

# FACT Meeting Minutes

December 7, 2020

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Zoom Meeting



**Call to Order – 9:32**

**Committee Member Attendance:**

<b>Richard Bell</b>	<b>Carol Carrillo</b>	<b>Joe DeLuca</b>	<b>Mary Flott</b>	
<b>Lisa Johnson – 9:35</b>		<b>Karin Kauzer – 9:34</b>		<b>Dr. Allyson Mayo</b>
<b>Micaela Mota</b>	<b>Katie Callahan</b>	<b>Mujdah Rahim</b>	<b>Stephanie Williams-Rogers - absent</b>	

**Staff:** Laura Malone, Jan Nelson, Jessica Wiseman **Guests:** Ani Pereira Sekhon, Dave Leimsieder, Jennifer Early

**1. Review and Accept the Minutes (November 2, 2020)**

- Mary Flott motioned to accept the minutes, Richard Bell seconded. It passed unanimously; Yea: 8, Nay: 0; Abstained: Carol Carrillo

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

- *Committee membership update*
  - o Stephanie Williams-Rogers has submitted her resignation. This opens the District III seat. Supervisor Burgis' office will submit the board order for the vacancy, next BoS meeting is January. Stephanie is hoping to provide someone as a reference to Supervisor Burgis.
  - o Jennifer and Dave's FACT Committee membership request was submitted 11/23 to the FHS and approved to move forward. Is on BoS agenda for 12/8.
  - o Mary submitted request to shift from At-Large to District II seat, that will open up At-Large for Patanisha. Supervisor Andersen's office will submit Mary's shift to BoS in January at which time, once the At-Large seat is confirmed vacant, Laura will submit Patanisha's membership appointment request to the FHS – target end of January 2021.
  - o Ani's seat pending, waiting to hear from District V. Laura will follow up with District V.
  - o This would leave only the District III seat open once all the moves are complete.
  - o One pending application that doesn't meet the district requirements for the District V seat opening at this time.

**3. FACT Site Visit Prep**

- *Logistics* – Coming up on year 3 of the cycle (new process), FACT Committee self-sign up for visits will happen in January. Some site visits can have a major impact on the programs while some may have little impact. This year will be the first year we will offer site visits virtually. If

the county health order restrictions open up we will want to perform in-person visits, need to be open to pivoting the process.

- *Site Visit Report (Questionnaire)* – Reviewed current Site Visit Report that is to be provided to FACT grant contracts and filled out prior to the Site Visit. Feedback of additions/modifications from Committee include:
  - Is this service adaptable to a virtual platform? Yes/No, If yes, how? If no, what can be done or what is being done in place of it? County doesn't have the crosswalk system in place. FACT contracts have been given general requirements to provide virtual services, per county counsel directive. Look at each agency differently, what is FACT funding and how can that be adjusted. Flexibility is key.
  - Take the current form and add questions.
    - Suggested questions from Lisa: Please tell us how you have adapted your service delivery model, if at all, during the COVID-19 Shelter In Place? What successes and challenges are you experiencing during this period given the COVID-19 pandemic? Have you seen a need to move toward incorporating a race, equity, diversity and inclusion lens into your service delivery model? If so, please tell us more.
    - Suggested by Jan: Add option within document where it would apply – (adaptation for virtual services)
    - Suggested by Joe: Do you have specific thoughts or recommendations regarding delivery of your services through remote delivery that you would like to share with FACT? How will remote deliver become, if applicable, a more permanent service delivery approach?
    - Suggested by Ani: Please list all virtual or electronic adjustments made in order to meet service delivery goals during this period given the COVID-19 pandemic.

#### **4. FACT Budget Presentation**

- *Presentation* – Laura delivered budget presentation providing additional information for Committee on FACT Budget and Funding Streams. 5 different funding sources, birth certificate revenues, special license plate revenues, Property tax bill insert donations, community based child abuse prevention funds (CBCAP), Child abuse prevention intervention and treatment funds (CAPIT). Reviewed the amount of money typically provided through these funds and details of the funds. Document to be shared with committee.

#### **5. New Member Information Packet**

- *Review New Member packet* – Mary provided Google doc invitation to all committee members. Will be available online only, Laura/Jessica will be able to create a link on the FACT website. Committee wants to add the FACT Budget Presentation provided by Laura to the new member information packet. The document has a welcome message and provides historical data and perfunctory information about how the meetings operate, quorum, county staffing, etc. Mary would like to include roster and policies and procedures. Q & A expected as a new member. Requesting committee to review and provide feedback. Dr. Mayo, wants to include a way for new members to comment on how they want to help, what they would like to contribute.

#### **6. Updates**

- *Contract Update* – Jan provided update, all 7 contracts have completed the process. Fiscal is setting up the spreadsheet and demands can be paid. Back demands have been processed for

those that have been submitted. Joe asked if there are any performance issues, Jan is not aware of any at this time.

- *FACT Budget Update* – we are covering all the costs. One of the concerns this year (per fiscal), if we don't process demands timely, and there are delayed demands, the State could reduce our allocations. The State is looking at County expenses closely and re-allocate money that isn't being used. FACT Staff will be working with vendors closely to ensure demands are turned in timely and paid quickly.
- *Action Item List* – Joe and Mary reviewed offline, will send the updates to Laura/Jessica
- *2021 FACT Meeting Schedule* – reviewed calendar, confirmed August is typically the month we do not hold a FACT meeting. [Karin Kauzer motioned to accept the calendar with modification \(August vacation\), Richard Bell seconded. It passed unanimously; Yea: 9, Nay: 0; Abstained: Carol Carrillo](#)

#### **7. Discussion/Announcements/Public Comment**

- FACT donation brochure is posted online – new avenue for donations, not online donation, but brochure can be printed and donation can be sent.
- Letter from Olga shared by Joe.
- Jennifer expressed her thanks for the opportunity to serve on the committee.
- Dave also expressed thanks for the opportunity and looking forward to actively engaging, and wants to provide insights that will forward the mission of the group.

**Adjourn – 11:12 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		
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		
Provide deliverables from Grantees regarding the COVID changes	Laura/Jan	10-05-20		
Write up letter confirming extension of contracts into 3 <sup>rd</sup> year	Laura/Jan	10-05-20		
Jewish Family response letter	Mary Flott	10-05-20		

### ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date



Contra Costa County  
Employment & Human Services  
Department  
Children & Family Services

## FAMILY & CHILDREN'S TRUST

### FUNDING INFORMATION



FACT Meeting | Monday, December 7, 2020

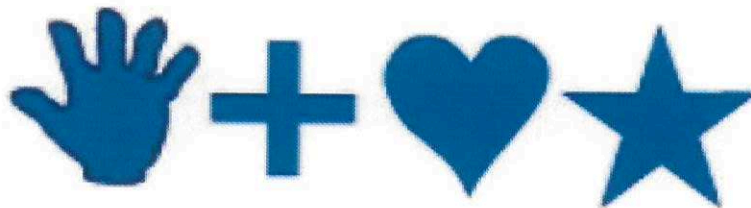


# FACT Funding

*California*

- FACT funding is derived from five (5) funding sources:
  - Birth Certificate Revenues
  - Special License Plate Revenues
  - Property Tax Bill Insert Donations
  - Community Based Child Abuse Prevention Funds (CBCAP)
  - Child Abuse Prevention Intervention and Treatment Funds (CAPIT)

TYPE HERE





# FACT FY20-21 Budget

FACT funding is budgeted each year based on the prior 3 year average. Actual allocations are applied once received from the State.

Income	Amount Contract Budget	5215 2310 L70 (1733) Child Abuse Prevention Intervention and Tx (CAPIT)	0505 2310 Birth Certificates Community (County Children's Trust )	0507 2310 Ann Adler Children and Family Trust (includes earned from tax bill inserts)	5222 2310 Y19 Community Based Child Abuse Prevention (CBCAP)
Projected Income			\$ 126,716	\$ 38,715	
State Determined Funding Amounts		\$ 271,566			\$ 37,920
Carryover (FY18-19 unspent)				\$0	
License Plates				\$22,774	
<b>Total Funds Available</b>	<b>\$ 539,125</b>	<b>\$ 313,000</b>	<b>\$ 126,716</b>	<b>\$ 61,489</b>	<b>\$ 37,920</b>

FACT funding covers FACT contracts and Property Tax Bill insert expenses



# Funding Requirements

All funds are expected to be utilized for the purpose to funding child abuse and neglect prevention and intervention programs operated by private non-profit orgs or (in some cases public institutions with higher education with recognized expertise in field related to child welfare.

- Property Tax Bill Inserts – budgeted based on prior 3 years
  - Must comply with Children’s Trust Fund requirements
- County Children’s Trust – % of birth certificate revenues, license plate revenues (both based on allocation)
  - Intended for the support of child abuse prevention services in the community and will be used to fund child abuse and neglect prevention and intervention programs operated by private, non-profit organizations or public institutions of higher education with recognized expertise in fields related to child welfare.
  - Assurances are required by the county and will be provided to the CDSS OCAP and will include all information necessary to meet federal reporting mandates for receipt of any federal funds for deposit in the CCTF
  - The county shall use no more than 5 percent of the amounts in the trust fund for administrative costs.



# Funding Requirements

- The OCAP and local commission are required to annually collect and report data relevant to the SCTF and the local CCTF
  - Descriptions of the types of programs and services funded by the CCTF and SCTF
  - The target populations served from the funded programs
  - The amount in each portion of the CCTF as of June 30 each year
  - The amount disbursed in the preceding fiscal year.

# Funding Requirements

- CBCAP – federal capped allocation, comes in annually via check
- CAPIT – funded by 2011 State Realignment dollars = CA tax revenue
  - Priority shall be given to:
    - Children who are at high risk, including children being served by county welfare departments for abuse and neglect; children referred for services by legal, medical, or social service agencies.
    - Minority populations
    - Projects and services related to the needs of children, especially children under 14 years of age.
  - Priority shall be given to prevention programs through:
    - Non-profit agencies, including where appropriate, programs that identify and provide services to:
      - Isolated families, particularly those with children five years of age or younger
      - High quality home visiting programs based on research-based models of best practice
      - Services to child victims of crime.
  - Funding priority given to private, non-profit agencies with programs that serve the needs of children at risk of abuse or neglect and that have demonstrated effectiveness in prevention or intervention.



# CA State Oversight

- CAPIT & CBCAP – OCAP provided administration and oversight for the funds through the CA Child and Family Services Review
  - Program Requirements
    - Counties are required to demonstrate the following program requirements are met through the County Self-Assessment (CSA) and System Improvement Plan (SIP) components of the California Child and Family Services Review (C-CSFR) and the CAPIT/CBCAP/PSSF annual reporting process.
  - In a County that has established a multidisciplinary council, the council shall be utilized to provide recommendation to the board of supervisors for the funding processes and priorities. Services/activities include:
    - Are not duplicated in the community
    - Are based on needs of children at risk
    - Help the county make progress toward the outcome indicators
    - Are culturally and linguistically appropriate to the population served
  - Requires a 10% cash or in-kind match from applicant agencies.



Family and Children's Trust Committee (FACT)  
2021 MEETING SCHEDULE

*All meetings will be held  
Via Zoom  
9:30-11:30AM*



January 4, 2021

February 1, 2021

March 1, 2021

April 5, 2021

May 3, 2021

June 7, 2021

July 12, 2021 \*

August 2, 2021

September 13, 2021 \*

October 4, 2021

November 1, 2021

December 6, 2021

\* Second Monday due to Holiday

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

**PENDING ACTION ITEMS**

<b>Deliverable</b>	<b>Responsible Party</b>	<b>Assigned Date/Due Date</b>	<b>Confirmed Complete at Meeting</b>	<b>Movement if not Complete</b>
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Annual report draft	Laura Malone	10-05-2020/11-03-2020		
Provide deliverables from Grantees regarding COVID changes	Laura Malone/Jan Nelson	10-05-2020/11-03-2020		
Write up letter confirming extension of contracts into 3 <sup>rd</sup> year	Laura Malone	10-05-2020/11-03-2020		
Jewish family response letter	Mary Flott	10-05-2020		Complete prior to December meeting

**FAMILY AND CHILDREN'S TRUST COMMITTEE**

**ANNUAL SITE VISIT MONITORING FORM  
2020-2021 Funding Year**

**SECTION I: GENERAL INFORMATION**

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

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

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

**SECTION III: PROGRAM DEMOGRAPHICS**

1. Please complete the following charts:

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



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

**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.

<b>FACT Goal:</b>		
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.



## Outline for Proposed FACT WELCOMES YOU

- I. Welcome to new FACT members
  - A. Background
  - B. Meetings – members, quorum, locations
  - C. Introduction to FACT Priorities around child abuse
  - D. Introduction to EHSD
  - E. FACT Calendar
  - F. Responsibilities of members
- II. FACT RFP Process
  - A. Introduction to FACT RFPs
  - B. FACT funding sources
  - C. FACT grant oversight and grantee reports
- III. FACT and EHSD
- IV. Resources and information on child abuse and neglect, child safety and early childhood development resources
- V. Attachments
- VI. Links to resources

**DRAFT**

## Welcome to the Family and Children's Trust Committee

### Overview

The **Family and Children's Trust Committee** has been an advisor to the Contra Costa Board of Supervisors since 1985. Members of the FACT Committee include residents with expertise in children's issues, education, law, non-profit agency management, public health, and program research/evaluation and concerned citizens of Contra Costa County.

Members of the Family and Children's Trust Committee represent all five Contra Costa County supervisorial districts. There are also **XXXXXX** at-large members also from Contra Costa County. FACT also relies on membership from those from specific areas of expertise:

Mental health

Local Area Planning

First 5 Commission

Child Abuse Prevention Council of Contra Costa – non-vol

Faith Based Community

Substance Abuse Advisory Committee

Early Childhood Education/Development

The committee has a Chairperson, currently Joe Deluca, and a Co-chairperson, currently Mary Flott. These persons lead the monthly meetings and provide other active support for the work of FACT. Board-at-large district members are voting members of the committee.

The Committee may form subcommittees to address specific needs of FACT.

Subcommittees are able to meet outside of normal FACT monthly meetings.

Committee meetings are held on the first Monday of the month at 9:30 AM in Martinez. Currently, meetings are virtual, using the ZOOM app due to the Covid virus.

**The primary work of the FACT Committee is to make funding recommendations on the allocation of funds for the prevention of child abuse and neglect and supportive services for families and children.** The Committee has developed a competitive bidding process to select non-profit, community-based agencies that can best provide the services determined to be most beneficial to at-risk families. Program grant recommendations are made to the Board of Supervisors which makes the final funding decisions. The Committee continues to evaluate these funded programs to ensure continued provision of quality service and achievement of the organization's stated goals. **Programs currently being supported include parenting classes, treatment for families, young children and teens with both substance abuse and child abuse issues,**

services for homeless families, and projects to support children whose mothers have been victims of domestic violence and sexual assault.

Child abuse and child neglect are continuing social problems, which need the support of our community. The impact of child abuse goes far beyond its child victims; it affects entire families, our schools and our greater communities. The physical and emotional scars and the financial burden endure years after abuse occurs. Child maltreatment has been shown to create life long challenges for victims: poor health outcomes, incarceration, child welfare needs, special educational needs, and poor adult productivity.

Evidence based research provides the FACT Committee with a standard for determining the most effective strategies to support families and prevent incidents of abuse and neglect. This standard is known as the **five protective factors**. By developing these protective factors, families will be more aware of their own risks and more prepared to avoid abusive behavior:

**Social and emotional competence of children**

**Knowledge of parenting and child development**

**Parental resilience**

**Social connections**

**Concrete support**

The FACT Committee identifies these factors in its Requests for Proposals and asks applicants to address their organization's reliance on them. This helps to create a recognized norm for applicants beyond their specific program strategies. To read more about these risk factors, please go to <https://cssp.org/wp-content/uploads/2018/11/About-Strengthening-Families.pdf>

The FACT Policies and Procedures document will be attached at the end of this document and can be accessed at **Put in web address**

### How the FACT Committee works

Meetings are conducted by the FACT Chairperson, currently Joe DeLuca, or the Co-chair, currently Mary Platt.

For a meeting to be called to order there must be a sufficient number of voting FACT Members in attendance, or a quorum. **A quorum is one more than half of our membership.** Members will receive emails in advance of each meeting prompting members to attend and to let the committee staff know of their plans to attend or not to attend. This is important as a number of members drive many miles to attend these meetings and it is necessary to know in advance that a quorum is expected. Absence a quorum no FACT business or discussion may take place.

Each meeting follows a published agenda. Members will receive this agenda in advance of the meeting by email. In order for additions or changes to be made to the published agenda, the information must reach the FACT staff representative, currently Jessica Wiseman, at the county's Employment and Human Services Department by **XXxXxxxxx**



before the meeting for it to be included in the agenda. FACT meetings are a matter of public record thus requiring sufficient lead time for interested members of the public to see the complete agenda on the Contra Costa County website before meetings.

Members of the public are welcome to attend meetings and to comment on FACT discussions and activities. FACT meeting minutes are for public record.

Meetings will follow the monthly agenda with open discussion and an opportunity for any member to contribute. Some FACT decisions or actions require a passing vote from the committee. Any member can make a motion for a vote or to second the motion. A vote is then taken. **Members must be physically present at a meeting to participate in a vote or to be included in the quorum number.**

The FACT Committee has the staff support of the Employment and Human Services Department. Currently we have the support of:

Jessica Wiseman

Secretary to Roslyn Gentry, Deputy Director of Children & Family Services  
Employment & Human Services Department, Contra Costa County

40 Douglas Dr, Martinez, CA 94553

Email: [wisemja@ehsd.cccounty.us](mailto:wisemja@ehsd.cccounty.us)

Phone: 925-608-4826

Laura Malone

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40 Douglas Drive

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Elaine Burris

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EBURRES@ehsd.cccounty.us

(925) 608-4962

## FACT Calendar

The FACT calendar, which changes each year due to holidays, staffing and other variables, is a critical part of guiding the committee's work. Currently, FACT funding is on a three-year cycle. Contra Costa County Employment and Human Services Department (EHDS) has responsibility for creating and administering contracts with grantees and for disbursing grant funds. In order for EHSD to review and administer FACT's work such as requests for proposals, proposals submitted to the FACT Committee, the preparation of contracts and other business matters, **it is important for the committee to adhere to a schedule of activities and dates.** The FACT calendar is the same as the EHDS fiscal calendar, July 1<sup>st</sup> through June 30<sup>th</sup>.

## Committee members' responsibilities

Every **two years?** **conduct FACT needs assessment**, including establish content for community member and professional surveys (web-based and in-person), community and professional discussions/meetings and review/analysis of other current studies and information, to establish a minimum of two priority areas for funding of services

Every three years **develop a Request For Proposals** based on priority areas of service need; review and rate all responding proposals; recommend to EHSD Director and Board of Supervisors the award of contracts, including level of funding

Every three years **attend the public discussion and decision-making meeting** for grant proposals

Every three years **perform on-site monitoring visits** to FACT contracted agencies, including program reviews; document report results, present at FACT meeting

### Monthly meeting participation

Review site visit reports and **provide recommendation on contract renewal**

Public information activities and coordination/collaboration discussion with related programs/agencies to inform and educate the Contra Costa County community about the work of the FACT Committee, as appropriate for individual FACT members

Review and **approve tax insert** content for fundraising

Review **application for FACT committee membership**, including interviews with prospective members

Donor letter review and signature by the Chairperson and/or Vice-Chairperson

Usual duties as provided in Roberts Rules of Order - Chairperson and Vice-Chairperson

## Introduction to REQUESTS FOR PROPOSALS

During a funding year FACT will prepare and disseminate a Request for Proposals. Members are encouraged to read the entire RFP to fully understand the guidelines. The RFP will be distributed to prospective applicants. Included in the RFP will be information for **applicants to attend a mandatory bidder's conference** to gain knowledge and ask questions regarding the RFP. FACT Members are encouraged but not required to attend this bidder's conference. Subsequently, organizations choosing to apply for FACT funding will submit their proposals.

Proposals are then examined by EHSD for the fiscal and legal compliance of the organizations.

It is only after this process that the FACT Committee members go to work reading and evaluating each proposal. Members are provided with scoring materials to assist them in rating each submission fairly. Members are provided with hard copies of each

proposal to take home, read and determine their scores. Members are required to **base their scoring on only** the proposal without additional research.

After members have read and scored each proposal independently the entire committee meets publicly to discuss the proposals in depth, compare their impressions and make decisions on funding. During this meeting proposals are referred to by a number rather than the name of the organization. Grant applicants and the public may attend this meeting however they may not comment on the discussions. Applicants in attendance will not know the names of the funded organizations at this time – they will hear only the number assigned to the proposal. New grantees will be announced publicly at a later date.

**During a non-funding year** FACT has grant oversight responsibilities. During this period FACT also works to edit and improve its RFPs and its internal documents.

### **Introduction to FACT Funding Sources**

It is important to understand the sources of funds distributed by FACT's recommendations. These funds include:

The Child Abuse Prevention, Intervention, and Treatment - CAPIT funds  
Community-Based Child Abuse Prevention - CBCAP funds  
Birth Certificate fees  
The Ann Adler Family and Children's Trust funds, license plate fees,  
Other funds as may be subsequently directed by the Board of Supervisors  
FACT fundraising through property tax bills mailed to residents

### **FACT Oversight and Grant Reports**

Also during a non-funding year FACT has oversight responsibilities. FACT members arrange to provide a site visit to each funded organization. This allows members to see first hand the work that is being done, hear from the grantee's staff, ask questions about the work and the impact of FACT funding on their outcomes. After making a site visit, members then make a verbal report to the committee at a monthly meeting with their reactions, impressions and their recommendations on continuing or discontinuing funding for another year.

Grantees are required to make regular written reports to FACT. These reports go first to the county's EHSD and are distributed to the Chairperson and Co-chairperson and are available to any FACT member.

### **FACT and Employment and Human Services Department**

**The following is something I included - now not sure whether to include it or not – EHDS responsibilities:**

RFPs - documentation, publication, coordination, packet assembly, communication and distribution to FACT Committee, result tabulation, award/denial notifications ASAlls & Contracts Administrator

Contract/Account management – generation, coordination, documentation, negotiation, demand payment processing, fiscal monitoring/reporting ASAlls & Contracts Administrator

Site Visit Monitoring Support – report generation, coordination, communication, tracking ASAlls

Meeting Support – agenda, minutes, distribution, posting, scheduling, hosting, material preparation, meeting follow-up, action item response and resolution Secretary, ASAlls

Meeting Participation ASAlls,

Contracts Administrator, Secretary Annual OCAP Reporting - vendor and OCAP coordination, communication, data gathering and consolidation, completing State template/report, report submission to OCAP, resolution of report issues with OCAP Analyst and revision of report based on OCAP feedback ASAlls

Property Tax Bill Donor Support – Insert preparation, print and mail facilitation, donor log, donor thank you letters Secretary, ASAlls

Membership – tracking and facilitation of new and annual renewal membership requests through the county approval process, coordination and planning of membership renewals with members, new member communication

**DRAFT**

# **Welcome to the Family and Children's Trust Committee**

## **Overview**

The **Family and Children's Trust Committee** has been an advisor to the Contra Costa Board of Supervisors since 1985. Members of the FACT Committee include residents with expertise in children's issues, education, law, non-profit agency management, public health, and program research/evaluation and concerned citizens of Contra Costa County. Committee meetings are held on the first Monday of the month at 9:30 AM in Martinez. The primary work of the FACT Committee is to make funding recommendations on the allocation of funds for the prevention of child abuse and neglect and supportive services for families and children. The Committee has developed a competitive bidding process to select non-profit, community-based agencies that can best provide the services determined to be most beneficial to at-risk families. Program grant recommendations are made to the Board of Supervisors which makes the final funding decisions. The Committee continues to evaluate these funded programs to ensure continued provision of quality service and achievement of the organization's stated goals. **Programs currently being supported include parenting classes, treatment for families, young children and teens with both substance abuse and child abuse issues, services for homeless families, and projects to support children whose mothers have been victims of domestic violence and sexual assault.**

Child abuse and child neglect are continuing social problems, which need the support of our community. The impact of child abuse goes far beyond its child victims; it affects entire families, our schools and our greater communities. The physical and emotional scars and the financial burden endure years after abuse occurs. Child maltreatment has been shown to create life long challenges for victims: poor health outcomes, incarceration, child welfare needs, special educational needs, and poor adult productivity.

Evidence based research provides the FACT Committee with a standard for determining the most effective strategies to support families and prevent incidents of abuse and neglect. This standard is known as the **five protective factors**. By developing these protective factors, families will be more aware of their own risks and more prepared to avoid abusive behavior:

**Social and emotional competence of children**

**Knowledge of parenting and child development**

**Parental resilience**

**Social connections**

**Concrete support**

The FACT Committee identifies these factors in its Request for Proposals and asks applicants to address their organization's reliance on them. This helps to create a recognized norm for applicants beyond their specific program strategies. To read more about these risk factors please go to <https://cssp.org/wp-content/uploads/2018/11/About-Strengthening-Families.pdf>



## **How the FACT Committee works**

The FACT Committee meets for approximately 1.5 to 2 hours each month, the first Monday of each month at 40 Douglas Drive in Martinez at 9:30am. Meetings are conducted by the FACT Chairperson, currently Joe DeLuca, or the Co-chair, currently Mary Flott.

For a meeting to be called to order there must be a sufficient number of voting FACT Members in attendance, or a quorum. **A quorum is one more than half of our membership.** The FACT Committee seats one ex-officio member as an advisor, however it is not voting seat and their attendance does not apply to a quorum. Members will receive emails in advance of each meeting prompting members to attend and to let the committee staff know of their plans to attend or not to attend. This is important as a number of members drive many miles to attend these meetings and it is necessary to know in advance that a quorum is expected. Each meeting follows a published agenda. Members will receive this agenda in advance of the meeting by email. In order for additions or changes to be made to the published agenda, the information must reach the FACT staff person, currently Jessica Wiseman at the county's Employment and Human Services Department by XXxXxxxxx before the meeting for it to be included in the agenda. FACT meetings are a matter of public record thus require sufficient lead time for interested members of the public to see the complete agenda on the Contra Costa County website before meetings. Members of the public are welcome to attend meetings and to comment on FACT discussions and activities.

Meetings will follow the monthly agenda with open discussion and an opportunity for any member to contribute. Some FACT decisions or actions require a passing vote from the committee. Any member can make a motion for a vote or to second the motion. A vote is then taken. Members must be physically present at a meeting to participate in a vote or to be included in the quorum number.

The FACT Committee has the staff support of the Employment and Human Services Department. Currently we have the support of:

Jessica Wiseman

Secretary to Roslyn Gentry, Deputy Director of Children & Family Services  
Employment & Human Services Department, Contra Costa County  
40 Douglas Dr, Martinez, CA 94553  
Email: [wisemja@ehsd.cccounty.us](mailto:wisemja@ehsd.cccounty.us)  
Phone: 925-608-4826

Laura Malone

Children and Family Services  
Contra Costa County Employment & Human Services Department  
40 Douglas Drive  
Martinez, CA 94553  
[malonl@ehsd.cccounty.us](mailto:malonl@ehsd.cccounty.us)  
(925) 608-4943

Elaine Burris  
Contra Costa County Employment & Human Services Department  
40 Douglas Drive  
Martinez, CA 94553  
EBURRES@ehsd.cccounty.us  
(925) 608-4962

## **FACT Calendar**

The FACT calendar, which changes each year due to holidays, staffing and other variables, is a critical part of guiding the committee's work. Contra Costa County Employment and Human Services Department has responsibility for creating contracts with grantees and for making monetary disbursements of grant funds. In order for EHSD to review FACT's work such as requests for proposals, proposals submitted to the FACT Committee, the preparation of contracts and other business matters, it is important for the committee to adhere to a schedule of activities and dates. The EHSD fiscal calendar is July 1<sup>st</sup> through June 30<sup>th</sup>.

**During a funding year** FACT will prepare and disseminate a Request for Proposals. Members are encouraged to read the entire RFP to fully understand the guidelines. The RFP will be distributed to prospective applicants. Included in the RFP will be information for applicants to attend a mandatory bidder's conference to gain knowledge and ask questions regarding the RFP. Members are encouraged but not required to attend this bidder's conference. Subsequently, organizations choosing to apply for FACT funding will submit their proposals.

Proposals are then examined by EHSD for the fiscal and legal compliance of the organizations.

It is only after this process that the FACT Committee members go to work reading and evaluating each proposal. Members are provided with scoring materials to assist them in rating each submission fairly. Members are provided with hard copies of each proposal to take home, read and determine their scores. Members are required to base their scoring on **only** the proposal without additional research into any applicant.

After members have read and scored each proposal independently the entire committee meets publicly to discuss the proposals in depth, compare their impressions and make decisions on funding. During this meeting proposals are referred to by a number rather than the name of the organization. Grant applicants and the public may attend this meeting however they may not comment on the discussions. Applicants in attendance will not know the names of the funded organizations at this time – they will hear only the number assigned to the proposal. New grantees will be announced publicly at a later date.

**During a non-funding year** FACT has oversight responsibilities. FACT members arrange to provide a site visit to each funded organization. This allows members to see first hand the work that is being done, hear from the grantee's staff, ask questions about the work and the impact of FACT funding on their outcomes. After making a site visit, members then make a verbal report to the committee at a

monthly meeting with their reactions, impressions and their recommendations on continuing or discontinuing funding for another year.

### **FACT Funding Sources**

It is important to understand the sources of funds distributed by FACT's recommendations. These funds include:

The Child Abuse Prevention, Intervention, and Treatment (CAPIT) funds (AB 1733)

Community-Based Child Abuse Prevention (CBCAP) funds

Birth Certificate fees (AB2994)

The Ann Adler Family and Children's Trust funds, license plate fees,

Other funds as may be subsequently directed by the Board of Supervisors.

## **Committee member's responsibilities**

Every two years **conduct FACT needs assessment**, including establish content for community member and professional surveys (web-based and in-person), community and professional discussions/meetings and review/analysis of other current studies and information, to establish a minimum of two priority areas for funding of services

Every two years **develop a Request For Proposals** content based on priority areas of service need; review and rate all responding proposals; recommend to EHSD Director and BoS the award of contracts, including level of funding

Every two years **attend the public discussion and decision making meeting** for grant proposals

Every two years **perform on-site monitoring visits** to FACT contracted agencies, including program reviews; document report results, present at FACT meeting

### **Monthly meeting participation**

Review site visit reports and **provide recommendation on contract renewal**

Public information activities and coordination/collaboration discussion with related programs/agencies to inform and educate the Contra Costa County community about the work of the FACT Committee, as is appropriate for individual FACT members

Review and **approve tax bill insert** content

Review **applications for FACT membership**, including interviews with prospective members

Donor letter review and signature by the Chairperson and/or Vice-Chairperson

Usual duties as provided in Roberts Rules of Order - Chairperson and Vice-Chairperson

RFPs - documentation, publication, coordination, packet assembly, communication and distribution to FACT Committee, result tabulation, award/denial notifications  
ASAIIs & Contracts Administrator

Contract/Account management – generation, coordination, documentation, negotiation, demand payment processing, fiscal monitoring/reporting ASAIIs & Contracts Administrator

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