

FACT Meeting Minutes

February 7, 2022

9:30 a.m. – 11:30 a.m.

Meeting shifted to 10 am start time

40 Douglas Drive, Martinez, CA

Zoom Meeting



Call to Order – 10:07 am

Committee Member Attendance:

	Carol Carrillo	Mary Flott		
Lisa Johnson	Dave Leimsieder	Ani Pereira Sekhon		
Audra Carrion	Pa'tanisha Davis	Jenny Tsang		

Staff: Laura Malone, Jan Nelson, Jessica Wiseman

Guests: Pamela Neudecker, Christina Filios, Sidney Squire

1. FACT Membership Update, Organization

- Committee Membership – update provided.
 - o Over the New Year’s holiday Richard Bell resigned from the committee. Eight (8) members remaining, which is the minimum number of members to support quorum.
 - o Currently no new FACT membership applications after 45 days of advertising the need for members via social media and community contacts.
 - o To support voting during meetings, 8 voting members are required. Carol is a non-voting member, which leaves us with only 7 voting members. FACT does not have sufficient membership at this time to support voting on FACT business. Anything typically on the agenda for vote, cannot be voted on until additional seats are filled.
 - o First priority is to fill District I seat vacated by Richard (Supervisor Gioia), this member can be appointed without committee voting. All other seats require a vote and recommendation to the BoS for approval. Dave is planning to work with Supervisor Gioia to attempt to fill the vacant seat. Asks that all committee members continue to look to their networks/communities.
 - o Question asked if there is any emergency option to reduce the number of seats for FACT? It may be an option and is being looked into it.

2. RFP

- Review Scores & Discuss Funding Recommendations – did not receive all evaluations from FACT members, therefore cannot review scores, nor discuss funding recommendations.
 - o Given the membership/voting situation, FACT Staff worked with EHSD staff, CAO, BoS, to identify a solution to review evaluations results and scoring which would then be summarized and presented to the BoS for approval. Do not have all the results and

tabulations to present this today. Grant award tabulations are delayed to the next FACT meeting.

- Dave suggested an Adhoc meeting. Meeting scheduled for Friday 2/18 @ 9:30am.
- Due to the conflict of interest for two (2) members, identifying information of respondents will be removed from the review of the proposal evaluations and presented for the results meeting.
- Discussion about process being unfamiliar to new members, want to be sure to make adjustments for the future. January meeting was scheduled to do training, but was cancelled due to lack of quorum.
 - Suggestion to put a page limit going forward – per Laura there are limits included in RFP.
 - Suggestion to set up a buddy system for the future. Noted.

3. Discussion/Announcements/Public Comment – Pamela & Christina from Crossroads thanked FACT for their work and will be back next week.

Adjourn – 11:05 am

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date