

# 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 9<sup>th</sup>. 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		