

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