

FACT Meeting Minutes

November 3, 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-Present	Dr. Rhiannon Shires-Present	Emily Hampshire-Absent
Nakenya Allen-Present	Maura Millson-Present	Erin Cabezas-Absent	Yvonne Wadleigh-Present	Kay Reed-Absent

Staff: Ana Kaye, Jan Nelson, Cynthia Lepe

Guests:

1. Review and Accept Minutes (September 8, 2025)

- Mary motioned to accept the minutes, Maura seconded. Motion passes unanimously.
Abstained: Carol Carillo

2. FACT Membership Update, Organization & Action Items

- Membership Renewal:
 - FACT currently has 1 vacant seat: the 3rd At-Large Seat. Natalya Dunauskas' appointment was approved by the FHS committee on October 16, 2025. This is anticipated to appear before the Board of Supervisors on November 4, 2025 for final approval.
 - The Board of Supervisors approved all renewal applications for members with terms expiring 9/30/2025.
 - Current FACT member redacted roster is included in the agenda packet, and a version with contact info will be sent to members privately.

- Training Updates
 - All members have submitted training requirements. Staff to FACT will continue to follow up should new trainings be required.

3. FACT Calendar Discussion

- Committee members reviewed draft calendar for 2026 meeting schedule.
- Mary motioned to approve the calendar as is. Dr Shires seconded. Motion passes unanimously.
Abstained: Carol Carillo

4. FACT Site Visit Monitoring

- Discuss site visit action plan
 - o Site visit teams will be assigned at the January FACT meeting. Site visit training will occur during the January FACT meeting. Visits will be scheduled between January and February 20th. Report outs and votes for renewal will occur at the March FACT Meeting.
 - o All members will receive the service plan for the contractors, as well as their mid-year report prior to completing the visits. New members will be paired with a member who has completed a site-visit before.
- Discuss Site Visit Monitoring Form
 - o Form provided to committee is the standard form used for several years. Contractors complete form and send it back to have committee review before completing site visit. FACT Committee reviewed and made suggestions/edits.
 - Suggestion to add question about services delivered in person vs. virtually.
 - Committee agreed to update the form to inquire about target populations outcomes.
 - FACT staff will complete updates.

5. FACT 2025 Annual Report

- Review 2024 Annual Report and process for 2025 Annual Report
 - o 2025 Annual Report is due in December with a final submission date of December 4.
 - o Committee requested Staff to FACT draft the 2025 Annual Report and that the Committee review and discuss the 2025 Annual Report during the December FACT meeting on December 1.
- Committee requested the 2025 Annual Report highlight their efforts to select contractors and fund 6 contracts.

6. FACT FY25-26 Contracts Update

- Receive Contract Process Update
 - o All contracts have been signed. As a reminder, "Demands" is also known as an invoice.
 - o Bay Area Crisis Nursery: Fully executed, demands paid, services being delivered
 - o Contra Costa Interfaith Housing, Hope Solutions: Fully executed as of last week.
 - o Mount Diablo Unified School District (MDUSD) Crossroads: fully executed demands paid and in motion.
 - o Ujima: fully executed and demands in progress
 - o CAPC: one step short of fully executed, almost completed.
 - o STAND for Families Free of Violence: fully executed

Discussion/Announcements/Public Comment

-CAPC website has information for families needing food services based in Antioch.

-EHSD offices also working to provide food boxes.

-Ana to forward to committee a list of resources to the committee of food assistance in the county

-Please vote on November 4th.

- 10:38am Adjourn –

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date