

FACT Meeting Minutes

June 2, 2025

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Room 101/102



Call to Order – 9:32am

Committee Member Roll Call:

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

Staff: Ana Kaye, Laura Malone, Jan Nelson, Cynthia Lepe

Guests: N/A

1. Review and Accept Minutes (May 5, 2025)

- Due to insufficient in-person voting quorum, the committee could not vote to accept the minutes from May's meeting. These will be reviewed and accepted at the August meeting.

2. FACT Membership Update, Organization & Action Items

- Receive Membership Update
Of the 11 FACT seats, 1 vacant seat remains: At-large seat 3. A vacancy announcement was posted to EHSD social media platforms Facebook, Instagram, and X. There are currently no applicants.
- Receive Membership Renewal Information
All membership renewals were submitted by June 1st timely. Renewals for those holding district seats are vetted by Supervisor staff. The approved renewals are then taken to the Family & Human Services Committee for approval.
- Review & Accept Membership Renewals
Due to insufficient in-person voting quorum, the committee could not vote to accept these renewals. These will be reviewed and accepted at the August meeting.

3. FACT 2024 Request for Proposal 1216 Update

- RFP Status and Next Steps
Review: 16 proposals were received, with 10 passing compliance and fiscal evaluation. FACT Committee evaluation began on February 24 and was completed on March 21. The FACT Committee held a public meeting on April 7 to review the evaluations, discuss and vote on

recommended awardees to forward to the Board of Supervisors for approval. The Staff Report with the FACT Committee recommendation is under review for the June 10th Board of Supervisor’s agenda. Once approved by the Board of Supervisors, Award Letter Notification will be sent to the RFP Proposal Respondents within 2 business days. At that point, a 10-day appeal period opens up and contract development with the awardees can begin.

4. FACT 2024 Request for Proposal 1216 Lessons Learned

- Continued discussion from the May meeting on Lessons learned for the next FACT RFP Cycle.
- Committee discussed starting to review the next draft in 2027. Committee would like to begin the draft process in April, after EHSD Contract Renewals are completed.

5. FACT Flyer Updates/Property Tax Donation Form

- Request to add the Child Abuse Prevention Center website to the flyer. Suggested language: “For more information about child abuse prevention in Contra Costa County, please go to...”
- Committee reviewed and provided feedback on the content and design options for the new flyer, and made a final recommendation on photos and design for Employment and Human Services Division approval.
- Content reviewed included photos, quotes from participants in FACT funded programs, and public child abuse and neglect data from the Safe and Sound 2024 impact study and the California Public Child Welfare Indicators Project webpage.
- The committee suggested adding unused quotes on the FACT website.
- The committee suggested descriptors for the data that may be impactful. Staff to FACT will discuss the methodology with EHSD data team.
- The flyers are to be printed in July.
- The August Agenda packet will include the finalized PDF of the flyer.

6. FACT 24-25 Grantee Mid-Year Reports

- Every year, grantees complete mid-year reports regarding services provided/activities conducted, families served and a narrative. The reporting requirement is part of the FACT contracts.
- All FY24-25 mid-year reports were turned in timely.
- The Committee Chairs suggested these be shared with the entire FACT Committee for context.
- For FY25-26 contracts, site visits will need to be completed beginning in January. Staff to FACT provide orientation and training on how to complete site visits. All site visits are scheduled to have at least two FACT Committee members present. Once completed, FACT Committee members will report their findings to the committee during FACT Committee Meetings starting in February and completing no later than March.

7. Discussion/Announcements/Public Comment

Committee members will be subscribed to Legistar for FACT. Moving forward, members will receive the agenda and supporting documents directly from Legistar instead of from Staff.

- **10:52am Adjourn –**

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date

