

FACT Meeting Minutes

May 5, 2025

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA

Room 101/102



Call to Order – 9:38am

Committee Member Roll Call:

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

Staff: Laura Malone, Ana Kaye, Cynthia Lepe

Guests: Roslyn Gentry, Beth Bottorff

1. Review and Accept Minutes (April 7, 2025)

- Yvonne motioned to accept the minutes from April 7, 2025, Kay seconded. Motion passed unanimously. Abstained: Carol Carrillo

2. FACT Membership Update, Organization & Action Items

- Discussion: Receive Membership Update:

Of the 11 FACT seats, 1 vacant seat remains: At-large seat 3. Committee discussed membership recruitment including that members may share the recruitment with their networks and a request may be made to the Employment and Human Services Division (EHSD) Media team to publish on social media.

- Discussion: Receive Membership Renewal Information

Five Committee Members have terms ending September 30, 2025 and are up for Reappointment/Renewal. To ensure sufficient processing times, Reappointment/Renewal applications are due to the Clerk of the Board by June 1, 2025 To date, four out of five confirmations of applications have been received. Next, district offices will review and vet reappointment of district seats and submit for Board of Supervisors' (BOS) approval. The non-district seats will be put forth to the FACT committee for vote and recommendation to BOS.

- FACT to Staff Staffing Transition & Welcome

Ana Kaye is transitioning into the FACT Lead Staff Role for EHSD, with Jan Nelson continuing her supporting role for the committee.

3. Guaranteed Income Presentation

- Discussion: Receive presentation of Guaranteed Income

Children and Family Services (CFS) Bureau Director Roslyn Gentry and (CFS) Division Manager Beth Bottorff presented on the EHSD's upcoming Guaranteed Income Pilot Program and the youth population included in the pilot. This pilot is aiming to start Summer 2025 and will go before the BOS in June. The FACT committee provided feedback regarding the proposed youth population to be selected for this program. Presenters agreed to return to FACT in the future to provide updates on the program's progress and success.

4. FACT 2024 Request for Proposal 1216 Update

- Discussion: RFP Status and Next Steps

Sixteen applications were received, 10 of which passed EHSD compliance and fiscal evaluation. FACT Committee evaluated applications beginning on February 24 and ending on March 21, 2025. On April 7, 2025, the FACT Committee held a Public Meeting and voted on recommended awardees to forward to the BOS. The recommendation has been prepared and submitted for addition to the May 13 Board of Supervisors agenda. This is a delay from the FACT RFP, which indicated April 2025 for review and authorization. As a result of the timeline difference, communication via email to RFP respondents was sent on May 1 to notify of schedule adjustment and targeted May Board agenda item. Once the agenda item is approved, award letters will be sent to respondents and the 10-day appeal period begins. Then, Contract development with awardees can begin.

5. FACT 2024 Request for Proposal 1216 Lessons Learned

- Discussion: Lessons learned for the next FACT RFP Cycle

At the April FACT meeting, it was suggested to discuss lessons learned as an agenda item. These can be utilized for the next RFP cycle in 3 years.

Suggestions include:

- *Add instructions to the RFP to advise applicants to spell out acronyms the first time they are used.

- *Additional instruction regarding matching grants is needed.

- *Consider bringing back some form of a bidder's conference.

- *Clarity is needed around use of virtual services.

- *Several FACT members suggested providing feedback to those bidding respondents that did not meet compliance nor awarded.

Staff to FACT to bring this suggestion to EHSD Contracts and Grants Unit as this is a divergence from current practice.

- *Opportunities for education and professional development for FACT Committee members regarding best practices to prevent child abuse across cultures.

Discussion requested to be continued to June FACT meeting, including further discussion on the RFP timeline.

6. FACT Flyer Updates/Property Tax Donation Form

Discussion: Receive, Review, and Provide Updates to FACT Flyer/Property Tax Donation Form

Committee Received “The Economics of Child Abuse A Study of Contra Costa County” completed by Safe & Sound April 2025 and provided by committee member Carol Carillo to support updates to the data in the Property Tax Donation Form.

Suggestion to add tax identification number for the county to the form, make the phone number less prominent, and the website more prominent was previously discussed and agreed to.

Suggestion to change wording to say “100% of your contribution goes to prevention services,” removing “solely.”

Finalize the flyer at the June FACT meeting to allow marketing time to edit and send to print.

Property Tax flyers are sent out around August/September.

Committee members interested in additional data that underscores impact.

EHSD to provide additional data to offer choices at June meeting.

EHSD marketing department to provide input for updating the photos.

7. Discussion/Announcements/Public Comment

- 11:30am Adjourn –

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date
Continuing discussion on FACT Flyer Updates during June FACT meeting.	Staff to FACT	May 5, 2025/June 2, 2025
EHSD Media Team to publish vacant FACT Committee seat	Staff to FACT	May 5, 2025/September 30, 2025