



CONTRA COSTA COUNTY

AGENDA

Family & Children's Trust Committee

Monday, December 1, 2025

9:30 AM

40 Douglas Drive Room 101/101

Zoom Link:

<https://cccouny-us.zoom.us/j/864863051>

05

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions
2. Receive, Review and Accept Minutes from November 3, 2025 meeting to be published publicly [25-4985](#)
Attachments: [11.3.25 FACT Meeting Minutes](#)
3. Receive Membership Update [25-4986](#)
Attachments: [FACT ROSTER 12.1.2025 - FINAL Redacted](#)
4. Review and Discuss Overall Master Calendar for 2026 FACT including meetings and associated tasks [25-4987](#)
Attachments: [FACT Master Calendar 2025 2028](#)
5. Receive, Review, Edit and Accept FACT 2025 Annual Report for submission to the Board of Supervisors for approval [25-4988](#)
Attachments: [FACT - Advisory Body Annual Report 2025 DRAFT](#)
6. FACT FY25-26 Contracts Status Update
7. Reschedule February FACT Meeting

The next meeting is currently scheduled for January 5, 2026.

Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 40 Douglas Drive, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Ana Kaye (925) 608-4885.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4985

Agenda Date: 12/1/2025

Agenda #: 2.

FACT Meeting Minutes

November 3, 2025
9:30 a.m. – 11:30 a.m.
40 Douglas Drive, Martinez, CA
Room 101/102



Call to Order – 9:31am

Committee Member Roll Call:

Mary Flott- Present	Isabel Renggenathen- Present	Carol Carrillo- Present	Dr. Rhiannon Shires-Present	Emily Hampshire- Absent
Nakenya Allen- Present	Maura Millson- Present	Erin Cabezas- Absent	Yvonne Wadleigh- Present	Kay Reed-Absent

Staff: Ana Kaye, Jan Nelson, Cynthia Lepe

Guests:

1. Review and Accept Minutes (September 8, 2025)

- **Mary motioned to accept the minutes, Maura seconded. Motion passes unanimously. Abstained: Carol Carillo**

2. FACT Membership Update, Organization & Action Items

- **Membership Renewal:**
 - o FACT currently has 1 vacant seat: the 3rd At-Large Seat. Natalya Dunauskas' appointment was approved by the FHS committee on October 16, 2025. This is anticipated to appear before the Board of Supervisors on November 4, 2025 for final approval.
 - o The Board of Supervisors approved all renewal applications for members with terms expiring 9/30/2025.
 - o Current FACT member redacted roster is included in the agenda packet, and a version with contact info will be sent to members privately.
- **Training Updates**
 - o All members have submitted training requirements. Staff to FACT will continue to follow up should new trainings be required.

3. FACT Calendar Discussion

- Committee members reviewed draft calendar for 2026 meeting schedule.
- **Mary motioned to approve the calendar as is. Dr Shires seconded. Motion passes unanimously. Abstained: Carol Carillo**

4. FACT Site Visit Monitoring

- Discuss site visit action plan
 - o Site visit teams will be assigned at the January FACT meeting. Site visit training will occur during the January FACT meeting. Visits will be scheduled between January and February 20th. Report outs and votes for renewal will occur at the March FACT Meeting.
 - o All members will receive the service plan for the contractors, as well as their mid-year report prior to completing the visits. New members will be paired with a member who has completed a site-visit before.
- Discuss Site Visit Monitoring Form
 - o Form provided to committee is the standard form used for several years. Contractors complete form and send it back to have committee review before completing site visit. FACT Committee reviewed and made suggestions/edits.
 - Suggestion to add question about services delivered in person vs. virtually.
 - Committee agreed to update the form to inquire about target populations outcomes.
 - FACT staff will complete updates.

5. FACT 2025 Annual Report

- Review 2024 Annual Report and process for 2025 Annual Report
 - o 2025 Annual Report is due in December with a final submission date of December 4.
 - o Committee requested Staff to FACT draft the 2025 Annual Report and that the Committee review and discuss the 2025 Annual Report during the December FACT meeting on December 1.
 Committee requested the 2025 Annual Report highlight their efforts to select contractors and fund 6 contracts.

6. FACT FY25-26 Contracts Update

- Receive Contract Process Update
 - o All contracts have been signed. As a reminder, “Demands” is also known as an invoice.
 - o Bay Area Crisis Nursery: Fully executed, demands paid, services being delivered
 - o Contra Costa Interfaith Housing, Hope Solutions: Fully executed as of last week.
 - o Mount Diablo Unified School District (MDUSD) Crossroads: fully executed demands paid and in motion.
 - o Ujima: fully executed and demands in progress
 - o CAPC: one step short of fully executed, almost completed.
 - o STAND for Families Free of Violence: fully executed

Discussion/Announcements/Public Comment

- CAPC website has information for families needing food services based in Antioch.
- EHSD offices also working to provide food boxes.
- Ana to forward to committee a list of resources to the committee of food assistance in the county
- Please vote on November 4th.

- 10:38am Adjourn –

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4986

Agenda Date: 12/1/2025

Agenda #: 3.

FACT ROSTER DECEMBER 2025

Discipline Specific Seats (3)	At-Large Members (3)	District Seats (5)
<p>1. First 5 Commission Exp. 09/30/2026 Emily Hampshire Concord, CA 94520</p> <p>2. Mental Health Exp. 09/30/2026 Dr. Rhiannon Shires Danville, CA 94526</p> <p>3. Child Abuse Prevention Council Exp. 09/30/2027 Carol Carrillo, MSW Concord, CA 94520</p>	<p>1. Nakenya Allen Exp. 09/30/2026 Martinez, CA 94553</p> <p>2. Maura Millison Exp. 09/30/2027 Clayton, CA 94517</p> <p>3. Natalya Dunauskas Exp. 09/30/2027 Pittsburg, CA 94565</p>	<p>District I Exp. 09/30/2026 Supervisor John Gioia Catherine “Kay” Reed** Kensington, CA 94707</p> <p>District II Exp. 09/30/2027 Supervisor Candace Andersen Mary Flott Alamo, CA 94507</p> <p>District III Exp. 09/30/2026 Supervisor Diane Burgis Yvonne Wadleigh Brentwood, CA 94513</p> <p>District IV Exp. 09/30/2027 Supervisor Ken Carlson Erin Cabezas Concord, CA 94521</p> <p>District V Exp. 09/30/2027 Supervisor Scales-Presston Isabel Renggenathen* Antioch, CA 94509</p>
	<p>Staff to FACT</p>	
	<p>Ana Kaye 40 Douglas Drive Martinez, CA 94553 O: (925) 608-4885 kayea@ehsd.cccounty.us</p> <p>Jan Nelson 40 Douglas Drive Martinez, CA 94553 O: (925) 608-4941 nelsojb@ehsd.cccounty.us</p> <p style="color: red; font-weight: bold;"><i>Reception: (925) 608-5000</i></p>	

*Chair
**Vice-Chair



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4987

Agenda Date: 12/1/2025

Agenda #: 4.



EVERY CHILD DESERVES A CHANCE AT THEIR DREAMS.

FACT MASTER CALENDER – TEMPLATE June 2025-December 2028

2025	
June	Retrospective review of RFP process; identify potential improvements Tax Insert/Flyer to Print – confirm <i>Membership Renewal Voting</i> <i>Continue FACT Membership Renewal Cycle (for terms ending September 30, 2025);</i> <i>Applications July FACT vote; August FHS Agenda; September BOS Agenda</i>
July	No meeting Tax Insert/Flyer to Print - deadline <i>Finalize FACT Membership Renewal Cycle (for terms ending September 30, 2025); Applications</i> <i>June FACT vote; August FHS Agenda; September BOS Agenda</i>
August	Continue/Finalize retrospective review of RFP process; document needed improvements Start/Discuss approach & planning for first year contractor site visits in anticipation of second year renewal process <i>Carryover/Verify FACT Membership Renewal Cycle (for terms ending September 30, 2025);</i> <i>Applications July FACT vote; August FHS Agenda; September BOS Agenda</i>
September	Continue planning and logistics for 2025-2026 contractor site visits and evaluation Review Fiscal YTD FACT Budget/Spend
October	Review Overall Master Calendar Review Meeting Schedule for 2026
November	Review Meeting Schedule for 2026 & Vote Review Master Calendar Template 2025-2028 Review prior year Annual Report Plan for 2025-2026 contractor site visits
December	Finalize any carryover activity/documentation for 2025-2026 contractor site visits
2026	
January	Implement site visit process (sign up's, team leads, scheduling, orientation/training) <i>FACT new member training orientation session and Execute</i>
February	Implement site visit process (sign up's, team leads, scheduling, orientation) <i>Execute (if follow up needed from January)</i> Site Visit report outs may begin Review Fiscal YTD FACT Budget/Spend (6 months of spending) <i>Contracting</i>
March	Site Visit report outs must be completed <i>Contracting</i>
April	<i>Contracting</i> Site Visit retrospective discussion;
May	Review, revise tax insert flyer <i>FACT Membership Renewal Cycle (for terms ending September 30, 2026); Applications May -</i> <i>July FACT vote; August FHS Agenda; September BOS Agenda</i>

Membership recruitment to be completed on a rolling basis as seats are vacated.
Membership approval to be completed for vacant seats as applications are submitted.



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June	Membership Renewal, Voting FACT Membership Renewal Cycle (for terms ending September 30, 2026); Applications May - July FACT vote ; August FHS Agenda; September BOS Agenda
July	No meeting Tax Insert/Flyer to print - confirm Membership Renewal, Voting FACT Membership Renewal Cycle (for terms ending September 30, 2026); Applications May - July FACT vote ; August FHS Agenda; September BOS Agenda
August	Tax Insert/Flyer to print (deadline) FACT Membership Renewal Cycle (for terms ending September 30, 2026); Applications May - July FACT vote ; August FHS Agenda ; September BOS Agenda Chair & Vice Chair Term discussion (2 year term ends in September) Start/Discuss approach & planning for first year contractor site visits in anticipation of second year renewal process
September	Tax Insert/Flyer to print Continue planning and logistics for 2026-2027 contractor site visits and evaluation Carryover/Verify FACT Membership Renewal Cycle (for terms ending September 30, 2026); Applications July FACT vote ; August FHS Agenda; September BOS Agenda Chair & Vice Chair nominations, vote, appointment, 2 year term begins
October	Continue planning for 2026-2027 contractor site visits and evaluation Review Fiscal YTD FACT Budget/Spend
November	Review Meeting Schedule for 2027 and Vote Review prior year Annual Report Plan for 2026-2027 contractor site visits
December	Review and accept Annual Report Finalize any carryover activity/documentation for 2026-2027 contractor site visits
2027	RFP YEAR
January	Implement site visit process (sign up's, team leads, scheduling, orientation) FACT new member orientation session and Execute
February	Implement site visit process (sign up's, team leads, scheduling, orientation) Execute Site Visit report outs may begin Review Fiscal YTD FACT Budget/Spend (6 months of spending) Contracting
March	Site Visit report outs must be completed Review & discuss approach to needs assessment Contracting
April	Site Visit retrospective discussion Review & discuss approach to needs assessment Contracting Review Fiscal YTD FACT Budget/Spend

Membership recruitment to be completed on a rolling basis as seats are vacated.
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May	Review, revise tax insert flyer Implement/continue needs assessment <i>FACT Membership Renewal Cycle (for terms ending September 30, 2027); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
June	Implement needs assessment <i>Membership Renewal, Voting</i> <i>FACT Membership Renewal Cycle (for terms ending September 30, 2027); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
July	No meeting <i>Membership Renewal, Voting</i> <i>FACT Membership Renewal Cycle (for terms ending September 30, 2027); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
August	Complete needs assessment; identify funding priorities Tax Insert/Flyer to print <i>FACT Membership Renewal Cycle (for terms ending September 30, 2027); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
September	Tax Insert/Flyer to print Preliminary RFP discussions/funding priorities Build/prepare RFP <i>Carryover/Verify FACT Membership Renewal Cycle (for terms ending September 30, 2027); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
October	Review Draft RFP and Update Prepare/Draft Triennial Review Report covering 2024, 2025 & 2026 Review Fiscal YTD FACT Budget/Spend
November	Review prior year Annual Report Review, and accept Triennial Review Report covering 2024, 2025 & 2026 Complete RFP, receive approval/vote, release Bidders Conference
December	RFP posted (early December) FACT member orientation on RFP rating process
2028	
January	RFP proposals due (Early January) and disseminated FACT member final orientation & training on rating process; FACT members individual scoring of RFP's
February	Continue RFP Evaluation Review mid-year contractor reports
March	Public meeting for review of FACT individual ratings; funding recommendations
April	Award, Appeals & Contracting Process
May	<i>Award, Appeals & Contracting Process</i>

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	<i>FACT Membership Renewal Cycle (for terms ending September 30, 2028); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
June	Award, Appeals & Contracting Process Approve tax insert <i>FACT Membership Renewal Cycle (for terms ending September 30, 2028); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
July	No meeting Tax Insert/Flyer to Print – FACT staff <i>FACT Membership Renewal Cycle (for terms ending September 30, 2028); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
August	Tax Insert/Flyer to Print (deadline) Retrospective review of RFP process; identify potential improvements <i>Finalize FACT Membership Renewal Cycle (for terms ending September 30, 2028); Applications July FACT vote; August FHS Agenda; September BOS Agenda</i>
September	Continue/Finalize retrospective review of RFP process; document needed improvements <i>Carryover/Verify FACT Membership Renewal Cycle (for terms ending September 30, 2028); Applications July FACT vote; August FHS Agenda; September BOS Agenda</i>
October	Review Fiscal YTD FACT Budget/Spend
November	Review Overall Master Calendar Begin planning for 2028-2029 contractor site visits and evaluation Review prior year Annual Report Review Meeting Schedule for 2029 & Vote
December	<i>Review, Discuss & Finalize approach for first year contractor (program grantees) site visits in anticipation of second year renewal process</i>

Membership recruitment to be completed on a rolling basis as seats are vacated.
 Membership approval to be completed for vacant seats as applications are submitted.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4988

Agenda Date: 12/1/2025

Agenda #: 5.



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.