

FACT Meeting Minutes

April 6, 2026

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

Staff: Ana Kaye, Jan Nelson, Cynthia Lepe

Guests: N/A

1. Review and Accept Minutes (March 2, 2026)

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

2. FACT Membership Update, Organization & Action Items

- Membership Updates:

- o As of November 18, 2025, all 11 FACT seats are filled; all members are up to date with the required training.
- o FACT Memberships renewal is approaching. Members whose term is expiring this fall are required to submit a renewal application to retain their seat. Staff to FACT will provide renewal documentation to members as applicable. Members may review the FACT Roster for their term dates.
- o Staff to FACT Ana Kaye will be transitioning to a new position and no longer serving FACT. FACT will continue to be staffed by Children and Family Services. Additional updates will be provided as they become available.

3. FACT Site Visit Retrospective

- Lessons Learned

- o FACT members impressed with quality of site visits and preparation done by contractors.
- o Completing visits in pairs was helpful for new members to learn what kind of questions to ask in the future.
- o Members requested future training to include more structure and guidance on what to ask, and communication with contractor staff.

4. FACT 2025 Tax Donation Update:

- Thank you letters to 2025 donors were signed by the chairs and mailed to donors.
- Data review:
 - o Total number of donations: 232
 - o Total dollar amount of donations: \$23,665
 - o Highest dollar donation amount: \$3,200, Moraga

5. FACT 2026 Tax Donation Flyer

- Review Flyer
 - o Final flyer design must be submitted for printing in the Summer; flyers will be distributed in November with the county tax mailing.
 - o FACT Committee reviewed the design and requested this item be re-agendized for May to allow additional time to review.
 - o CAPC will have an updated Safe and Sound report by the May meeting so that data points can be updated.

Discussion/Announcements/Public Comment

-April is Child Abuse Prevention & Awareness month. Important dates from CAPC:
 April 14th-Wear Blue Day and presentation at the Board of Supervisors meeting
 April 23rd- Annual Luncheon Fundraiser at the Round Hill Country Club

- 10:09am Adjourn –

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date