



CONTRA COSTA COUNTY

AGENDA

Family & Children's Trust Committee

Monday, January 5, 2026

9:30 AM

40 Douglas Drive, Martinez CA 94553

Room 101/102

Zoom Link:

<https://cccounty-us.zoom.us/j/883999208>

93

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 to be published publicly, including updated 2026 FACT Calendar with revised February meeting date [26-03](#)
Attachments: [12.1.25 FACT Meeting Minutes](#)
[2026 FACT Updated Meeting Schedule](#)
3. FACT Membership Update, Organization & Action Items
4. FACT 2026 Annual Site Visit Activity [26-04](#)
Attachments: [FACT FY25-26 Site Visit Training](#)
[FACT Site Visit Monitoring Report Out Form 25-26](#)
[FACT 25-26 Contract Site Visit Assignment Sheet](#)
5. FACT 2025 Tax Donation Update
6. Presentation for FACT Committee
7. 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 February 9, 2026.

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 925.608.4943



CONTRA COSTA COUNTY

Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 26-03

Agenda Date: 1/5/2026

Agenda #: 2.

FACT Meeting Minutes

December 1, 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- Absent	Dr. Rhiannon Shires-Present	Emily Hampshire- Present
Nakenya Allen- Present	Maura Millson- Present	Erin Cabezas- Absent	Yvonne Wadleigh- Present	Kay Reed-Remote

Staff: Ana Kaye, Jan Nelson, Cynthia Lepe

Guests:

1. Review and Accept Minutes (November 3, 2025)

- Mary motioned to accept the minutes, Dr. Shires seconded. Motion passes unanimously.
Abstained: Emily Hampshire

2. FACT Membership Update, Organization & Action Items

- Membership Renewal:
 - o As of November 18, all FACT seats are filled. Required quorum to hold a meeting is now 7 members.
 - o Ana will communicate with members as required training expires and needs to be updated.

3. FACT Calendar Discussion

- FACT Committee reviewed components and scheduling for the 3 year Contract/RFP cycle.
- FACT Committee discussed scheduling the RFP development activities for earlier in the cycle and agreed to move RFP Review and Needs Assessment discussion up 60 days in the schedule. Staff to FACT will update the draft and resend to members.
- Committee members suggested a speaker from EHSD Children & Family Services to discuss where FACT fits into the network of CFS' work, and Child Welfare trends in the county.
- Members suggested CFS share annual data to better support the FACT understanding of the county's population and needs. Staff to research what data is available and able to be shared publicly.

4. FACT 2025 Annual Report

- Review 2025 Annual Report

- Committee suggested to add item to the Annual Report proposed work plan: assess and update RFP timeline to expedite RFP publication.

5. FACT FY25-26 Contracts Update

- Receive Contract Process Update
 - All contracts are complete.
 - On the 20th of November, Site visits information and review form were sent out to current contractors. These forms will be included in packets for committee members when they complete the site visits.
 - January FACT meeting will be used as training for site visits.

6. FACT February Meeting

- Reschedule FACT Meeting in February
 - Both Chairs of the committee are unavailable for the February meeting. The meeting will be rescheduled for Feb 9th. Calendar to be edited and posted with January meeting Agenda.

Discussion/Announcements/Public Comment

- Mary cannot attend January meeting, but wanted to note that she is flexible for site visit assignments.

- 10:26am Adjourn –

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date
Moving timeline for RFP up		
2026 presentation from CFS in trends and fiscal inputs to identify where we sit in prevention		



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 9, 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

Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 26-04

Agenda Date: 1/5/2026

Agenda #: 4.

Family and Children's Trust

Site Visit Training

January 5, 2026

CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

Site Visit Purpose

- Evaluate the FACT Grantee to ensure:
 - Contracted services are being delivered
 - Contracted services are being delivered to targeted population
 - Funding is being properly utilized
 - Program as being delivered is aligned with FACT Bylaws
- In order to support:
 - Renewing/not renewing contract

Site Visit Process Overview

- 6 Site Visit teams – one for each contract
- All Site Visit teams will be e-mailed:
 - Site Visit Assignment Sheet
 - FACT Bylaws AKA Policies and Procedures
 - Contract Service Plan
 - Grantee completed Site Visit Monitoring Form
 - FY25-26 Budget/Expenditures through 12/31/25
 - FACT Site Visit Monitoring Report Out Form
- Site Visit Teams will conduct Site Visits by February 20, 2026 and Site Visit Leads will submit a completed Site Visit Monitoring Report Out Form at the conclusion of the Site Visit
- At the March 2, 2026 FACT meeting the FACT Committee will report out on each Site Visit and vote to approve/not approve each contract renewal

Before The Visit

- FACT Lead Schedule the Visit – Date/Time/Location
 - Communicate the scheduled Date/Time/Location to Jan Nelson
- FACT Lead Confirm the Site Visit with Grantee 2 days prior to scheduled visit
- FACT Site Visit Team Members:
 - Review the Contract Service Plan and ensure you know the FACT Program, associated deliverables, expectations/outcomes

Before The Visit (cont'd)

- FACT Site Visit Team Members (cont'd):
 - Review the Budget/Expenditures for potential questions
 - Review the FACT Grantee completed Site Visit Monitoring Form and plan on utilizing the FACT Site Visit Monitoring Form to feed the discussion/evaluation
 - Review FACT Site Visit Monitoring Report Out Form in preparation for completing after the Site Visit
- This preparation allows you to use the time you spend with the Grantee efficiently and effectively

Note: The monitoring scope is specifically for the contracted activities, not extraneous activities

During The Visit

- Introductions
- Begin by reminding Grantee of:
 - The reason for the visit
 - Your FACT role (you are a representative of FACT)
- Be thoughtful and clear
 - For example, explain that you want to learn more about a specific aspect of the organization's deliverables; particular people or activities you would like to see/discuss

During The Visit (cont'd)

- The Site Visit should be very organic
- Between Site Visit Monitoring Form and Site Visit Discussion, **ensure that you confirm the following:**
 - **Contracted services are being delivered**
 - **Contracted services are being delivered to targeted population**
 - **Funding is being properly utilized**
 - **Program as being delivered is aligned with FACT Bylaws**

During The Visit (cont'd)

- The visit is an opportunity to get to know the organization in a more personal way than is possible from the information in the completed monitoring form.
- Reminder - Since time is limited, the Site Visit is usually not the best time to bring up small detailed matters that may require the applicant to do research or analysis
- Take detailed notes

During The Visit (cont'd)

- Complete Section I & II of Site Visit Report Out Form

SECTION I: GENERAL INFORMATION
1. Agency Name: _____
2. FACT Program Name: _____
3. Report completed by (Lead FACT Site Visit Member) Name: _____
4. Date of Site Visit: _____
5. Virtual or In-person: _____
SECTION II: SITE VISIT ATTENDEES
1. FACT Members/Staff Present: _____ _____ _____
2. Agency Staff Present (Name and Title): _____ _____

- If questions about process/next steps come up share that the FACT Committee will be meeting on March 2, 2026 to discuss the Site Visits and to vote on FY26-27 contract renewal. If you know you will be recommending renewal, feel free to convey that.

After The Visit

- FACT Site Visit Team conducts post Site Visit debrief
 - Compare notes
 - Discuss feedback on Grantees services
 - Review comments to include in Report Out
 - Determine Team recommendation to renew/not renew
- Complete Site Visit Report Out Form (typically responsibility of Lead)
- Submit Site Visit Monitoring Report Out Form at the conclusion of the visit and no later than Thursday, Feb 26 via e-mail to Jan Nelson; cc: Ana Kaye
- Site Visit Lead sends Thank You communication to Grantee

Questions

Enjoy Your Site Visits!

FAMILY AND CHILDREN'S TRUST COMMITTEE

**ANNUAL SITE VISIT MONITORING REPORT OUT FORM
2025-2026 Funding Year**

SECTION I: GENERAL INFORMATION

1. Agency Name: _____
2. FACT Program Name: _____
3. Report completed by (Lead FACT Site Visit Member)
Name: _____
4. Date of Site Visit: _____
5. Location of Site Visit: _____

SECTION II: SITE VISIT ATTENDEES

1. FACT Members/Staff Present:

2. Agency Staff Present (Name and Title):

SECTION III: SITE VISIT EVALUATION/REPORT OUT

Write up here:

SECTION IV: SITE VISIT TEAM RECOMMENDATION

Site Visit Team recommendation is (please check one):

Contract ☐ Should be renewed for FY26-27 ☐ Should not be renewed for FY26-27

**FY25-26 FACT Contracts
Site Visit Assignment Sheet**

Contract #	Agency	Program Name	Services	FACT Members Performing Site Visit * indicates Lead
20-710-0	Bay Area Crisis Nursery (BACN)	FACT - Crisis Nursery Services	Crisis nursery services including 24-Hour respite care services, emergency childcare services, and crisis residential care services provided to low-income families with children ages zero through five (0-5) living in Contra Costa County who are experiencing stress or a crisis. The goals are to resolve crisis, reduce parental stress, and strengthen the protective factors to mitigate or eliminate the risk for child abuse.	
20-711-0	Contra Costa Interfaith Housing, Inc. dba Hope Solutions	FACT - Clinical & Academic Support Services for Homeless and Poverty-Impacted Families.	Comprehensive program that includes access to safe, affordable housing coupled with intensive case management, clinical, and academic support services. The program provides evidence-based mental health services, case management, parenting education, early intervention, academic support services, afterschool programming, and other youth enrichment services to families who are formerly homeless, at risk to become homeless, and living in poverty. Contractor will embed these supportive programs within four affordable housing sites located in Contra Costa County.	
20-712-0	Mt. Diablo Unified School District/Crossroads High School	FACT - Pregnant and Parenting Teens	Provides supportive services for Contra Costa County pregnant teen mothers and parenting youth, grades nine (9) through twelve (12) and their children ages one month to three years of age. Parenting teens are encouraged to participate in support services, including: a high school diploma program, child care, parenting education, mental health counseling, maternal and reproductive health services, and college and career counseling in a safe and supportive environment. Services are provided at the Crossroads High School campus and students participating in the program live in the Mt. Diablo Unified School District attendance area.	
20-713-0	Ujima Family Recovery Services	FACT - Family Wellness Program	Prevention/Early Intervention program including Parenting Education, Mental Health/Counseling, and Evidence-based Afterschool Programs for families affected by Substance Abuse Disorders and violence	
20-714-0	Child Abuse Prevention Council of Contra Costa County (CAPC)	FACT - Nurturing Parenting Program	Parent education program and early intervention which focuses on the Protective Factor's Framework in order to prevent Adverse Childhood Experiences (ACES). The program emphasizes the importance of warm, nurturing, trusting and non-violent households. The family-centered, trauma informed curriculum builds nurturing parenting skills, provides child development education, and also includes special training for children with special needs and health challenges.	
20-715-0	STAND! For Families Free of Violence	FACT - Breaking the Cycle Program	Evidence - based psychotherapy services for young victims who have experienced direct child abuse trauma or indirect trauma via exposure to parental domestic violence and psychoeducational Nurturing Parenting workshops to engage non-offending parents. STAND! is the only shelter-based domestic violence victim serving organization in the County	

Committee Members with previous Site Visit Experience:

Carol Carrillo, Mary Flott, Yvonne Wadleigh, Erin Cabezas, Isabel Renggenathen

Committee Members doing Site Visit for first time:

Emily Hampshire, Dr. Shires, Nakenya Allen, Maura Millison, Natalya Dunauskas, Kay Reed