

# FACT Meeting Minutes

February 9, 2026

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:**

<b>Mary Flott- Present</b>	<b>Isabel Renggenathen- Absent</b>	<b>Carol Carrillo- Absent</b>	<b>Dr. Rhiannon Shires-Absent</b>	<b>Emily Hampshire- Present</b>
<b>Nakenya Allen- Present</b>	<b>Maura Millson- Present</b>	<b>Erin Cabezas- Present</b>	<b>Yvonne Wadleigh- Present</b>	<b>Kay Reed-Present</b>
<b>Natalya Danuaskas- Present</b>				

**Staff: Ana Kaye, Jan Nelson, Cynthia Lepe**

**Guests:**

- 1. Review and Accept Minutes (January 5, 2026)**
  - [Mary motioned to accept the minutes, Erin seconded. Motion passes unanimously.](#)
  
- 2. FACT Membership Update, Organization & Action Items**
  - Membership Updates:
    - o As of November 18, all 11 FACT seats have been filled and all members are up to date with required training.
    - o Brown Act teleconferencing guidelines have been updated and shared with the FACT committee via email on 1/8/2026 and in the 2/9/2026 meeting agenda packet.
  
- 3. FACT Site Visit Monitoring**
  - Discuss site visit action plan
    - o FACT members will form 6 visit teams and conduct contractor site visits, checking if services are being delivered, funding is being properly utilized, and the program is aligning with FACT value and by-laws.
    - o Members will report-out their findings at the March meeting.
  
- 4. FACT 2025 Tax Donation Update:**
  - Receive Contract Process Update

- Staff to FACT have received the tax flyer donation receipts. FACT committee will receive final totals and donation data at the March meeting, as well. Thank you notes will then be prepared for chairs to sign and sent to donors.

**Discussion/Announcements/Public Comment**

**American Association of University Women (Danville, Alamo, Walnut Creek) have scholarships available for foster care involved women. Deadline to apply is March 1<sup>st</sup>.**

- 9:56am Adjourn –

**ACTION ITEM ADDITIONS FROM THIS MEETING**

Deliverable	Responsible Party	Assigned Date/Due Date