



CONTRA COSTA COUNTY

AGENDA

Family & Children's Trust Committee

Monday, November 3, 2025

9:30 AM

40 Douglas Drive. Room 101/102
Martinez, CA 94553

Zoom link:

[https://cccounty-us.zoom.us/j/87803371096?](https://cccounty-us.zoom.us/j/87803371096?pwd=NC8mAsdIOcB1meXAdPMobXNVjY92rM.1)

[pwd=NC8mAsdIOcB1meXAdPMobXNVjY92rM.1](https://cccounty-us.zoom.us/j/87803371096?pwd=NC8mAsdIOcB1meXAdPMobXNVjY92rM.1)

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 September 8, 2025 FACT Meeting to be published publicly [25-4643](#)
Attachments: [09.08.25 FACT Meeting Minutes](#)
3. FACT Membership Update, Organization & Action Items
Receive Membership Update& Renewal Information [25-4644](#)
Attachments: [FACT Roster \(Redacted\)](#)
Review of Membership By-Laws [25-4645](#)
Attachments: [FACT Policies and Procedures](#)
3. Review and Accept Meeting Schedule for 2026 [25-4646](#)
Attachments: [2026 FACT Meeting Schedule DRAFT](#)
4. Review Site Visit Action Plan and Timeline for FY 25-26 [25-4647](#)
Attachments: [FACT Site Visit Action Plan and Timeline FY25-26 DRAFT](#)
Review and Discuss Site Visit Monitoring Form [25-4648](#)
Attachments: [FACT Site Visit Monitoring Form 25-26 DRAFT](#)

5. Receive Notification of required Annual Report covering 2025 [25-4649](#)
Attachments: [FACT - Advisory Body Annual Report 2024](#)
6. FACT FY25-26 Contracts Update

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

The next meeting is currently scheduled for December 1, 2025.

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 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 #: 25-4643

Agenda Date: 11/3/2025

Agenda #: 2.

FACT Meeting Minutes

September 8, 2025

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Room 101/102



Call to Order – 9:37am

Committee Member Roll Call:

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

Staff: Ana Kaye, Jan Nelson, Cynthia Lepe

Guests:

1. Review and Accept Minutes (August 4, 2025)

- Erin motioned to accept the minutes, Kay seconded. Motion passes unanimously.

2. FACT Membership Update, Organization & Action Items

-Isabel requests that the Attendance By Laws be included in the next meeting agenda to review with the committee.

- Membership Renewal:

- o FACT currently has 1 vacant seat: the 3rd At-Large Seat. 1 application was received in the last month. 5 current members are up for renewal, and these renewals were submitted timely. The renewals are with the FHS Committee today, September 8. Following FHS approval, they move to BOS for final approval. District 5 will be reviewed on September 9, District 1, 2 and 4 will be reviewed on September 16.
- o The BOS would like the members whose seat is up for renewal to be present at the meeting in case there are questions.

- Training Updates

- o On June 10, the BOS updated training requirements for advisory bodies. Committee members are now required to complete 3 training, renewed every 2 years. Staff to FACT provided training to the committee and individuals who were due for training were notified directly. Staff to FACT will keep clerk of the board up to date with training compliance.

- FACT Applicant

- o FACT Applicant, Natalya Danauskas, joined the meeting to meet the committee and answer questions.

- Kay motioned to approve Natalya Danauskas' application to the FACT committee, and submission to the FHS and BOS for final vetting. Dr Shires seconded. Motion passes unanimously.

3. FACT 2024 Request for Proposal 1216 Update

- RFP Status and Next Steps
 - o There are 6 contracts; one is completely finalized with the others in progress. Once finalized internally, they will be sent to the Contractors for signature. Contractors are in regular contact with staff to FACT regarding updates and timeline.

4. FACT October 2025 Meeting

- Discuss scheduling of October 2025 meeting
 - o The October 6, 2025 FACT meeting is unable to take place on that day, due to staff to FACT being unavailable. Committee discussed the options of rescheduling or cancelling for October. Board members agreed to cancel meeting and reconvene in November.

5. Discussion/Announcements/Public Comment

N/A

- **10:15am 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 #: 25-4644

Agenda Date: 11/3/2025

Agenda #:

FACT ROSTER OCTOBER 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. VACANT Exp. 09/30/2027</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>Reception: (925) 608-5000</p> | |

*Chair
**Vice-Chair



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4645

Agenda Date: 11/3/2025

Agenda #:

POLICIES AND PROCEDURES

**FAMILY AND CHILDREN'S TRUST COMMITTEE
(FACT)
CONTRA COSTA COUNTY**

| | | |
|---------|-------|---|
| ARTICLE | I: | Name, Purpose, Origin |
| ARTICLE | II: | Membership |
| ARTICLE | III: | Officers |
| ARTICLE | IV: | Committees |
| ARTICLE | V: | Role and Relationship of Contra Costa Employment and Human Services Department and the FACT Committee |
| ARTICLE | VI: | Meetings |
| ARTICLE | VII: | Established Procedures |
| ARTICLE | VIII: | Conflict of Interest Guidelines |
| ARTICLE | IX: | Amendments to Policies and Procedures |

ARTICLE I

NAME, PURPOSE, ORIGIN

Section 1 NAME

The name of this committee shall be the Family and Children's Trust Committee (FACT).

Section 2 PURPOSE

The purpose of this Committee is to establish priorities and make funding

recommendations to the Board of Supervisors on the allocation of specific funds for the prevention, intervention and treatment of child abuse and neglect, and the promotion of positive family functioning. These funds include: The Child Abuse Prevention, Intervention, and Treatment funds (CAPIT) funds, (AB 1733), Birth Certificate funds (AB2994), the Ann Adler Family and Children's Trust funds, the federal Community-Based Child Abuse Prevention funds (CBCAP), and other funds as may be subsequently directed by the Board of Supervisors.

The FACT Committee also provides information and data to the Employment and Human Services Department on the effectiveness of current and proposed programs for families and children.

The FACT Committee also provides public information activities and coordination/collaboration discussions to inform and educate the community about child abuse and neglect as well as the promotion of positive family functioning.

Section 3 ORIGIN OF COMMITTEE

On April 6, 1985 the Contra Costa County Board of Supervisors established the Family and Children's Trust Committee (FACT) to make funding recommendations to the Board of Supervisors on allocation of the CAPIT Funds (AB1733), Birth Certificate Funds (AB2994), and the Ann Adler Family and Children's Trust Fund monies. Previously, there were three Committees providing recommendations to the Board of Supervisors for the use of these funds. The Board also directed the FACT Committee to make funding recommendations on the Child Care Affordability funds and the federal Community-Based Child Abuse Prevention funds (CBCAP) at a later date.

In 2005, the Board of Supervisors directed that the Family and Children's Services Advisory Committee (FACSAC) be merged with FACT as the federal mandate for FACSAC had ceased to exist and many of the functions of the committee had been assumed by other programs within the Employment and Human Services Department or other county entities.

All decision making authority is retained by the Board of Supervisors. The Board of Supervisors is the appointing authorities to FACT.

ARTICLE II
MEMBERSHIP

Section 1 MEMBERSHIP CATEGORIES

The membership of the FACT Committee shall consist of:

1. A total of three (3) sector representatives from the following Committees, Councils, Groups or qualified individuals representing a sector:
 - a. Mental Health Commission/Behavioral Health – Must work in the mental health/behavioral health field in Contra Costa County
 - b. First 5 Contra Costa – Must work for First 5 Contra Costa and be recommended by or part of First 5 Contra Costa leadership
 - c. Child Abuse Prevention Council of Contra Costa County (ex officio) – Must work for the Child Abuse Prevention Council of Contra Costa County and be recommended by or part of Child Abuse Prevention Council of Contra Costa leadership
 - d. Education/School Based/Early Childhood Education/Child Development – Must have substantial experience in the educational, school based, child development needs within Contra Costa County
 - e. Programs and Services for Children with Special Needs – Must work for an agency or have substantial experience providing services for children with special needs in Contra Costa County
2. One (1) representative from each of the five (5) Supervisorial Districts.
3. Three (3) At-Large members shall be recruited from representative community groups including, but not limited to, the following:
 - a. Service clubs
 - b. Faith-based organizations
 - c. Civic organizations
 - d. Ethnic and cultural clubs/groups
 - e. Chambers of Commerce
 - f. Parent/Teacher Associations/other educational entities
 - g. Health care provider, payer and service organizations

All At-Large members shall be recruited to bring expertise in child care, out-of-home placement, homelessness, alcohol/substance abuse treatment, family systems or family preservation, child abuse/neglect services, parent education, multi-ethnic systems or programs and/or program planning, analysis, and evaluation.

Section 2 REQUIREMENTS

Each entity listed in Article II, Section 1 (1.) above which has a sector representative on the FACT Committee will have first option to recommend a replacement for that individual should he/she leave for any reason. New appointment recommendations must be made within 45 days or the FACT Committee may select another organization, commission, or council, or group from the list to appoint someone to fill the vacancy, subject to the appointment confirmation process specified in Article II, Section 8 herein.

Supervisors will recruit and appoint, subject to the confirmation process specified in Article II, Section 8 herein, their own representative or, if requested, staff to FACT will provide recruitment assistance.

The three (3) At-Large members will be selected and replaced when needed from the community through a recruitment, application and interview process, by members of the FACT Committee, the FACT Chair and/or designated EHSD Staff, subject to the confirmation process specified in Article II, Section 8 herein.

Individuals recommended for appointment must:

1. Have knowledge of child abuse/child development or family functioning issues, needs and programs;
2. Work or reside within Contra Costa County;
3. Commit self to attend all FACT meetings and read all materials; and
4. Regularly seek input from, and report back to, the appointing body about the issues discussed and the decisions made by the FACT committee.

Section 3 TERM of MEMBERSHIP

One term of Committee membership shall be two years. The FACT committee will develop a schedule whereby no more than fifty (50) percent of FACT members terminate membership in any one year. An ethnic, economic, and geographic balance

among members shall be maintained as much as possible.

Section 4 ABSENCES

Absences:

1. *Excused* absences are those reported beforehand, if possible, and are due to emergency, illness, work schedule conflicts, or scheduled vacation. After three (3) such consecutive absences in one year, an evaluation will be made by the FACT Committee and/or designated EHSD Staff to determine if this should constitute a resignation from the Committee.
2. Three (3) *unexcused* consecutive absences in one year shall constitute a resignation from the Committee. Following the third unexcused absence, the Chairperson and/or designated EHSD Staff will contact the organization or individual in question and seek a new representative.

Section 5 RESIGNATIONS

Voluntary resignation is accomplished by writing to the Chairperson, EHSD Staff and/or District Supervisor. The resignation will be effective at the time of submission unless otherwise specified.

Section 6 CONFLICT-FREE REQUIREMENTS

All FACT Committee members shall be conflict-free according to Contra Costa County's and the State Department of Social Service Conflict of Interest Guidelines (see Article VIII, Conflict of Interest Guidelines).

Section 7 LIABILITY

A member of the Committee shall not, solely because of such membership, be personally liable for any debts, obligations, or liabilities of the Committee.

Section 8 REVIEW OF APPOINTMENTS

All prospective At-Large or Discipline Specific Sector appointments shall be sent to the Family and Human Services Committee (FHS) for review prior to appointment by the Board of Supervisors. The FACT Committee and/or designated EHSD Staff shall forward to FHS the resumes of qualified individuals. District specific seat

appointments will be reviewed and approved by the corresponding District supervisor and be submitted to the Board of Supervisors for approval. If requested by the District Supervisor, the FACT Committee and/or designated EHSD Staff shall review and provide recommendation on District appointees.

ARTICLE III

OFFICERS

Section 1 OFFICERS

The officers of this Committee shall be a Chairperson and, if deemed necessary by the Committee, a Vice-Chairperson.

Section 2 DUTIES

The duties of the officer(s) shall be the usual duties of such officers as provided in Roberts Rules of Order. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson.

Section 3 TERM OF OFFICE

The term of office shall be two years. Officers may be elected for one or more following terms in the same office.

Section 4 OFFICER ELECTIONS

1. Officers shall be elected by majority vote of the membership.
2. Vacancies occurring between elections shall be filled by election, in like manner, at the next meeting after the vacancy occurs.

ARTICLE IV

COMMITTEES

Section 1 COMMITTEES

The Chairperson shall appoint such Subcommittees as may be required for the furtherance of the purpose of the Committee.

ARTICLE V

**ROLE, RESPONSIBILITIES AND RELATIONSHIP OF CONTRA COSTA
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT WITH THE
FACT COMMITTEE**

Section 1 ROLES

The Board of Supervisors delegated to the Employment and Human Services Department the responsibility to administer certain State and County funds disbursed by Board orders based on the recommendations of this FACT Committee. This task involves meeting State and County requirements related to AB 1733 (CAPIT funds), AB 2994 (Birth Certificate funds), the Ann Adler Family and Children's Trust Funds, the federal Community- Based Child Abuse Prevention funds (CBCAP), and the Child Care Affordability Funds. The Board of Supervisors also directed the Employment and Human Services Department to provide staff support to the FACT Committee.

Section 2 RESPONSIBILITIES

All FACT Committee members, save ex officio (non-voting) members if currently sitting, shall be responsible for preparing, reviewing, and rating all proposals resulting from the annual RFP process and recommending to the Employment and Human Services Director and the Board of Supervisors the award of family and children's services contracts, including the appropriate level of funding for such contracts, with non-profit community agencies pursuant to:

1. CAPIT (AB 1733) and Birth Certificate-funded (AB 2994) programs for child abuse prevention and early intervention services;
2. The Ann Adler Family and Children's Trust Funds, for leveraging with other community resources to maximize public benefit in family and children's service programs;
3. The federal CBCAP (Community-Based Child Abuse Prevention) funds;
4. The Child Care Affordability funds to improve, expand, and make child care more affordable and accessible to low-income families; and

5. Other funds as subsequently directed by the Board of Supervisors.

Section 3 EHSD SUPPORT SERVICES

Staff support to the FACT Committee includes:

1. Providing clerical support, e.g., prepare and distribute committee's agendas, prepare minutes of all meetings, notify members of meetings, draft correspondence, etc., for the Chairperson's approval, prepare and send written materials at the Chairperson's direction, and maintain a current membership roster. (See Article VII, Section 6);
2. Implementing the instructions of the Chairperson relative to public hearings or other tasks as assigned;
3. Advising the Committee about political or contractual ramifications of any decision being considered by this Committee or its members; and
4. Reporting to the Committee regularly about contract timelines, monitoring procedures and any problems with contracts or contractors, distributing all contract service plans and budgets and all written reports required from contractors or by the State.

Staff support to the FACT Committee does not include:

1. Acting unilaterally at any time relative to FACT Committee business or issues; or
2. Voting on the funding priorities, the RFP process, funding decisions, or any other motion before the Committee.

ARTICLE VI

MEETINGS

Section 1

All meetings of the FACT Committee shall be governed by the Brown Act (Government Code section 54950, et seq.) and Better Government Ordinance.

Section 2

The Committee shall meet regularly and as often as needed during the RFP allocation period.

Section 3

Meetings shall be held at a regularly scheduled date and time of the month as established by the Committee in order to better accommodate attendance by Committee members and the public. Notice of the meeting shall be posted in a prominent place.

Section 4

A quorum is defined as fifty percent plus one (50%+1) of authorized seats. No voting shall take place without a quorum present. Unless otherwise required by these policies, a majority of the total membership is required to pass any proposed action of the FACT committee.

Section 5

Special meetings of this Committee may be called by the Chairperson, Vice-Chairperson, or any three members in concert. Special meetings can be held following four-work days' notice to all members if a quorum is present at the designated date and time.

ARTICLE VII

ESTABLISHED PROCEDURES

Section 1

Every three years the FACT Committee shall establish a minimum of two specific priority areas for allocating available FACT funds based on information/data from a County self-assessment or equivalent, public hearing or other needs assessment mechanism, a review of additional surveys/reports from other groups, and/or interviews with key child abuse/neglect professionals.

Section 2

The FACT Committee will adhere to the following decision-making process for the allocation of CAPIT (AB1733), Birth Certificate (AB2994) and Community-Based Child Abuse Prevention funds. These monies derive from the State Department of Social Services and any requirements of that Department will be adhered to, in addition to the following procedures:

1. These monies are for child abuse and neglect prevention and early intervention services, which meet the needs of children at high-risk, especially those aged 0 - 14, operated by private non-profit organizations.
2. Unless otherwise required by the Office of Child Abuse Prevention, or the State Department of Social Services Systems Improvement Plan, every three years a needs assessment process, which may include community member and professional surveys (web-based and in-person), community and professional discussions/meetings and review/analysis of other current studies and information, will be used to establish a minimum of two priority areas for funding of services.
3. The Employment and Human Services Department will implement a competitive RFP/RFI process for the allocation of funds.
4. The FACT Committee will review, rate, and recommend approval of contracts to the Board of Supervisors following the guidelines outlined in the current RFP.
5. For those organizations awarded contracts resulting from the RFP, the FACT Committee in collaboration with designated EHSD Staff will monitor performance annually during the RFP term to assess and provide contract renewal funding recommendation to the Board of Supervisors. Contracts will be recommended for renewal based upon the availability of funds, compliance with contract requirements, provision of quality performance and services, and the achievement of successful outcomes.
6. Monies contributed to the Family and Children's Trust fund will be allocated to public/private non-profit agencies which provide services that meet the needs of families and children in Contra Costa County. These funds will generally be combined with the State funds described in (1), above, and will be allocated via the same process, but they may, at the FACT Committee's discretion, be used to support small programs whose goals are slightly broader than those of the aforementioned state program.

Section 3

The general timeline for the work of the Committee in an RFP funding year is as follows:

| | |
|---------------------|--|
| September | Committee officer terms begin; agencies are notified of public hearings/interviews/other needs assessment activities. |
| October - November | Complete needs assessment; identify overall County needs and establish funding priorities. |
| November – December | FACT Committee, EHSD Staff and EHSD Contracts and Grants Unit prepares RFP/RFI for distribution; RFP/RFI released mid-December. |
| January | FACT Committee and EHSD Staff prepares RFP evaluation scoring matrix; Proposal responses due. |
| February | Committee members rate and review proposals. |
| March | Rating and Review meeting (open) held; following two-week appeal period, funding recommendations forwarded to EHSD Director and Board of Supervisors for final approval. |
| April | EHSD Staff and EHSD Contracts and Grants Unit prepares and submits contract documents to selected agencies. |
| July | Review of overall RFP process to identify required modifications; tax insert approved. |
| August | No FACT meeting. |

In addition to this RFP-focused timeline, other pertinent activities, including contract monitoring, grantee site visits, program review meetings and meetings with community members occur throughout the year. Public information activities and coordination/collaboration discussions with related programs/agencies serve as a mechanism to inform and educate the community about the issues and problems facing low-income families and children. A legislative report is provided quarterly by the Director of the Child Abuse Prevention Council (sitting on the FACT Committee as an ex-officio member).

This general timeline will serve as the basis for developing the FACT Committee’s annual work plan by October 15 of each year.

Section 4

The County Employment and Human Services Department will establish a work plan with the State, if and as needed, regarding CAPIT (AB 1733) and federal Community-Based Child Abuse Prevention Funds (CBCAP), to be reviewed by the committee.

The County Employment and Human Services Department will not establish a work

plan with the State regarding funds raised through Birth Certificates (AB2993) or other funds within the purview of this Committee without prior review of such plan by the Committee as such decisions directly impact the FACT Committee's work plan and timelines.

Section 5

The County liaison from the Office of Child Abuse Prevention (OCAP) will be invited to meet with The FACT membership at least annually in order to maintain communication and a current understanding of OCAP's expectations.

Section 6

Employment and Human Services staff to the FACT Committee shall maintain a roster of attendance, including excused and unexcused absences (as defined herein) and will notify the Chairperson when any member has two consecutive unexcused absences.

If the FACT Committee decides on a course of action, staff to the Committee will follow through on that decision as soon as possible. Staff will raise any issues or problems he/she sees with a course of action while it is still under discussion. The Committee and Employment and Human Services staff will work together to ensure that all issues and potential problems are addressed before decisions are made. Should a problem arise for Employment and Human Services staff while executing a Committee decision, the Chairperson will be contacted as soon as possible. That problem or item will then be placed on the next agenda so members can be kept informed of the outcome of their decisions.

If the FACT Committee is unable to perform the responsibilities designated herein due to lack of membership, quorum or other reasons that would impact the ability for funding recommendations to be provided to the Board of Supervisors (as reflected in Article 1, Section 2), designated EHSD Staff may utilize standard County procedures to review, rate, and provide funding/contract recommendations to the Board of Supervisors for approval.

Section 7

Staff to this Committee and EHSD Contracts and Grants Unit staff who deal with the State Office of Child Abuse Prevention, or contractors allocated monies via Committee recommendations, will submit directly to the Chairperson requisite documents and reports received pertaining to CAPIT, Birth Certificate, CBCAP, or Trust Fund monies, as well as other relevant documents under the purview of the

committee.

Section 8

Members entitled to vote shall not be permitted to vote or act by proxy.

ARTICLE VIII

CONFLICT OF INTEREST GUIDELINES

Section 1

All voting members of the FACT Committee shall be conflict-free according to Contra Costa County's and the State Department of Social Services' Conflict of Interest Guidelines.

To be conflict-free, FACT voting membership shall not include anyone who:

1. Is a board member or an employee of an agency receiving monies recommended by FACT.
2. Is a board member or an employee of an agency applying for FACT funding.
3. Has been a board member or an employee of an agency during a 12 month period measured either from the dated he or she resigned from an agency which received FACT funds at any time during the preceding year or after the end of the fiscal year in which that agency received any FACT funds.

Section 2

Contract monitoring is not to be conducted by any member of FACT who has a conflict of interest in that the member, or the member's spouse or business partner, is a board member or an employee of the contract agency he or she is monitoring.

ARTICLE IX

AMENDMENT OF POLICIES AND PROCEDURES

Section 1

These Policies and Procedures may be amended either by the FACT Committee or by EHSD Staff at the direction of the Family and Human Services Committee. For those initiated by the FACT Committee they may be amended once the following actions have occurred:

1. The proposed amendment has been introduced in writing by one or more FACT members at a meeting with a quorum present; and
2. The amendment has been discussed by the membership in at least one regular meeting prior to the regularly scheduled meeting at which a vote is taken; and
3. Any suggested changes in wording have been accepted by the one or more FACT members who originally introduced the amendment; and
4. A 2/3 vote of the total membership approves the amendment either by a count of hands or by written ballot, as determined by a majority of the members present on a case-by-case basis, and:
5. The amendment(s) is approved by the Board of Supervisors.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4646

Agenda Date: 11/3/2025

Agenda #: 3.



Family and Children's Trust (FACT) Committee
2026 REGULAR MEETING SCHEDULE

*All meetings will be held according to current health order and state mandates
Employment and Human Services Department Office
40 Douglas Drive, Martinez, CA 94553
9:30AM to 11:30AM*

January 5, 2026

February 2, 2026

March 2, 2026

April 6, 2026

May 4, 2026

June 1, 2026

July 6, 2026 (*cancelled*)

August 3, 2026

September 14, 2026*

October 5, 2026

November 2, 2026

December 7, 2026

* 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.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4647

Agenda Date: 11/3/2025

Agenda #: 4.

Family and Children’s Trust Committee (FACT)

CFS Staff and FACT Site Visit Action Plan and Timeline for Non-RFP Years

FY25-26

| Target Date | CFS Staff | FACT |
|---|--|--|
| November 3, 2025 FACT Meeting | <ul style="list-style-type: none"> • Include Contractor Site Visit Monitoring Form in Agenda Packet | <ul style="list-style-type: none"> • Review Site Visit Monitoring Form for updates |
| Following November 3, 2025 FACT Meeting | <ul style="list-style-type: none"> • If needed, update Site Visit Monitoring Form | |
| November or Early December | <ul style="list-style-type: none"> • Send e-mail to Contractors with instructions to complete Site Visit Monitoring Form and return completed form to FACT Staff | |
| January 5, 2026 FACT Meeting | <ul style="list-style-type: none"> • Include spreadsheet of Contractors in Agenda Packet • Include Site Visit Training Presentation in Agenda Packet • Provide Site Visit Training at FACT Meeting | <ul style="list-style-type: none"> • Receive Site Visit Training • Assign Site Visit Team and Lead |
| Following January 5, 2026 FACT Meeting | <ul style="list-style-type: none"> • Document Site Visit Teams determined at meeting • Send the following material to Site Visit Teams: <ul style="list-style-type: none"> ▪ FACT Contract List Spreadsheet to everyone ▪ Budget and Expenditures to date for contract ▪ Service Plan ▪ Contractor completed Site Visit Monitoring Form ▪ Site Visit Training Presentation ▪ Blank Site Visit Report Out Form | <ul style="list-style-type: none"> • Schedule Site Visits to be completed by February 20 |
| January and February | <ul style="list-style-type: none"> • Attend Site Visits | <ul style="list-style-type: none"> • Perform Site Visits by February 20 • Complete and submit Site Visit Report Out Form to FACT Staff at conclusion of Site Visit |

| | | |
|-------------------------------------|---|--|
| Prior to March 2, 2026 FACT Meeting | <ul style="list-style-type: none"> • Ensure all completed Site Visit Report Out Forms are received and on file. | |
| March 2, 2026 FACT Meeting | | <ul style="list-style-type: none"> • FACT Committee Report Out on Site Visits. • FACT Committee Vote on renewal of 6 Contracts |
| March 4, 2026 | <ul style="list-style-type: none"> • Prepare and submit Staff Report to receive Board of Supervisors approval to renew contracts Target BoS date April 7 | |
| March 2026 | <ul style="list-style-type: none"> • Notify contractors of intent to renew/not renew contingent on Board Approval and begin negotiations | |
| April 2026 | <ul style="list-style-type: none"> • Submit CG3s (Allows 2 months to finalize contracts) | |
| July 1, 2026 | <ul style="list-style-type: none"> • Contracts Finalized | |



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4648

Agenda Date: 11/3/2025

Agenda #:

FAMILY AND CHILDREN'S TRUST COMMITTEE

**ANNUAL SITE VISIT MONITORING FORM
2025-2026 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:

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

| FAMILIES BY AREA OF THE COUNTY | Projected # to be served | Number served to date |
|---------------------------------------|---------------------------------|------------------------------|
| East County | | |
| Central County | | |
| West County | | |
| Total Families | | |

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. What successes and challenges are you experiencing?
2. 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 (*Measurable Outcomes section of contract*), please complete a chart for your program using the following template.

| FACT Goal: | | |
|------------|------------------|---------------------------------|
| Objective | Progress To Date | Comments/Additional Information |
| | | |
| | | |
| | | |
| | | |
| | | |

- b. Please complete the attached Service Unit Chart including each Service Unit listed in your contract (add more rows if needed).

| Service Unit | Progress to Date | Comments/Additional Information |
|--------------|------------------|---------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

3. 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?

4. What are the eligibility criteria for your FACT funded project per your contract? Please describe your process for determining adherence to the eligibility criteria.

5. 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?
3. 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.

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/delivering this program?
4. Are there other issues or facets of your program of which you would like the FACT Committee to be aware?
5. 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 delivery become, if applicable, a more permanent service delivery approach for your organization?

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.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4649

Agenda Date: 11/3/2025

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.