

# FACT Meeting Minutes

January 5, 2026

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Room 101/102



**Call to Order – 9:41am**

**Committee Member Roll Call:**

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

**Staff: Ana Kaye, Jan Nelson, Cynthia Lepe**

**Guests:**

**1. Review and Accept Minutes (December 1, 2025)**

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

**2. FACT Membership Update, Organization & Action Items**

- **Membership Updates:**
  - o As of November 18, all 11 FACT seats have been filled and all members are up to date with required training.

**3. FACT Site Visit Monitoring**

- **Discuss site visit action plan**
  - o FACT members will form 6 visit teams and conduct contractor site visits, checking if services are being delivered, funding is being properly utilized, and the program is aligning with FACT value and by-laws.
  - o All members will receive the service plan for the contractors, as well as their mid-year report prior to completing the visits. New committee members will be paired with a member who has completed a visit before.
- **Site Visit Training and Assignments**
  - o Jan provided members with training on how to complete the site visits. Committee then discussed contractors and chose which site each team would visit.
  - o Ujima-Mary & Kay
  - o Bay Area Crisis Nursery-Isabel & Maura
  - o Crossroads High School-Yvonne, Dr. Shires & Natalya
  - o Hope Solutions-Carol & Emily

- Child Abuse Prevention Council-Erin & Dr. Shires
- STAND-Mary & Nakenya (Kay as an alternate)

**4. FACT 2025 Tax Donation Update:**

- Receive Contract Process Update
  - Staff to FACT will receive receipts for donations given to FACT in 2025 and share data with the committee at the next FACT meeting. Thank you notes will then be prepared for chairs to sign and send to donors.

**5. EHSD CFS Presentation**

- Suggestion from the committee to bring a presentation to FACT from Contra Costa Children & Family Services to discuss Child Welfare in the county.
- Ana will schedule for CFS Staff development to attend a FACT meeting and provide a presentation similar to that offered to new staff.

**Discussion/Announcements/Public Comment**

**None**

- **10:45am Adjourn –**

**ACTION ITEM ADDITIONS FROM THIS MEETING**

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