesday (11/4). December 8 meeting is the next available BoS meeting. Candidates have to go on the FHS meeting and then BoS meeting. FHS committee meets November 23, 2020 and then December 28, 2020.

3. FACT Reports

- *FACT Annual Report* – used last year's report for the foundation of this report. Two areas around recruitment left open, Laura will update prior to submission. Committee reviewed FACT Annual Report.
 - o Mary Flott motioned to approve annual report with modifications to recruitment numbers mentioned by Laura, Richard Bell seconded. It passed unanimously; Yeah: 10, Nay: 0; Abstained: Carol Carrillo
- *Bi-Annual Report Questionnaire* – Presented to Committee as an option to utilize to follow up with contractors regarding COVID modifications. Does the committee want to include additional questions for the contractors to provide additional feedback? Typically ask for document returned by the contractors in January to support site visits. Goes out to contractors last week November/first week December to complete by deadline. If we hold over the discussion on this it could affect the timeline. Committee would like to hold over to the December FACT meeting. **Action Item: Add 20 minute discussion at the December meeting to add COVID questions to this questionnaire. Lisa sharing virtual service delivery plan template.**

4. FACT Master Calendar 2020/2021

- *Review Master Calendar* - reviewed proposed calendar. Added update to the 2021 schedule – add March/April awarding/approving contracts for third year award. Moved RFP Bidder's Conference from Jan 2022, to December 2021. Add June/July membership renewal voting for 2021 and 2022. No formal vote needed.
 - o Laura advised regarding the county needs assessment, originally scheduled to be completed in August, due to COVID it is now in discussion with the State, waiting for approval/decisions to complete virtually. CFS will be hiring a contractor to facilitate discussion, in process probably 60-90 days to finalize. It has been requested that FACT is invited to the discussions.

5. New Member Information Packet

- *Review New Member packet* – Mary handed out a draft document that could be provided to new members. Provides a quick view of what FACT does on a regular basis and how it's done. Mary is requesting review of document and feedback from Committee. Would like to add document online, will follow up with Laura to determine if/where. Richard procedural question regarding the Brown Act and how to provide feedback within the proper parameters? Lisa asked, can we create as a google doc to provide shared document for changes? Laura answered that EHSD-CFS does not currently have the technical capability of providing a google doc/shared environment outside of the County given prior investigation. Believe Committee can handle outside. Mary will send out a link to each member, edit capabilities and make comments as suggestions, but don't change document.

6. Committee Member Updates

- Joe provided update: he met with the Lafayette Social (local newsletter) to include the tax bill insert in their December/January edition to boost community awareness.
<https://lafayettesocial.com/>. LaMorinda weekly – does not do announcements free of charge.

7. Updates

- *Contract Update* – Jan provided updates, significant progress made, all 7 contracts have been signed by the contractors. Several steps remaining to be fully executed. There are 4 contracts that need risk management approval.
- *FACT Budget Update* – Since contracts have just finalized, we have yet to process demands/payments. Overall EHSD budget prospective, things are not looking good. Package from Feds still not approved. Sales tax revenue is the majority of CFS funding. COVID and lack of Fed package could further impact the budget. ETA on whether or not the Feds will approve is TBD.
- *Action Item List* – move review of the Action Item List to next meeting- Joe/Mary to review items in advance.

8. Discussion/Announcements/Public Comment

- No discussion

Adjourn – 11:24 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		12-07-2020
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		
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		
Membership Reappointment/Appointment Memo to FHS	Laura	08-03-2020/08-24-2020 FHS Mtg	Completed prior to meeting	
FACT Charter Updates Memo to FHS	Laura	08-03-2020/08-24-2020 FHS Mtg	Completed prior to meeting	
JFCS Communication	Chair/Vice Chair	08-03-2020/09-14-20	Reviewed during 10-05-20 meeting	
Annual report draft	Laura	10-05-2020/11-02-2020	11-02-20	
Provide deliverables from Grantees regarding COVID changes	Laura/Jan	10-05-2020/11-02-2020		
Write up letter confirming extension of contracts into 3 rd year	Laura	10-05-2020/11-02-2020		

ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date
Jewish Family response letter	Mary Flott	11-02-20/12-07-20

Application Form

Profile

Anita
First Name

Middle Initial

Pereira-Sekhon
Last Name

Home Address

State or Zip

Lafayette
City

CA
State

94549
Postal Code

Primary Phone

bernadettepereira@gmail.com
Email Address

Which supervisorial district do you live in?

District 5

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

University of Connecticut

Degree Type / Course of Study / Major

Bachelor's of Science in Pathology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

University of Connecticut School of Law

Degree Type / Course of Study / Major

Jur s Doctorate

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

Re k Master Teacher & Yog Teacher

Hours Completed

1,000

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Fam y & Ch dren's Trust Comm ttee: Subm tted

Contra Costa Comm ss on for Women and G r s: Subm tted

Countyw de B cyc e Adv sory Comm ttee (BoS Appo ntments On y): Subm tted

Juven e Just ce Coord nat ng Counc : Subm tted

Seat Name

An Pereira-Sekhon

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?

12

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

My passions include transportation and well-being of minors. I am interested in making sure my local community is safe on the road with respect to accidents, speeding, bicycle safety, and reduction of traffic, stress and pollution. I am also interested in the rights of children, family reunification and restorative justice for minors.

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.

I volunteer for a local citizens groups regarding safety of citizens on the roads commuting via bicycle. I served on the Executive Board at a diverse cooperative preschool for 8 years, School Site Council for 6 years and currently Diversity, Equity & Inclusion council for less than 1 year. I volunteer reiki and energy healing to my local community. Previously, I volunteered for the Permanent Commission for the Status of Women, Attorney General's Office and Housing Court.

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

My background is in law and mediation. I have always been drawn to helping the community and previously worked for the United States Department of Agriculture (USDA) where I helped run the National School Lunch Program, the United States Department of Labor (DOL) where I helped protect employee health and pension plans and United States Department of State where I protected derivative citizenship. I left government service to be a full-time mother to my four children and spent the last several years pursuing mindfulness, meditation, yoga, and reiki.

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 undersand 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

Application Form

Profile

Jennifer

First Name

D

Middle Initial

Early

Last Name

Home Address

State or Zip

Richmond

City

CA

State

94804

Postal Code

Primary Phone

jennifer.early@ousd.org

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

San Francisco State University

Degree Type / Course of Study / Major

B.A. African Studies

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

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

First 5 - Contra Costa Children and Families Commission: Submitted
Family & Children's Trust Committee: Submitted
Mental Health Commission: 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 am interested in serving as a board member because I believe in the spirit of our youth and families and the heights in which they can achieve when given the necessary tools and resources. Richmond is the City of Pride and Purpose and I hope as a Richmond native/resident I will be able to serve with passion, tenacity and pride. As an educator I have a background in mental health and trauma. I also have personal experiences in supporting my own family members through moments of mental health crises. Through these experiences I have become more of an advocate around issues pertaining to mental health, mental illness and overall wellness.

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.

Contra Costa Suicide Prevention Committee

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

I have a history in working with youth and families in both mental health and education. I have served on the Coordination of Services Team which aims at providing youth with mental health resources and services. I currently participate in the Contra Costa Suicide Prevention Committee and I am currently in the process of receiving my certificate of Social Work and Human Services from Berkeley City College.

[Resume_Jennifer_Early.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 undersand 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

Jennifer Early

██████████, Richmond, CA 94804 | ██████████ | jennifer.early@ousd.org

Objective

My current objective is to enter into new and dynamic spaces that are exciting, challenging, rewarding, and closely aligned to the ideas of growth, responsibility, and accountability.

Experience

Oakland Unified School District- Castlemont High School

College and Career Readiness Specialist

October 2017- Present

- Monitored and managed campus pre-college and college advising programming
- Supported work-based learning pathway activities
- Arranged college field-trip, College Rep visits and presentations
- Acted as the student adviser for the Peer Forward College Summit program on campus
- Provided 1 on 1 and group college and career advising
- Planned, developed and implemented appropriate activities and services within a college and career center such as college and career speakers, career days, college fairs, special events and field trips.
- Reviewed transcripts for A-G completion, supported financial aid and scholarship application completion
- Leveraged partnerships with community based organizations aimed at college readiness, colleges (private, HBCU, community, local, and ivy league) to provide additional services to students.
- Supported student acquisition of internships and service work opportunities
- Managed the implementation on the Oakland Promise Scholarship at the school level
- Planned and coordinated student celebrations such as: College Signing Day, Scholarship Breakfast and Awards Ceremony, Financial Aid Nights and Campaigns
- Provided application assistance around EOP, Personal Insight Questions, and Personal Statements, Homeless and Foster services, and College Matching
- Collaborated with teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities; provided college and career information through classroom presentations and workshops to students, parents and staff and served as a resource regarding career and college readiness information

University of California, Irvine

Comprehensive Review Reader/Admissions Evaluator

Nov 2018-Feb 2019

- Performed comprehensive review and evaluation of a high volume of freshmen applications for undergraduate admissions.
- Consulted with experienced level staff when reviewing more complex applicants.
- Used University of California holistic evaluation methods and UC Irvine admissions standards and guidelines to make a comprehensive assessment of each applicant.

- Participated in required trainings, webinars, and online assessments.

Student Attendance Compliance Officer

August 2015- June 2017

- Provided proactive assistance to school site personnel, parents, and community members in the areas of attendance, early intervention and support.
- Formatted, processed, and distributed student achievement certificates (student of the month, honor roll, etc.).
- Wrote and sent out donation requests for school and community events.
- Supported the planning and management of school and community events through the School Culture and Climate Team.
- Implemented State rules and regulations relating to compulsory school attendance.
- Maintained positive relationships with students, parents, staff, and community; communicated with students and staff to provide and receive information regarding activities.
- Served as a referral agent to community-based organizations and government agencies.
- Oversaw daily operations of student attendance programs; plan, coordinate, implement, and assign duties to participants; train and review work; conduct in-service training and other meetings.
- Provided School site management and support of the Alameda County Student Transit Pass Pilot Program and Safe Routes to School Program
- Attended meetings; confer with families to discuss student progress; assist in identifying resources for parent education, counseling and truancy reduction programs.
- Interpreted materials and school and District policies, programs and activities for parents, school personnel, students, and others as requested.

AmeriCorps VISTA/OUSD Attendance Project

August 2014-August 2015

- Conducted and inputted training evaluations and survey data.
- Assisted with OUSD Community Outreach, Campaigns and Initiatives at School Sites: Lights on Afterschool, Shu the Flu, OUSD Back to School.
- Performed data analysis on back to school rates, truancy, and chronic absences.
- Assisted with school inquiries.
- Researched and monitored national mentoring programs, best practices, trends, and issues.
- Leveraged relationships with community partners, families, and students.
- Developed promotional materials for Attendance Discipline Student Support(ADSS) Team and School sites.
- Handled general office duties, providing support for ADSS Coordinator and Staff.
- Developed an OUSD implementation plan and proposal for a Success Mentors Program.
- Served on the Student Attendance Review Board(SARB) twice a week.

AmeriCorps State- Building Healthy Communities/Youth

School Site Mentor

August 2013-July 2014

- Planned structured and meaningful mentor activities (grades 9-12).
- Implemented one-on-one and small group mentoring.
- Attended regular mentor training provided by program.

- Reported weekly on mentee contact logs and other appropriate logs.
- Underwent mandatory CPS reporting training and CPR/AED verification.
- Created and managed a schedule to ensure all mentees received appropriate hours.
- Recruited and coordinated community volunteers.
- Planned, implemented, and reported on mandatory service day activities geared towards strengthening the East Oakland community and promoting AmeriCorps identity.
- Planned and implemented recruitment activities and strategies geared towards target student population.
- Attended student field trips and meetings.
- Maintained daily contact with mentees, parents, other service providers, teachers, counselors, and support services related to student success and outcome.
- Initiated student referrals, SST meetings, parent meetings, IEP's, as well as academic, attendance, and disciplinary interventions.
- Participated in monthly collaborative meetings.
- Participated, initiated, and referred students into conflict mediation.

Education

San Francisco State University

B.A. Africana Studies

August 2011-August 2013

Application Form

Profile

Patan sha

First Name

E

Middle Initial

Davis

Last Name

[Redacted] Home Address

Antioch

City or Ap

Brentwood

City

CA

State

94513

Postal Code

[Redacted] Primary Phone

[Redacted] Email Address

Which supervisorial district do you live in?

District 3

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Tuskegee University

Degree Type / Course of Study / Major

Bachelor of Arts in Psychology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

California School of Professional Psychology

Degree Type / Course of Study / Major

Master of Arts in Change Leadership and Organizational Development

Degree Awarded?

Yes No

College/ University C

Name of College Attended

John F. Kennedy University

Degree Type / Course of Study / Major

Juris Doctorate of Law

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Public Interest Law

Hours Completed

85

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council : Submitted

Family & Children's Trust Committee: Submitted

Advisory Council on Aging: Submitted

Racial Justice Oversight Body: 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.

Patanisha means reconciler of differences and I try to live up to my namesake. I am interested in serving on various boards and committees as I am committed to public service and effectuating change in my community. More specifically I would like to serve on these particular boards and committees as I have had a great deal of experience with racial injustice and discrimination based on ability, gender and race and I believe it has been time for a change. I am seeking an opportunity to work with other leaders in my community to create unity and equality for all people.

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.

-California Women Lawyers Executive Board – Affiliate Governor, Chair of Diversity Committee -Contra Costa County Bar Association Women Section Executive Board – Past President -Contra Costa County Bar Association East County Section - Program Chair -Contra Costa County Bar Association Diversity Committee -Member of the Contra Costa County Conflicts Panel (Probate) -Member of the Contra Costa County Bar Assn. (Women's Section, Social and Small Firms Section, Barristers, East County) -Member of the Robert G. McGrath American Inn of Court - Associate -Member of EBTEL (East Bay Trust and Estate Lawyers) -Member of the Adults Legal Referral Panel (Landlord/Tenant, Estate Planning, Civil, and DV Issues) -Member of the Conference of California Bar Associations - Contra Costa County -Bay Area Tuskegee Alumni Club - Former Vice President -Alameda County Bar Association -American Bar Association

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

BAR MEMBERSHIP California Licensed Attorney: #281261, Issued by The State Bar of California, December 2011. Federal Court Admittance: Admitted to practice in U.S. District Court: Eastern District of California, February 16, 2016 and Northern District of California, January 27, 2016 EDUCATION John F. Kennedy University School of Law, Pleasant Hill, CA Degree: Juris Doctora, Graduation date December 2010. Public Interest Law Certificate Santa Clara University School of Law, Santa Clara, CA Honors: Recipient of the Law Faculty Scholarship. Attended: August 2003–June 2004 California School of Professional Psychology, Alameda, CA Degree: M.A. in Organizational Development and Change Leadership, June 2002 Honors: Completion of a PhD level course Tuskegee University, Tuskegee, AL Degree: B.A. in Psychology, May 2000. Honors: Vice National Deans List and Published as a Who's Who Among America College Students Scholar LEGAL EXPERIENCE Key Counsel, P.C. September 2018–Current Attorney/Partner Managing a two-attorney law practice and legal staff. Litigation in civil, probate, adoption and estate planning from intake to closure of the matter. Primary litigation in probate and estate

p ann ng. Court appo nted counse on the Contra Costa County Guard ansh p and Conservatorsh p
 Pane s. Adm n strat ve task nc udes: adm n ster ng payro ; tra n ngs; market ng; accounts payab e and
 rece vab e, tax and 1099 report ng, and b ng. The L fe Law Group F rm January 2017-Current Attorney
 Estab shed a so o probate, estate, and c v p ann ng aw pract ce. Manage off ce staff, market ng, and a
 cases ndependent y to sett ement or through t gat on. Respons b e for ma nta n ng books of bus ness
 and b ab e hours. I serve as a member of the Contra Costa County Cr m na Conf cts Pane . As a
 member of the Pane , I accept court appo ntments on Probate and Cr m na Matters. Prov de pro bono
 serv ce to the commun ty through the Vo unteer Lega Serv ce Pane of the Bar Assoc at on of San
 Franc sco and the A ds Lega Serv ces Pane . Lega exper ence: L t gat on, draft ng p ead ngs, c ent and
 case management, sett ement negot at ons, d scovery, and jury and non-jury tra s. L fe Law Group, LLP
 March 2013-December 2016 Attorney/Partner Managed a three-attorney aw pract ce and ega staff.
 L t gat on n c v , probate, adopt on and cr m na aw from ntake to c osure of the matter. Pr mary t gat on
 n probate and c v . Court appo nted counse on the Contra Costa County Cr m na , Guard ansh p and
 Conservatorsh p Pane s. Adm n strat ve task nc udes: adm n ster ng payro ; tra n ngs; market ng;
 accounts payab e and rece vab e, tax and 1099 report ng, and b ng. John F. Kennedy Un vers ty January
 2016-September 2016 Adjunct Law Professor Part-t me nstructor of the ega methods course to frst year
 aw students. Respons b e for fu 15 weeks of nstruct on and grad ng. A so respons b e for deve opment
 of ession and test ng. Law Off ce of Patan sha Dav s-Jenk ns January 2012-February 2013 Attorney
 Estab shed a so o aw pract ce n the fo ow ng areas of aw: Fam y, Adopt on, Estate P ann ng, Probate,
 and Land ord/ Tenant. Manage off ce staff, market ng, and a cases ndependent y to sett ement or
 through t gat on. Respons b e for ma nta n ng books of bus ness and b ab e hours. Prov de pro bono
 serv ce to the commun ty through the Vo unteer Lega Serv ce Pane of the Bar Assoc at on of San
 Franc sco and the A ds Lega Serv ces Pane . Law Schoo Adm ss ons Counc (LSAC) June 2010-May
 2017 S te Superv sor As the s te superv sor I am respons b e for the overa adm n strat on of the Law
 Schoo Adm ss ons Test (LSAT) and Mu t state Profess ona Respons b ty Exam (MPRE) at my test ng
 center. I am requ red to h re and manage test proctors and room superv sors and oversee that the test s
 ran to the LSAC Protoco and us ng the h ghest secur ty measures. John F. Kennedy Un vers ty Hous ng
 Advocacy C nc August 2010-December 2010 C n ca Intern As a cert fed aw student and under the
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 nc ud ng and ord/tenant d sputes, un awfu deta ners, and hab tab ty. Prov ded ega ass stance to c ents
 through Bay Area Lega Ad and the San Franc sco Tenants Un on. Drafted reta ner agreements, med ca
 re eases, sett ement agreements, among other c ent documents. San Franc sco D str ct Attorney's Off ce
 August 2009-December 2009 Law C erk (Internsh p) As a cert fed aw student I prov ded ass stance to
 the Ass stant D str ct Attorney's n the pre m nary department. Respons b e for draft ng and f ng mot ons
 n a t me y manner, nc ud ng oppos t ons to mot ons for d sm ssa , oppos t on to 1538.5 mot ons, and the
 Peoples comp ants. Under the superv s on of counse , t gated n the pre m nary department over the
 pre m nary hear ng. Napa County Super or Court June 2009-August 2009 Jud ca C erk (Internsh p)
 Prov ded research ass stance to super or court judges and the a ternat ve d spute reso ut on department.
 Met w th super or court judges, Napa County Pub c Defender and D str ct Attorney to obta n cr t ca
 t gat on techn ques and adv ce on career advancement. Bay Area Lega Ad June 2008-August 2008 Law
 C erk (Internsh p) Prov ded ega ass stance to v ct ms of domest c v o ence n the matters of fam y aw,
 restra ng orders, and mm grat on ass stance. Ass st w th document ng and draft ng of temporary
 restra ng orders to be presented to the courts. Eden Area Reg ona Occupat on Program August 2004-
 June 2009 Cr m na Just ce Instructor Prov ded ass stance w th curr cu um deve opment. Deve op course
 goas and ession p ans. Taught cr m na just ce to more than 145 San Leandro H gh Schoo Students per
 semester. Taught on subjects nc ud ng: The h story and structure of the cr m na just ce system, h story of
 aw enforcement, const tut ona aw, substant ve and procedura aw, tra process/procedure, and
 correct ons. Taught fe sk s nc ud ng: t me and conf ct management, money management, and the
 fundamentals of job and co ege searches. Drafted a course textbook. Ass sted n estab sh ng the ent re
 Introduct on to Cr m na Just ce Programs as a mode pract ce to be recogn zed by the State of Ca forn a.
 AFFILIATIONS AND PUBLIC SERVICE -Ca forn a Women Lawyers Execut ve Board – Aff ate
 Governor, Cha r of D vers ty Comm ttee -Contra Costa County Bar Assoc at on Women Sect on Execut ve
 Board – Past Pres dent -Contra Costa County Bar Assoc at on East County Sect on - Program Cha r -
 Contra Costa County Bar Assoc at on D vers ty Comm ttee -Member of the Contra Costa County Conf cts
 Pane (Probate) -Member of the Contra Costa County Bar Assn. (Women's Sect on, So o and Sma F rms
 Sect on, Barr sters, East County) -Member of the Robert G. McGrath Amer can Inn of Court - Assoc ate -
 Member of EBTEL (East Bay Trust and Estate Lawyers) -Member of the A ds Lega Referra Pane
 (Land ord/Tenant, Estate P ann ng, C v , and DV Issues) -Member of the Conference of Ca forn a Bar

Assoc at ons - Contra Costa County -Bay Area Tuskegee A umn C ub - Former V ce Pres dent -A ameda County Bar Assoc at on -Amer can Bar Assoc at on PUBLICATIONS Book: Barren, But Not Broken: A Guide from Infert ily to Adopt on, 2019 Art c e: <https://www.cccbba.org/art c e/d vers ty-cons derat ons- n- the- appo ntment-of-counse -for-conservatees-un ntent ona - mp c t-b as/>

[PD RESUME Updated 19.docx](#)

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 undersand 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

PA`TANISHA ENA DAVIS, ESQ.
[REDACTED], Brentwood CA 94513
[REDACTED]

BAR MEMBERSHIP

California Licensed Attorney: #281261, Issued by The State Bar of California, December 2011.

Federal Court Admittance: Admitted to practice in U.S. District Court: Eastern District of California, February 16, 2016 and Northern District of California, January 27, 2016

EDUCATION

John F. Kennedy University School of Law, Pleasant Hill, CA

Degree: Juris Doctorial, Graduation date December 2010. **Public Interest Law Certificate**

Santa Clara University School of Law, Santa Clara, CA

Honors: Recipient of the Law Faculty Scholarship. Attended: August 2003–June 2004

California School of Professional Psychology, Alameda, CA

Degree: M.A. in Organizational Development and Change Leadership, June 2002

Honors: Completion of all PhD level courses

Tuskegee University, Tuskegee, AL

Degree: B.A. in Psychology, May 2000.

Honors: Vice National Deans List and Published as a Who's Who Among America College Students Scholar

LEGAL EXPERIENCE

Key Counsel, P.C.

September 2018- Current

Attorney/Partner

Managing a two-attorney law practice and legal staff. Litigation in civil, probate, adoption and estate planning from intake to closure of the matter. Primary litigation in probate and estate planning. Court appointed counsel on the Contra Costa County Guardianship and Conservatorship Panels. Administrative task includes: administering payroll; trainings; marketing; accounts payable and receivable, tax and 1099 reporting, and billing.

The Life Law Group Firm

January 2017-Current

Attorney

Established a solo probate, estate, and civil planning law practice. Manage office staff, marketing, and all cases independently to settlement or through litigation. Responsible for maintaining books of business and billable hours. I serve as a member of the Contra Costa County Criminal Conflicts Panel. As a member of the Panel, I accept court appointments on Probate and Criminal Matters. Provide pro bono service to the community through the Volunteer Legal Service Panel of the Bar Association of San Francisco and the Aids Legal Services Panel. Legal experience: Litigation, drafting pleadings, client and case management, settlement negotiations, discovery, and jury and non-jury trials.

Life Law Group, LLP

March 2013-December 2016

Attorney/Partner

Managed a three-attorney law practice and legal staff. Litigation in civil, probate, adoption and criminal law from intake to closure of the matter. Primary litigation in probate and civil. Court appointed counsel on the Contra Costa County Criminal, Guardianship and Conservatorship Panels. Administrative task includes: administering payroll; trainings; marketing; accounts payable and receivable, tax and 1099 reporting, and billing.

John F. Kennedy University

January 2016-September 2016

Adjunct Law Professor

Part-time instructor of the legal methods course to first year law students. Responsible for full 15 weeks of instruction and grading. Also responsible for development of lessons and testing.

Law Office of Patanisha Davis-Jenkins

January 2012-February 2013

Attorney

Established a solo law practice in the following areas of law: Family, Adoption, Estate Planning, Probate, and Landlord/Tenant. Manage office staff, marketing, and all cases independently to settlement or through litigation. Responsible for maintaining books of business and billable hours. Provide pro bono service to the community through the Volunteer Legal Service Panel of the Bar Association of San Francisco and the Aids Legal Services Panel.

Law School Admissions Council (LSAC)

June 2010-May 2017

Site Supervisor

As the site supervisor I am responsible for the overall administration of the Law School Admissions Test (LSAT) and Multistate Professional Responsibility Exam (MPRE) at my testing center. I am required to hire and manage test proctors and room supervisors and oversee that the test is ran to the LSAC Protocol and using the highest security measures.

John F. Kennedy University Housing Advocacy Clinic

August 2010-December 2010

Clinical Intern

As a certified law student and under the supervision of counsel I dispensed legal advice to clients with housing issues and disputes, on matters including landlord/tenant disputes, unlawful detainers, and habitability. Provided legal assistance to clients through Bay Area Legal Aid and the San Francisco Tenants Union. Drafted retainer agreements, medical releases, settlement agreements, among other client documents.

San Francisco District Attorney's Office

August 2009-December 2009

Law Clerk (Internship)

As a certified law student I provided assistance to the Assistant District Attorney's in the preliminary department. Responsible for drafting and filing motions in a timely manner, including oppositions to motions for dismissal, opposition to 1538.5 motions, and the Peoples complaints. Under the supervision of counsel, litigated in the preliminary department over the preliminary hearing.

Napa County Superior Court

June 2009-August 2009

Judicial Clerk (Internship)

Provided research assistance to superior court judges and the alternative dispute resolution department. Met with superior court judges, Napa County Public Defender and District Attorney to obtain critical litigation techniques and advice on career advancement.

Bay Area Legal Aid

June 2008-August 2008

Law Clerk (Internship)

Provided legal assistance to victims of domestic violence in the matters of family law, restraining orders, and immigration assistance. Assist with documenting and drafting of temporary restraining orders to be presented to the courts.

Eden Area Regional Occupation Program

August 2004-June 2009

Criminal Justice Instructor

Provided assistance with curriculum development. Develop course goals and lesson plans. Taught criminal justice to more than 145 San Leandro High School Students per semester. Taught on subjects including: The history and structure of the criminal justice system, history of law enforcement, constitutional law, substantive and procedural law, trial process/procedure, and corrections. Taught life skills including: time and conflict management, money management, and the fundamentals of job and college searches. Drafted a course textbook. Assisted in establishing the entire Introduction to Criminal Justice Programs as a model practice to be recognized by the State of California.

AFFILIATIONS AND PUBLIC SERVICE

- California Women Lawyers Executive Board – Affiliate Governor, Chair of Diversity Committee
- Contra Costa County Bar Association Women Section Executive Board – Past President
- Contra Costa County Bar Association East County Section - Program Chair
- Contra Costa County Bar Association Diversity Committee
- Member of the Contra Costa County Conflicts Panel (Probate)
- Member of the Contra Costa County Bar Assn. (Women's Section, Solo and Small Firms Section, Barristers, East County)
- Member of the Robert G. McGrath American Inn of Court - Associate
- Member of EBTEL (East Bay Trust and Estate Lawyers)
- Member of the Aids Legal Referral Panel (Landlord/Tenant, Estate Planning, Civil, and DV Issues)
- Member of the Conference of California Bar Associations - Contra Costa County
- Bay Area Tuskegee Alumni Club - Former Vice President
- Alameda County Bar Association
- American Bar Association

PUBLICATIONS Barren, But Not Broken: A Guide from Infertility to Adoption, 2019



ADVISORY BODY ANNUAL REPORT

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

I. Activities

(estimated response length: 1/2 page)

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

II. Accomplishments

(estimated response length: 1/2 page)

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

III. Attendance/Representation

(estimated response length: 1/4 page)

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

IV. Training/Certification

(estimated response length: 1/4 page)

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

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

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

FAMILY AND CHILDREN'S TRUST COMMITTEE

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

SECTION I: GENERAL INFORMATION

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

SECTION II: SITE VISIT (for FACT Use Only)

1. Date of Site Visit: _____
2. FACT Members/Staff Present:

3. Agency Staff Present: Attach sign in sheet

SECTION III: PROGRAM DEMOGRAPHICS

1. Please complete the following charts:

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

FAMILIES BY AREA OF THE COUNTY	Projected # to be served	Number served to date
East County		
Central County		
South County		
West County		
Total Families		

SECTION IV: RESOURCE ALLOCATION

1. Are you spending your FACT dollars as projected for this program? Are your expenses running higher or lower than your original projections? If so, please explain.

2. Have you spent and do you anticipate spending down your FACT funds at a relatively consistent rate (i.e. approximately 1/12 of the contracted amount each month)? If not, please explain.

3. Have there been significant changes in organizational structure, staffing or resources that could impact the FACT funded program?

SECTION V: SERVICE DELIVERY/GOALS & OBJECTIVES

1. Are you meeting the goals and objectives as outlined in your contract, if not please discuss barriers to achievement?
 - a. For each FACT goal and its objectives, please complete a chart for your program using the following sample.

FACT Goal:		
Objective:	Progress To Date	Additional Information
Objective:		

- b. Please complete the attached Service Unit Chart include each Service Unit listed in your contract

Service Unit	Progress to Date	Additional Information

2. What predicted or unforeseen problems or challenges have you encountered? What specific actions are you taking to address these problems? Are any of the issues areas in which the FACT Committee might provide assistance/advocacy?

3. What are the eligibility criteria for your FACT funded project per your contract? Please describe your process for determining adherence to the eligibility criteria.

4. Do you have policies and procedures in place that inform participants how their personal information may or may not be shared? If so, please explain.

SECTION VI: COMMUNITY CONTEXT

1. What evidence do you have that this program is valued and utilized by the community? What issues/barriers have you encountered? Have you found effective ways to resolve these issues?

2. Is there a waiting list for services? On average, how many people are on the waiting list at any one time? If relevant, how are clients handled while on the waiting list? How long do clients remain on the waiting list?

SECTION VII: INTERAGENCY COOPERATION

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

(Complete questions 2-4 only if FACT-funded program is a collaboration.)

2. Is your project a specific collaboration with other agencies? If so, which agencies?
3. What benefits have you found from this collaboration?
4. What challenges have you encountered from this collaboration?

SECTION VIII: EVALUATION

1. How are client and project progress measured? By whom? How often?
2. What impact is this program having on the target population, individuals, and/or community? Provide specific evidence including assessment materials, client or other illustrative stories, pre and post screening, etc.
3. Are there specific lessons you have learned as a result of implementing this program?
4. Are there other issues or facets of your program of which you would like the FACT Committee to be aware?

Please have the following available for the review team at the time of your visit:

- Any publicity your program has received, especially comments/letters from clients, testimonials, etc.
- Any specific materials you have developed, especially program descriptions, evaluation tools, training curricula, etc.



EVERY CHILD DESERVES A CHANCE AT THEIR DREAMS.

MASTER CALENDER, 11-2020 THROUGH 9-2022, DISCUSSION DRAFT

2020	
November	Review Overall Master Calendar
December	Review FACT funding sources; Discuss Implications for Funding & RFP Process <i>Review & Discuss approach for second year contractor (program grantees) site visits in anticipation of third year renewal process</i>
2021	
January	Implement site visit process (sign up's, team leads, scheduling, orientation) <i>FACT new member orientation session</i>
February	Implement site visit process (sign up's, team leads, scheduling, orientation)
March	Site Visit report outs
April	Site Visit report outs
May	Site Visit retrospective discussion ; Review, revise tax insert flyer <i>FACT Membership Renewal Cycle (for terms ending September 2021); Applications for July-August vote through FHS</i>
June	Review & discuss approach to 2021-2022 needs assessment
July	Implement needs assessment (publish schedule of hearings, interviews, other agreed to assessment activities)
August	No meeting
September	Implement needs assessment <i>Chair & Vice Chair nominations, vote, appointment , 2 year term begins</i> Tax Insert/Flyer to print
October	Complete needs assessment; identify funding priorities ; build RFP <i>Review & Discuss approach for third year contract assessment process</i>
November	Complete RFP, receive approval, release
December	<i>Implement third year contract assessment process; site visits</i>
2022	
January	Bidders Conference; RFP proposals due; begin evaluation
February	FACT member final orientation on rating process; FACT members individual scoring of RFP's
March	Public meeting for review of FACT individual ratings; funding recommendations
April	Award, Appeals & Contracting Process <i>Complete third year contract assessment process</i>
May	Award, Appeals & Contracting Process : <i>Complete third year contract assessment process</i> FACT Membership Renewal Cycle (for terms ending September 2022); Applications for July-August vote through FHS
June	Award, Appeals & Contracting Process; approve tax insert
July	Retrospective review of RFP process; identify potential improvements
August	No meeting
September	Begin planning for 2022-2023 contractor site visits and evaluation

FACT

Family & Children's
Trust Fund



EVERY CHILD DESERVES A CHANCE AT THEIR DREAMS.

FACT ROSTER November 2020

Committee Seats (5)	At-Large Members (5)	District Seats (5)
<p>1. First 5 Commission Exp. 09/30/2022 Lisa R. Johnson</p> <p>2. School Representative Exp. 09/30/2022 Karin Kauzer</p> <p>3. Child Development Early Childhood Education/Local Planning Council Exp. 09/30/2022 Micaela Mota</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. 09/30/2022</p> <p>2. Katie Callahan Cisco Exp. 09/30/2022</p> <p>3. At-Large Seat Exp. 09/30/2021 Vacant – Pending Appointment</p> <p>4. Joseph DeLuca Exp. 09/30/2021</p> <p>5. At-Large Seat Exp. 09/30/2022 Vacant</p>	<p>District I Exp. 09/30/2021 Supervisor John Gioia Richard Bell</p> <p>District II Exp. 09/30/2021 Supervisor Candace Andersen Vacant</p> <p>District III Exp. 09/30/2022 Supervisor Diane Burgis Stephanie Williams-Rogers</p> <hr style="border: 0.5px solid blue; margin: 10px 0;"/> <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>
	Staff to FACT (2)	
	<p>Elaine Burres 40 Douglas Drive Martinez, CA 94553 O: (925) 608-4960 eburres@ehsd.cccounty.us</p> <p>Laura Malone (temp) 40 Douglas Drive Martinez, CA 94553 O: (925) 608-4943 malonl@ehsd.cccounty.us</p> <p style="color: red; font-weight: bold;"><i>Reception: (925) 608-5000</i></p>	