

Family and Children's Trust (FACT) Committee



February 24, 2020

Report to Family and Human Services Committee

Kathy Gallagher
Employment and Human Services Director

Family and Human Services Committee Report Family and Children's Trust (FACT) Committee



OVERVIEW

On November 30, 2019 a letter was submitted to Supervisor Andersen from the Family and Children's Trust (FACT) Committee Chair (Joseph DeLuca) and Vice-Chair (Mary Flott) requesting guidance on whether or not it is the intent of the Board of Supervisors (BoS) to maintain FACT Committee to a role as a grant management organization in Contra Costa County. As a result, the BoS asked the Family and Human Services (FHS) Committee to consider whether it would be appropriate to expand the charge of the FACT Committee. As a result, the FHS Committee opened a referral as follows:

- Clarifying the Role of the Family and Children's Trust (FACT) Committee (#120).

This report is in response to a FHS Committee request to the Employment and Human Services Department (EHSD) Children and Family Services (CFS) Bureau to provide a report for the February 24, 2020 FHS Committee meeting regarding this referral.

BACKGROUND

The FACT Committee was established in 1985 by the Contra Costa County (CCC) BoS to make funding recommendations to the BoS on the allocation of specific funds for the prevention/amelioration of child abuse and neglect, and the promotion of positive family functioning. These funds include: The Child Abuse Prevention, Intervention, and Treatment (CAPIT) funds (AB 1733), the Community-Based Child Abuse Prevention (CBCAP) funds, Birth Certificate fees (AB2994), the Ann Adler Family and Children's Trust funds, license plate fees, and other funds as may be subsequently directed by the Board of Supervisors. The Board Order approving the Committee establishment is attached as Appendix A.

Of the 58 counties in California, CCC is the only county that has a committee dedicated to administering Child Abuse Prevention and Children's Trust Funds. These other counties administer the funds in a variety of ways including, but not limited to, assigning the funds to their local CAPC to provide services to the community, handling within the child welfare agency, and/or contracting with a Community Partner to manage the funds distribution.

FACT COMMITTEE GOALS/OBJECTIVES

The FACT Committee recommends to the BoS, Community Based Organizations (CBOs) to contract with in support of child abuse prevention. Every two years the FACT Committee establishes priority areas for allocating available FACT funds based on information/data achieved through a FACT needs assessment. This needs assessment is in alignment with the Children and Family Services County Systems Improvement Plan (SIP)/Self-Assessment. The Committee develops a Request for Proposal (RFP) which incorporates the identified priorities and utilizes a competitive bidding process to select non-profit, CBOs that can best provide the services determined to be most aligned with the child abuse prevention objectives. Recommendations are made to the BoS who makes the final funding decisions, resulting in contracts with CBOs to provide services in support of the identified priority areas. The Committee continues to evaluate these funded programs through annual

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monitoring visits while FACT Staff oversees the overall fiscal monitoring of active contracts to ensure continued provision of quality service and achievement of stated goals.

FACT COMMITTEE OPERATIONS

The FACT Committee holds monthly public meetings on the first Monday of each month at 9:30 AM at EHSD, 40 Douglas Drive, Martinez. Agendas are published to the public at least 72 hours in advance of the meeting and Committee meetings are open to the public. A quorum for voting purposes is defined as fifty percent plus one (50%+1) of authorized seats.

FACT Committee membership consists of 15 members, including 2 officers - a Chairperson and Vice-Chairperson. The make-up of the committee is described below and the current roster is included as Appendix B.

1. Up to a total of five (5) sector representatives from the following Committees/Groups
 - a. Mental Health Commission
 - b. Local Planning Council
 - c. First 5 Commission
 - d. Child Abuse Prevention Council (CAPC) (ex officio)
 - e. Faith-Based Community
 - f. Substance Abuse Advisory Committee or Council
 - g. Early Childhood Education/Child Development (group or individual)
2. One representative from each of the five Supervisorial Districts. Supervisors will recruit and appoint their own representative or, if requested, Staff to FACT will provide recruitment assistance.
3. Up to five At-Large members shall be recruited from representative community groups including, but not limited to, the following:
 - a. Service clubs
 - b. Faith-based organizations
 - c. Civic organizations
 - d. Ethnic and cultural clubs/groups
 - e. Chambers of Commerce
 - f. Parent/Teacher Associations/other educational entities

As an ex officio member, the Director of CAPC contributes expertise on the topic of Child Abuse Prevention in the community and acts as liaison between external agencies/organizations such as the State and Community Partners to report relevant information to the FACT Committee. The remaining FACT Committee members have a variety of experience and backgrounds. Committee membership is a two year term. Currently, there are four members with less than two years of experience serving on the Committee. There are currently three vacancies on the Committee and one (Child Development Early Childhood Education/Local Planning Council) has been vacant since at least May 2018. Recruitment of new members is currently accomplished through Committee member outreach and through the Clerk of the Board who sends monthly vacancy reports to all Supervisors and staff for awareness and publication as needed. It has been a challenge to fill all the vacancies. The Committee has identified a need to

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increase visibility and is developing member recruitment language that can be used to market across multiple mediums. Achieving quorum has not recently been a problem. Of the eleven scheduled meetings in 2019 there has only been one occasion where a quorum was not able to be reached due to a member's illness.

The table below shows the major tasks of the Committee members:

FACT Committee Member Roles	
Needs Assessment - Every two years conduct FACT needs assessment, including establish content for community member and professional surveys (web-based and in-person), community and professional discussions/meetings and review/analysis of other current studies and information, to establish a minimum of two priority areas for funding of services	All members
RFPs - every two years based on priority area of service need, develop desired RFP content; review and rate all responding proposals; recommend to EHSD Director and BoS the award of contracts, including level of funding	All members
Monthly meeting participation	All members
Site Visits and Reporting - every two years perform on-site monitoring visits to FACT contracted agencies, including program reviews; document report results, present at FACT meeting	All members
Contract renewal - Review site visit reports and provide recommendation on contract renewal	All members
Public information activities and coordination/collaboration discussion with related programs/agencies to inform and educate the community about the issues and problems facing low-income families and children	All members
Tax bill insert content - review and approval	All members
Member recruitment - application review, interview, prospective member vetting	All members
Usual duties as provided in Roberts Rules of Order	Chairperson, Vice-Chairperson
Donor Letter review and signature	Chairperson, Vice-Chairperson

EHSD STAFF SUPPORT FOR FACT

As determined in the 1985 charter, the BoS directed the County Social Service Department to provide staff support to FACT. As a result, the EHSD CFS Bureau provides staff to support the FACT Committee. EHSD absorbs the staffing which currently amounts to on average .5 FTE amongst four staff members (2 ASAIIs, a Contracts Administrator, and a Secretary). Fiscal and other administrative Contracts support is not included in the .5 FTE.

The table below shows the major staffing support activities based on current staffing levels. This activity has fluctuated over the years based on available staffing and mandated activity.

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EHSD FACT Staffing Support	
RFPs - documentation, publication, coordination, packet assembly, communication and distribution to FACT Committee, result tabulation, award/denial notifications	ASAIIs & Contracts Administrator
Contract/Account management – generation, coordination, documentation, negotiation, demand payment processing, fiscal monitoring/reporting	ASAIIs & Contracts Administrator
Site Visit Monitoring Support – report generation, coordination, communication, tracking	ASAIIs
Meeting Support – agenda, minutes, distribution, posting, scheduling, hosting, material preparation, meeting follow-up, action item response and resolution	Secretary, ASAIIs
Meeting Participation	ASAIIs, Contracts Administrator, Secretary
Annual OCAP Reporting - vendor and OCAP coordination, communication, data gathering and consolidation, completing State template/report, report submission to OCAP, resolution of report issues with OCAP Analyst and revision of report based on OCAP feedback	ASA IIIs
Property Tax Bill Donor Support – Insert preparation, print and mail facilitation, donor log, donor thank you letters	Secretary, ASAIIs
Membership – tracking and facilitation of new and annual renewal membership requests through the county approval process, coordination and planning of membership renewals with members, new member communication	ASAIIs

FUNDING REVENUE

FACT Funding consists of monies derived from the California Department of Social Services (CDSS) and various other revenue sources. The CDSS portion accounts for approximately 60% of the funding and is made up of Child Abuse Prevention, Intervention and Treatment Program (CAPIT) (AB1733) funds and the federal Community-Based Child Abuse Prevention (CBCAP) funds. Other funding consists of Birth Certificate fees (AB2994), specialized license plate fees, and the Ann Adler Family Donations (CCC property tax bill donations).

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The FY19-20 Funding Revenue is shown in the table below:

FY 19-20 FACT Funding Revenue	
CDSS Funds	
Child Abuse Prevention, Intervention, and Treatment (CAPIT)	\$375,052
Community-Based Child Abuse Prevention (CBCAP)*	<u>\$39,748</u>
	\$414,800
Other revenue	
AB2994 (Birth Certificate fees)*	\$215,665
Ann Adler Children and Family Trust (Private Donations)*	\$34,600
License Plate fees*	<u>\$23,600</u>
	\$273,865
TOTAL	\$688,655
<i>*estimated based on funding history</i>	

FUNDED PROGRAMS

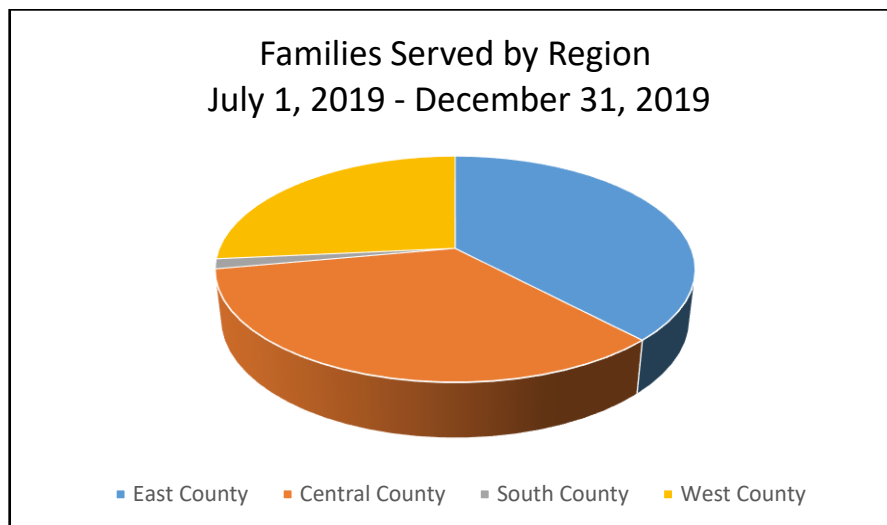
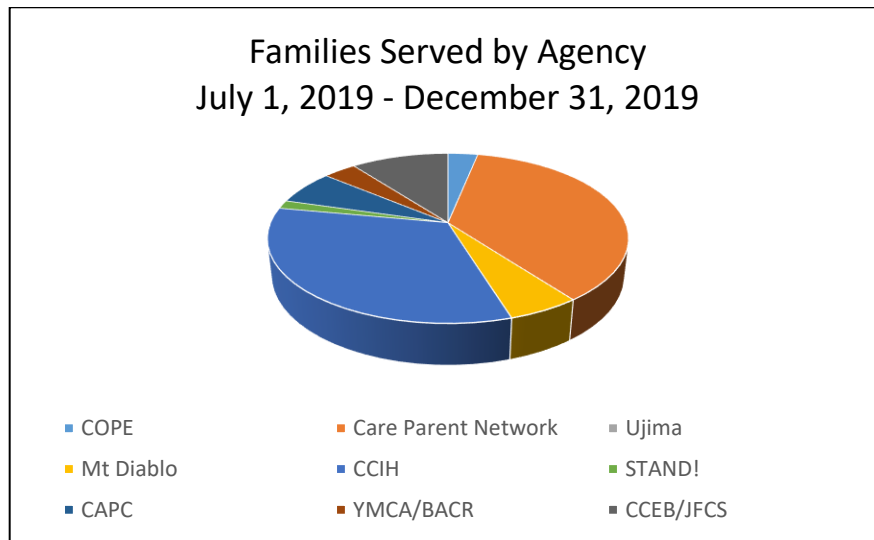
As a result of the RFP review and evaluation process in 2019, selected CBOs were awarded one (1) year contracts with the potential for one (1) year renewal. In FY19-20 FACT Awards and Contracts were issued in the amount of \$688,655 to nine (9) community agencies to support Child Abuse Prevention efforts in Contra Costa County.

The FY19-20 funding recipients are listed below:

FY 19-20 FACT Funding Recipients		
Care Parent Network (CC ARC)	Family Empowerment Project	\$80,000
Catholic Charities of the East Bay/Jewish Family Community Services	Refugee Immigrant Child Abuse Prevention Program (RICAP)	\$80,000
Child Abuse Prevention Council (CAPC)	Nurturing Parenting Program	\$55,655
Contra Costa Interfaith Housing	Early Intervention, Parenting Education and Mental Health Support	\$80,000
C.O.P.E. (Counseling Options & Parent Education)	Supporting Father Involvement Program (SFI)	\$73,000
Mt. Diablo Unified School District; Crossroads High School	Supporting Pregnant Teens	\$80,000
STAND!	Breaking the Cycle Program	\$80,000
Ujima	Family Wellness Program	\$80,000
YMCA East Bay/BACR	Self-Regulation and Competency Project (ARC)	<u>\$80,000</u>
TOTAL AWARDS		\$688,655

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The following charts provide a summary of FY19-20 FACT Contract efforts to date:



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CONCLUSION

Over the last several months, the FACT Committee has been working on recommended updates to the current Charter. At the most recent FACT Committee meeting on February 3, 2020, the FACT Committee agreed to retain the current language in ARTICLE VII, *Section 3* regarding other Committee activities:

"Public information activities and coordination/collaboration discussions with related programs/agencies serve as a mechanism to inform and educate the community about the issues and problems facing low-income families and children."

The updated Charter is pending final Committee approval which will require a 2/3 majority vote prior to submitting to the BoS for final acceptance and approval.

This report from EHSD serves to inform FHS Committee on FACT Committee roles and responsibilities and to acknowledge and express appreciation for the continued support from Contra Costa County Board of Supervisors.

APPENDICES

- A. Board of Supervisors, March 25, 1985, Establishing Family & Children's Trust Committee (FACT)
- B. FACT Roster February 2020
- C. FACT Charter: POLICIES AND PROCEDURES, FAMILY AND CHILDREN'S TRUST COMMITTEE (FACT)
CONTRA COSTA COUNTY

Family and Human Services Committee Report Family and Children's Trust (FACT) Committee

APPENDIX A

TO: BOARD OF SUPERVISORS
FROM: Phil Batchelor, County Administrator
DATE: March 25, 1985
SUBJECT: Establishing Family & Children's Trust Committee (FACT)



SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

RECOMMENDATION:

Establish the Family and Children's Trust (FACT) Committee; abolish the Child Abuse and Neglect Prevention and Intervention Committee, the Children's Trust Fund Committee, and the Family and Children's Trust Fund Committee, and direct the Social Service Department to provide staff support to FACT.

BACKGROUND:

On October 16, 1984, the Board of Supervisors directed the County Administrator and the Social Service Director to review the current system of advisory committees on the use of various funds for family and children's services and provide a recommendation for consolidation.

There are currently three committees providing recommendations to the Board of Supervisors on funding for essentially the same services:

Child Abuse and Neglect Prevention and Intervention Committee which allocated \$197,474 for child abuse and neglect prevention and intervention from State AB 1733 funds for fiscal years 1983-84 and 1984-85;

Children's Trust Fund Committee which allocated \$90,000 for child abuse prevention and intervention and neglect from County Birth Certificate fees under the provisions of AB 2994 for fiscal year 1984-85; and

Family and Children's Trust Fund Committee which is to allocate \$33,355 for family and children's services from voluntary property taxpayers' contributions (less \$10,000 allocated by the Board for a special child care project).

The Family and Children's Trust Fund Committee convened a meeting of representatives of all three committees, Social Services, and County Administrator's staff. The combined committee determined that State regulations permitted utilizing one committee for allocation recommendations of the three funds.

CONT. HUP ON ATTACHMENT: ☒ YES ☐ NO
☒ RECOMMENDATION OF COUNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE
☒ APPROVE ☐ OTHER
SIGNATURE(S): Claudio R. Neri-Sanchez
ACTION OF BOARD ON: April 16, 1985 APPROVED AS RECOMMENDED ☒ OTHER ☐

VOTE OF SUPERVISORS

☒ UNANIMOUS ASENT
AYES: _____ NOES: _____
ABSENT: _____ ABSTAIN: _____
CC: County Administrator
Social Service Director
County Auditor
Committee Members

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF AN ACTION TAKEN AND ENTERED ON THE MINUTES OF THE BOARD OF SUPERVISORS ON THE DATE SHOWN.

ATTESTED: April 16, 1985
PHIL BATCHELOR, CLERK OF THE BOARD OF SUPERVISORS AND COUNTY ADMINISTRATOR

BY: Jilene Edwards, DEPUTY

**APPENDIX B
FACT ROSTER February 2020**

Committee Seats (5)	At-Large Members (5)	District Seats (5)
<p>1. First 5 Commission Exp. 09/30/2020 Lisa R. Johnson</p> <p>2. School Representative Exp. 09/30/2020 Karin Kauzer</p> <p>3. Child Development Early Childhood Education/Local Planning Council Exp. 09/30/2020 Vacant</p> <p>4. Child Abuse Prevention Council Exp. 09/30/2021 Carol Carrillo, MSW</p> <p>5. Mental Health Exp. 09/30/2021 Dr. Allyson Mayo</p>	<p>1. Mary Flott (Vice-Chair) Exp. 09/30/2020</p> <p>2. At-Large Seat Exp. 09/30/2020 Vacant</p> <p>3. Marianne Gagen Exp. 09/30/2021</p> <p>4. Joseph DeLuca (Chair) Exp. 09/30/2021</p> <p>5. Olga Jones Exp. 09/30/2020</p>	<p>District I Exp. 09/30/2021 Supervisor John Gioia Richard Bell</p> <p>District II Exp. 09/30/2021 Supervisor Candace Andersen Mariana Valdez</p> <p>District III Exp. 09/30/2020 Supervisor Diane Burgis Stephanie Williams- Rogers</p> <p>District IV Exp. 09/30/2021 Supervisor Karen Mitchoff Mujdah Rahim</p> <p>District V Exp. 09/30/2021 Supervisor Federal Glover Vacant</p>

**APPENDIX C
FACT Charter
POLICIES AND PROCEDURES
FAMILY AND CHILDREN'S TRUST COMMITTEE (FACT)
CONTRA COSTA COUNTYFACT ROSTER February 2020**

See next page

POLICIES AND PROCEDURES

FAMILY AND CHILDREN'S TRUST COMMITTEE (FACT) CONTRA COSTA COUNTY

ARTICLE I:	Name, Purpose, Origin
ARTICLE II:	Membership
ARTICLE III:	Officers
ARTICLE IV:	Committees
ARTICLE V:	Role and Relationship of Contra Costa Employment and Human Services Department and the FACT Committee
ARTICLE VI:	Meetings
ARTICLE VII:	Established Procedures
ARTICLE VIII:	Conflict of Interest Guidelines
ARTICLE IX:	Amendments to Policies and Procedures

ARTICLE I

NAME, PURPOSE, ORIGIN

Section 1 NAME

The name of this committee shall be the Family and Children's Trust Committee (FACT).

Section 2 PURPOSE

The purpose of this Committee is to establish priorities and make funding

recommendations to the Board of Supervisors on the allocation of specific funds for the prevention/amelioration of child abuse and neglect, and the promotion of positive family functioning. These funds include: The Child Abuse Prevention, Intervention, and Treatment funds (CAPIT) funds, (AB 1733), Birth Certificate funds (AB2994), the Family and Children's Trust funds, the Community-Based Child Abuse Prevention funds (CBCAP), the Child Care Affordability funds, and other funds as may be subsequently directed by the Board of Supervisors.

The FACT Committee also provides information and data to the Employment and Human Services Department on the effectiveness of current and proposed programs for families and children and on recent or pending legislation that would potentially impact family and children's services programs, clients, or funding mechanisms.

Section 3 ORIGIN OF COMMITTEE

On April 6, 1985 the Contra Costa County Board of Supervisors established the Family and Children's Trust Committee (FACT) to make funding recommendations to the Board of Supervisors on allocation of the CAPIT Funds (AB1733), Birth Certificate Funds (AB2994), and the Family and Children's Trust Fund monies. Previously, there were three Committees providing recommendations to the Board of Supervisors for the use of these funds. The Board also directed the FACT Committee to make funding recommendations on the Child Care Affordability funds and the Community-Based Child Abuse Prevention funds (CBCAP) at a later date.

In 2005, the Board of Supervisors directed that the Family and Children's Services Advisory Committee (FACSAC) be merged with FACT as the federal mandate for FACSAC had ceased to exist and many of the functions of the committee had been assumed by other programs within the Employment and Human Services Department or other county entities.

All decision making authority is retained by the Board of Supervisors. The Board of Supervisors is the appointing authorities to FACT.

ARTICLE II

MEMBERSHIP

Section 1 MEMBERSHIP CATEGORIES

The membership of the FACT Committee shall consist of:

1. Up to a total of five (5) sector representatives from the following Committees/Groups
 - a. Mental Health Commission
 - b. Local Planning Council
 - c. First 5 Commission
 - d. Child Abuse Prevention Council (ex officio)
 - e. Faith-Based Community
 - f. Substance Abuse Advisory Committee or Council
 - g. Early Childhood Education/Child Development (group or individual)
2. One representative from each of the five Supervisorial Districts. Supervisors will recruit and appoint their own representative or, if requested, staff to FACT will provide recruitment assistance.
3. Up to five At-Large members shall be recruited from representative community groups including, but not limited to, the following:
 - a. Service clubs
 - b. Faith-based organizations
 - c. Civic organizations
 - d. Ethnic and cultural clubs/groups
 - e. Chambers of Commerce
 - f. Parent/Teacher Associations/other educational entities

All At-Large members shall be recruited to bring expertise in child care, out-of-home placement, homelessness, alcohol/substance abuse treatment, family systems or family preservation, child abuse/neglect services, parent education, multi-ethnic systems or programs and/or program planning, analysis, and evaluation.

Section 2 REQUIREMENTS

Each entity listed in Article II, Section 1 (A.) above which has a sector representative on the FACT Committee will have first option to recommend a replacement for that

individual should he/she leave for any reason. New appointments must be made within 90 days or the FACT Committee may select another organization, commission, or council from the list to appoint someone to fill the vacancy. FACT will request that said organization, commission, or council select a representative that:

1. Has knowledge of child abuse/child development or family functioning issues and programs, if possible;
2. Will commit self to attend all FACT meetings and read all materials; and
3. Will regularly seek input from, and report back to, the appointing body about the issues discussed and the decisions made by the FACT committee.

The five (5) At-Large members will be selected and replaced when needed from the community through a recruitment, application and interview process, by members of the FACT Committee and staff. The Committee will recommend individuals that have expertise in one of the designated areas in Article II, Section 1, and consider items (1.) and (2.) in Article II, Section 2.

Section 3 TERM of MEMBERSHIP

One term of Committee membership shall be two years. The FACT committee will develop a schedule whereby no more than fifty (50) percent of FACT members terminate membership in any one year. An ethnic, economic, and geographic balance among members shall be maintained as much as possible.

Section 4 ABSENCES

Absences:

1. *Excused* absences are those reported beforehand, if possible, and are due to emergency, illness, work schedule conflicts, or scheduled vacation. After three (3) such consecutive absences in one year, an evaluation will be made by the FACT Committee to determine if this should constitute a resignation from the Committee.
2. Three (3) *unexcused* consecutive absences in one year shall constitute a resignation from the Committee. Following the third unexcused absence, the Chairperson will contact the organization or individual in question and request a new representative.

Section 5 RESIGNATIONS

Voluntary resignation is accomplished by writing to the Chairperson. The resignation will be effective at the time unless otherwise specified.

Section 6 CONFLICT-FREE REQUIREMENTS

All FACT Committee members shall be conflict-free according to Contra Costa County's and the State Department of Social Service Conflict of Interest Guidelines (see Article VIII, Conflict of Interest Guidelines).

Section 7 LIABILITY

A member of the Committee shall not, solely because of such membership, be personally liable for any debts, obligations, or liabilities of the Committee.

Section 8 REVIEW OF APPOINTMENTS

All prospective At-Large appointments shall be sent to the Family and Human Services Committee (FHS) for review prior to appointment by the Board of Supervisors. The FACT Committee shall forward to FHS the resumes of qualified individuals.

ARTICLE III

OFFICERS

Section 1 OFFICERS

The officers of this Committee shall be a Chairperson and, if deemed necessary by the Committee, a Vice-Chairperson.

Section 2 DUTIES

The duties of the officer(s) shall be the usual duties of such officers as provided in Roberts Rules of Order. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson.

Section 3 TERM OF OFFICE

The term of office shall be two years. Officers may be elected for one or more following terms in the same office.

Section 4 OFFICER ELECTIONS

1. Officers shall be elected by majority vote of the membership.
2. Vacancies occurring between elections shall be filled by election, in like manner, at the next meeting after the vacancy occurs.

ARTICLE IV

COMMITTEES

Section 1 COMMITTEES

The Chairperson shall appoint such Subcommittees as may be required for the furtherance of the purpose of the Committee.

Section 2 RESPONSIBILITIES

All FACT Committee members, save ex officio (non-voting) members if currently sitting, shall be responsible for preparing, reviewing, and rating all proposals resulting from the annual RFP process and recommending to the Employment and Human Services Director and the Board of Supervisors the award of family and children's services contracts, including the appropriate level of funding for such contracts, with non-profit community agencies pursuant to:

1. CAPIT (AB 1733) and Birth Certificate-funded (AB 2994) programs for child abuse prevention and early intervention services;
2. The Family and Children's Trust Funds, for leveraging with other community resources to maximize public benefit in family and children's service programs;
3. The federal CBCAP (Community-Based Child Abuse Prevention) funds;

4. The Child Care Affordability funds to improve, expand, and make child care more affordable and accessible to low-income families; and
5. Other funds as subsequently directed by the Board of Supervisors.

ARTICLE V

ROLE AND RELATIONSHIP OF CONTRA COSTA EMPLOYMENT AND HUMAN SERVICES DEPARTMENT WITH THE FACT COMMITTEE

Section 1 ROLES

The Board of Supervisors delegated to the Employment and Human Services Department the responsibility to administer certain State and County funds disbursed by Board orders based on the recommendations of this FACT Committee. This task involves meeting State and County requirements related to AB 1733 (CAPIT funds), AB 2994 (Birth Certificate funds), the Ann Adler Family and Children's Trust Funds, the federal Community- Based Child Abuse Prevention funds (CBCAP), and the Child Care Affordability Funds. The Board of Supervisors also directed the Employment and Human Services Department to provide staff support to the FACT Committee.

Section 2

Staff support to the FACT Committee includes:

- (a) Providing clerical support, e.g., prepare and distribute committee's agendas, prepare minutes of all meetings, notify members of meetings, draft correspondence, etc., for the Chairperson's approval, prepare and send written materials at the Chairperson's direction, and maintain a current membership roster. (See Article VII, Section 6);
- (b) Implementing the instructions of the Chairperson relative to public hearings or other tasks as assigned;
- (c) Advising the Committee about political or contractual ramifications of any decision being considered by this Committee or its members; and
- (d) Reporting to the Committee regularly about contract timelines, monitoring procedures and any problems with contracts or contractors, distributing all contract service plans and budgets and all written reports required from

contractors or by the State.

Section 3

Staff support to the FACT Committee does not include:

- (a) acting unilaterally at any time relative to FACT Committee business or issues;
- (b) voting on the funding priorities, the RFP process, funding decisions, or any other motion before the Committee.

ARTICLE VI MEETINGS

Section 1

All meetings of the FACT Committee shall be governed by the Brown Act (Government Code section 54950, et seq.) and Better Government Ordinance.

Section 2

The Committee shall meet at least monthly and as often as needed during the RFP allocation period.

Section 3

Meetings shall be held at a regularly scheduled date and time of the month as established by the Committee in order to better accommodate attendance by Committee members and the public. Notice of the meeting shall be posted in a prominent place.

Section 4

A quorum is defined as fifty percent plus one (50%+1) of authorized seats. No voting shall take place without a quorum present. Unless otherwise required by these policies, a majority of the total membership is required to pass any proposed action of the FACT committee.

Section 5

Special meetings of this Committee may be called by the Chairperson, Vice-Chairperson, or any three members in concert. Special meetings can be held following four-work days' notice to all members if a quorum is present at the designated date and time.

ARTICLE VII

ESTABLISHED PROCEDURES

Section 1

Every two years the FACT Committee shall establish a minimum of two specific priority areas for allocating available FACT funds based on information/data from a County self-assessment or equivalent, public hearing or other needs assessment mechanism, a review of additional surveys/reports from other groups, and/or interviews with key child abuse/neglect professionals.

Section 2

- (1) The FACT Committee will adhere to the following decision-making process for the allocation of CAPIT (AB1733), Birth Certificate (AB2994) and Community-Based Child Abuse Prevention funds. These monies derive from the State Department of Social Services and any requirements of that Department will be adhered to, in addition to the following procedures:
 - a. These monies are for child abuse and neglect prevention and early intervention services, which meet the needs of children at high-risk, especially those aged 0 - 14, operated by private non-profit organizations.
 - b. Every two years a needs assessment process, including community member and professional surveys (web-based and in-person), community and professional discussions/meetings and review/analysis of other current studies and information, will be used to establish a minimum of two priority areas for funding of services.
 - c. The Employment and Human Services Department will implement a competitive RFP/RFI process for the allocation of funds.

- d. The FACT Committee will review, rate, and recommend approval of contracts to the Board of Supervisors following the guidelines outlined in the current RFP.
- e. Monies contributed to the Family and Children's Trust fund will be allocated to public/private non-profit agencies which provide services that meet the needs of families and children in Contra Costa County. These funds will generally be combined with the State funds described in (a), above, and will be allocated via the same process, but they may, at the FACT Committee's discretion, be used to support small programs whose goals are slightly broader than those of the aforementioned state program.

Section 3

The general timeline for the work of the Committee in an RFP funding year is as follows:

- September: Committee officer terms begin; agencies are notified of public hearings/interviews/other needs assessment activities.
- October: Begin contractor site-visits; continue needs assessment.
- Nov.-Dec: Identify overall county needs and establish funding priorities.
- Jan.-Feb. FACT Committee, staff and Contracts Unit prepares RFP/RFI for distribution; RFP/RFI released mid-February.
- March: Proposals due; begin second round of site-visits.
- April: Committee members rate and review proposals.
- May: Rating and Review meeting (open) held; following two week appeal period, funding recommendations forwarded to Employment and Human Services Director and Board of Supervisors for final approval.
- June: Contracts and Grants Unit of the Employment and Human Services Department prepares and submits contract documents to selected agencies.
- July: Review of overall RFP process to identify required modifications; tax insert approved.
- August: No FACT meeting

In addition to this RFP-focused timeline, other pertinent activities, including program review meetings and meetings with community members occur throughout the year. Public information activities and coordination/collaboration discussions with related programs/agencies serve as a mechanism to inform and educate the community about the issues and problems facing low-income families and children. A legislative report is provided quarterly by the Director of the Child Abuse Prevention Council (sitting on the FACT Committee as an ex-officio member).

This general timeline will serve as the basis for developing the FACT Committee's annual work plan by October 15 of each year.

Section 4

The County Employment and Human Services Department will establish a work plan with the State regarding CAPIT (AB 1733) and Community-Based Child Abuse Prevention Funds (CBCAP), to be reviewed by the committee.

The County Employment and Human Services Department will not establish a work plan with the State regarding funds raised through Birth Certificates (AB2993) or other funds within the purview of this Committee without prior review of such plan by the Committee as such decisions directly impact the FACT Committee's work plan and timelines.

Section 5

The County liaison from the Office of Child Abuse Prevention (OCAP) will be invited to meet with The FACT membership at least annually in order to maintain communication and a current understanding of OCAP's expectations.

Section 6

Employment and Human Services staff to the FACT Committee shall maintain a roster of attendance, including excused and unexcused absences (as defined herein) and will notify the Chairperson when any member has two consecutive unexcused absences.

If the FACT Committee decides on a course of action, staff to the Committee will follow through on that decision as soon as possible. Staff will raise any issues or problems he/she sees with a course of action while it is still under discussion. The Committee and Employment and Human Services staff will work together to ensure that all issues and potential problems are addressed before decisions are made. Should

a problem arise for Employment and Human Services staff while executing a Committee decision, the

Chairperson will be contacted as soon as possible. That problem or item will then be placed on the next agenda so members can be kept informed of the outcome of their decisions.

Section 7

Staff to this Committee and EHSD Contracts and Grants Unit staff who deal with the State Office of Child Abuse Prevention, or contractors allocated monies via Committee recommendations, will submit directly to the Chairperson all original source documents received pertaining to CAPIT, Birth Certificate, CBCAP, or Trust Fund monies, as well as other relevant documents under the purview of the committee.

Section 8

Members entitled to vote shall not be permitted to vote or act by proxy.

ARTICLE VIII

CONFLICT OF INTEREST GUIDELINES

Section 1

All members of the FACT Committee shall be conflict-free according to Contra Costa County's and the State Department of Social Services' Conflict of Interest Guidelines.

To be conflict-free, FACT membership shall not include anyone who:

1. Is a board member or an employee of an agency receiving monies recommended by FACT.
2. Is a board member or an employee of an agency applying for FACT funding.
3. Has been a board member or an employee of an agency during a 12

month period measured either from the dated he or she resigned from an agency which received FACT funds at any time during the preceding year or after the end of the fiscal year in which that agency received any FACT funds.

Section 2

Contract monitoring is not to be conducted by any member of FACT who has a conflict of interest in that the member, or the member's spouse or business partner, is a board member or an employee of the contract agency he or she is monitoring.

ARTICLE IX

AMENDMENT OF POLICIES AND PROCEDURES

Section 1

These Policies and Procedures may be amended once the following actions have occurred:

1. The proposed amendment has been introduced in writing by one or more FACT members at a meeting with a quorum present; and
2. The amendment has been discussed by the membership in at least one regular meeting prior the regularly scheduled meeting at which a vote is taken; and
3. Any suggested changes in wording have been accepted by the one or more FACT members who originally introduced the amendment; and
4. A 2/3 vote of the total membership approves the amendment either by a count of hands or by written ballot as determined by a majority of the members present on a case-by-case basis, and:
5. The amendment(s) is approved by the Board of Supervisors.