**FACT** Special Meeting Minutes

April 17, 2023

1:30 p.m. – 3:30 p.m.

40 Douglas Drive, Martinez, CA

Zoom Meeting

## FACT LOGO_1079810_SMJPG_20120710120312743

**Call to Order – 1:37 pm**

**Committee Member Roll Call:**

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| **Mary Flott -** absent |  **Shelley Clark -** absent | **Carol Carrillo** | **Ani Pereira-Sekhon** | **Kirsten Rigsby** |
| **Audra Carrion -** remote |  **Dave Leimsieder** | **Demnlus Johnson -** absent | **Yvonne Wadleigh** | **Alejandra Chamberlain** |
| **Pa’tanisha Davis -** absent | **Erin Cabezas** | **Liliana Gonzalez** |  |  |

**Staff: Laura Malone, Jan Nelson, Jessica Wiseman**

**Guests:**

1. **Review and Accept Minutes (Feb and March 2023)**
* Correct Kirsten’s name
* Move to approve. Ani - motioned to approve minutes as presented. Alejandra seconded. Vote: Dave Yes, Ani Yes, Audra Yes, Alejandra Yes, Liliana Abstain, Erin Abstain, Kristen Yes, Yvonne Yes.
	+ Result: 6 Yes, 2 Abstain, 4 Absent, Laura M. will validate vote with CAO and/or County Counsel given situation. Confirmed Result Outside of Meeting: Did not pass.
1. **FACT Membership Update, Organization & Action Items**
* Modified Brown Act – In person Meeting/Teleconference requirements
	+ Under the Brown Act, the State requires transparency for public facing government meetings. In person meetings expected with Very specific remote options available.
	+ Reviewed requirements to ensure awareness of new rules effective March 1, 2023.
		- Quorum for FACT meetings must be in person and at the designated meeting location(s).
		- For FACT must have a minimum of 8 people in person. Note, vacancies are included in seat count when determining quorum.
		- Just cause and emergency circumstances are available reasons for remote attendance – remote attendance under just cause or emergency available to committee members two meetings per year.
		- If a Committee member needs to request remote access, an email will need to be sent to FACT Staff (Laura) with the appropriate category and short reason why remote is needed. If requesting to attend remotely due to Emergency Circumstances the committee must vote to approve the member’s request. Just Cause does not require a vote.
		- Question about absences in FACT Bylaws. Confirmed FACT Bylaws include an attendance/absence clause, three (3) absences in a row can result in the member being asked to leave the committee.
		- Question about remote policy and camera usage – is it required for members to have their cameras on if attending remotely. Laura to review policy with County Counsel regarding camera use for remote attendance.
* Membership Update – currently have 2 vacancies, At-large and Child Development/Early Childhood Education Discipline Specific Seat. One applicant pending that could fill the At-large seat, unfortunately not available to attend today’s FACT meeting.
	+ Dave – open discussion to review options for changing meeting date and/or time. Discussion about whether or not members are having trouble attending with current meeting date/time. Question asked if Committee is required to meet every month. Will need to check bylaws to confirm. Concern over changing to meet less especially during RFP and contract grant site visit/renewal timelines. Better to keep meetings as monthly and schedule cancellations in advance where appropriate. Dave suggested adding to future agenda the option to review meeting calendar and vote to meet or cancel. Remain as is or move to keep the day but move the time to 12:00-2. Dave motioned to change the regularly scheduled FACT meeting to the first Monday of each month from 12pm to 2pm, Ani seconded.
		- Result: Did not Pass; Yea: 6, Nay: 0 ; 2 Abstained: Alejandra, Kirsten
* Leadership succession – Dave will no longer reside in Contra Costa County and will be resigning from his position with FACT effective May 1, 2023. Will need to establish a new Chair for FACT Committee. Per FACT Bylaws, the decision is to be performed at the next scheduled FACT meeting. In the next scheduled FACT meeting, Ani will run the meeting as Co-Chair and will be responsible for requesting the leadership election and vote.

1. **Site Visit Report Outs**
* Jan advised we have eight FY22-23 FACT contracts eligible for renewal and thus eight site visits to complete. Seven of the eight site visits have been completed. MDUSD Crossroads is still pending a final date. Below are the highlights from each of the FACT site visit team report outs:
* **Ujima Family Recovery Services** (Ani Periera-Sekhon reported) – Ujima has been around and providing services to clients for a long time. The site visit team reviewed Ujima’s records and Ujima successfully answered all of the team’s questions. They shared several examples of long standing processes that were in place to ensure accountability and to satisfy various (non-FACT) audit requirements. Moving forward, Ujima is focused on increasing diversity within their clients as an area of improvement.
	+ Recommendation: Approve for renewal
	+ Ani motioned to recommend contract renewal, Audra seconded.
		- Result: Passed Unanimously; Yea: 8 , Nay: 0; Abstained:
* **Bay Area Crisis Nursery** **(BACN)** (Carol Carrillo reported) – BACN is a great agency with prevention focused services. They are a stable agency providing a service that fills a service need gap that would otherwise be unavailable. The facility was beautiful. They have a family resource navigator. One of their biggest challenges this year continues to be staffing for child care positions. During COVID they lost a lot of volunteers and are working on building their volunteer program back up. During COVID they also did a lot of outreach to the neighborhood and provided needed items to the community.
	+ Recommendation: Approve for renewal
	+ Ani motioned to recommend contract renewal, Yvonne seconded.
		- Result: Passed Unanimously; Yea: 8, Nay: 0; Abstained:
* **Hope Solutions** (Kirsten Rigsby reported in Mary’s absence) – Staff are located on site with the families they serve which creates a very unique and successful dynamic. They are focused on keeping the families strong, resilient, and moving forward. The FACT site visit team learned about the programs available for after school as well as the programs for the family. They mentioned staffing challenges finding counselors for the program and that they are working on rebuilding the volunteer program. The after school program goes above and beyond a basic after school program in many ways. It was clear that the relationships created between the staff and the families are a major contributor to the program’s success.
	+ Recommendation: Approve for renewal
	+ Erin motioned to recommend contract renewal, Alejandra seconded.
		- Result: Passed Unanimously; Yea: 8, Nay: 0 ; Abstained:
* **COPE** (Alejandra Chamberlain reported in Mary’s absence) – COPE is providing services as described in their contract agreement. They are doing well at meeting the needs of fathers being served. Most fathers attend the program due to court orders. Participant fees for FACT funded classes are $15 per session. If fathers complete all of the program, they get a monetary incentive. One on one mental health services are available for an additional fee of $90.00 per hour. These charges are separate from the services that FACT funds. COPE is on track to deliver the services identified in their contract. They continue to offer virtual options which are working well for them. The evaluation completed by clients at the end of the session indicates that clients are overall happy with the program.
	+ Recommendation: Approve for renewal
	+ Alejandra motioned to recommend contract renewal, Liliana seconded.
		- Result: Passed Unanimously; Yea: 8, Nay: 0; Abstained:
* **Bay Area Community Resources** (Dave Leimsieder reported) – The FACT site visit team was very impressed learning about the services of this new grantee this year. The team met with the coordinator, counselors, and principal at Coronado Elementary School in Richmond. The pandemic presented issues but the program is doing amazing this year by making an impact throughout the school day and before/after school. The program is embedded in an elementary school in a very challenging area of Richmond. Staff perform outreach when parents are dropping kids off to advise on attending IEP’s to help advocate for services for their kids. Having support services at the school is the best way to engage parents and staff go the extra mile with parents. They notice when children are absent and try to find out why and help families. The program is working to engage more African American families.
	+ Recommendation: Approve for renewal
	+ Dave motioned to recommend contract renewal, Yvonne seconded.
		- Result: Passed Unanimously; Yea: 8 , Nay: 0; Abstained:
* **STAND!** (Pa’tanisha Davis was absent. Her written site visit report out form was read as a report out) – STAND!’s program is an evidence based psycho-therapy service for young victims of child abuse trauma. The FACT site visit team viewed the Pacheco location which includes a large group counseling room. The FACT funded program services approximately 35 children and 20 parents per year. Children served are from a diverse ethnic background. The program has successfully provided 268 individual counseling sessions to children since the last contract period with FACT.
	+ Recommendation: Approve for renewal
	+ Yvonne motioned to recommend contract renewal, Alejandra seconded.
	+ Result: Passed Unanimously; Yea: 8, Nay: 0; Abstained:
* **MDUSD – Crossroads High School** (Dave Leimsieder gave update) – The FACT site visit has not yet been performed. There have been some challenges with finding a date. Dave Leimsieder who was assigned as site visit team lead is resigning from FACT. Erin Cabezas volunteered to attend the site visit. FACT staff will reach out to Shelley Clark (who was part of the site visit team) to request that she be the lead on coordinating the site visit.
	+ Recommendation: Conditionally approve pending FACT committee member visit
	+ Dave motioned to recommend contract renewal contingent upon successful FACT Committee Member site-visit, Erin seconded.
		- Result: Passed Unanimously; Yea: 8, Nay: 0; Abstained:
* **CAPC** (Audra Carrion) – The CAPC site visit was conducted via Zoom. CAPC staff discussed the Nurturing Parent Program which teaches nurturing techniques to parents through a very structured program. The program is an 18 week class and includes a $100.00 stipend incentive for parents who successfully complete the session. Parents share meals together, 12-18 people per group, and bond. It is very interactive and inspires parents to come each week. One of the biggest challenges this year was keeping people healthy (COVID outbreaks). A client/participant joined the site visit and gave a heartfelt testimonial of the incredible positive impact the program has had and continues to have on herself and her family.
	+ Recommendation: Approve for renewal
	+ Ani motioned to recommend contract renewal, Liliana seconded.
		- Result: Passed Unanimously; Yea: 8, Nay: 0; Abstained:
1. **Discussion/Announcements/Public Comment**
* Lilianna due first week of May, out on maternity leave – expecting to be absent for May meeting and will need to meet virtually in June.
* Big topics for upcoming meetings
	+ FACT membership renewals coming up in September – Laura handles through email
	+ Anticipation tax donation flyer going out for October
* Discussed topics for May meeting. No FACT business that is pressing to require a May meeting.
* Yvonne motioned to cancel the May FACT meeting, Ani seconded.
	+ Result: Passed Unanimously; Yea: 8, Nay: 0; Abstained: N/A
* **Adjourn – 3:10**

**ACTION ITEM ADDITIONS FROM THIS MEETING**

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| **Deliverable** | **Responsible Party** | **Assigned Date/Due Date** |
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