

FACT Meeting Minutes

March 7, 2022

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Zoom Meeting



Call to Order – 9:33 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

Guest: Pamela Neudecker

1. FACT Membership Update, Organization

- Committee Membership – update provided.
 - o Continue to have the bare minimum of committee members to support quorum, still do not have voting quorum.
 - o Currently seven (7) seats vacant. Critical seat to fill is the District I seat in West County, it can be appointed by the board and doesn't require committee vote to move the appointment recommendation forward.
 - o Continue to perform recruiting across all available avenues.
 - o Applicant receives for an At-Large seat; Matthew Wadleigh, which has been sent to Dave and Ani. Matthew was invited to this meeting but was unable to attend due to a previous engagement, he will seek attendance in April.
 - o Dave encouraged committee members to reach out to Supervisor Gioia's office.
 - o Laura encouraged committee members to reach out to their contacts and use their social media presence.
 - o Audra asked if there is a blanket solicitation letter that the committee has provided that can be signed and sent out. There isn't a formal letter, but Mary has one that she's used and she will send out to the committee.

2. RFP

- RFP Award Plan – Due to the current committee member vacancies and member conflicts, Staff has had to seek additional alternatives to award the RFP proposals. All RFP proposal evaluation results were received from Committee members. Given the results of the RFP reviews, a ranking system is being used and a summary matrix of the results will be presented to BoS for approval.

- Anticipating recommendations for award presentation on BoS Agenda and approved on 3/29
- FACT award notification letters sent 3/30
- Appeal period 3/30-4/12
- Contract negotiations will begin in April/May.
- Contract processing from April-June.
- Any contract needing additional BoS approval targeted for July-August.
- Contract start dates are scheduled for August/September.

3. Discussion/Announcements/Public Comment – Pamela Neudecker thanked the committee for their time and will provide the information discussed with Christina Filios with Crossroads. Carol is not able to attend the April meeting.

Adjourn – 9:55 am

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date