



Agenda

FAMILY & HUMAN SERVICES COMMITTEE

August 24, 2020

9:00 A.M.

Virtual Meeting

The public may observe and participate in the virtual Zoom meeting by using this link:

<https://ccccounty-us.zoom.us/j/98515435332>

OR

Calling in using this phone number and Meeting ID code:

1-888-278-0254

Meeting ID: 786066

Supervisor John Gioia, Chair
Supervisor Candace Andersen, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the draft Record of Action for the July 27, 2020 Family & Human Services Committee Meeting.
4. CONSIDER making recommendations to the Board of Supervisors on the following advisory body appointments, re-appointments or vacancies:
 - a. RECOMMEND the Board of Supervisors appoint of Sara Shafiabady to the At Large No. 4 seat on the Advisory Council on Aging for a term expiring September 30, 2022 as recommended by the Council. (*Anthony Macias, Employment and Human Services Department*)
 - b. RECOMMEND the Board of Supervisors reappoint Lisa Johnson to the First Five Commission Seat 1, as well as appoint Micaela Mota to the Child Development/Early Childhood Education/Local Planning Council Seat 3 and Katie Callahan Cisco to At-Large 2 seat on the Family and Children's Trust Committee each for terms ending on September 30, 2022, as recommended by the Employment and Human Services Department.

c. RECOMMEND the Board of Supervisors appoint:

- Shailaja Dixit, as At Large Seat Commissioner on the CCCWG, a term ending August 24, 2024, and
- Silvia Young, as AT Large Seat Commissioner on the CCCWG, a term ending August 24, 2024.

5. CONSIDER accepting and submitting for approval to the Board of Supervisors:
 - 1) Modifications to the FACT Policies and Procedures, and
 - 2) Extension of a third contract renewal to second-year FACT contract recipients that meet the criteria for renewal. *(Kathy Gallagher, Department Director, Laura Malone and Jan Nelson, Children & Family Services)*
6. ACCEPT the report from the Employment and Human Services Department on aging and adult services, including the progress made to address the issue of elder abuse in Contra Costa County.
7. The next meeting is currently scheduled for September 28, 2020.
8. Adjourn

The Family & Human Services Committee will provide reasonable accommodations for persons with disabilities planning to attend Family & Human Services Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Family & Human Services Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, 4th floor, Martinez, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Dennis Bozanich, Committee Staff
Phone (925) 655-2050, Fax (925) 655-2075
Dennis.Bozanich@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

3.

Meeting Date: 08/24/2020
Subject: RECORD OF ACTION FOR THE PREVIOUS FHS MEETING
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: NA
Referral Name: NA
Presenter: Dennis Bozanich **Contact:** Dennis Bozanich; 5-1037

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the draft Record of Action for the July 27, 2020 Family & Human Services Committee Meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the draft Record of Action for the July 27, 2020 Family & Human Services Committee Meeting.

Fiscal Impact (if any):

None

Attachments

DRAFT Record of Action - July 27, 2020

DRAFT



FAMILY AND HUMAN SERVICES COMMITTEE

RECORD OF ACTION FOR
July 27, 2020

Supervisor John Gioia, Chair
Supervisor Candace Andersen, Vice Chair

Present: John Gioia, Chair
Candace Andersen, Vice Chair

1. Introductions

Meeting called to order at 9:02 AM.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

No public comment.

3. RECEIVE and APPROVE the draft Record of Action for the May 18, 2020 Family & Human Services Committee Special Meeting.

Approved. No public comment.

AYE: Chair John Gioia
Vice Chair Candace Andersen

4. CONSIDER each of the following advisory board appointments, re-appointments or vacancy declarations for possible recommendation to the Board of Supervisors.

- a. Board of Supervisor may consider appointing local Workforce Development Board (WDB) candidates for vacant Board seats as approved by the Emergency WDB Executive Committee meeting on June 24, 2020. Both seats have terms from July 1, 2020 to June 30, 2024.

- Jose Carrascal - Workforce Business Seat #6
- Monica Magee - Workforce Business Seat #12

Approved recommendation to send appointments to the Board of Supervisor's Consent Agenda. No public comment.

AYE: Chair John Gioia
Vice Chair Candace Andersen

- b. RECOMMEND to the Board of Supervisors the reappointment of Karin Kauzer to the School Seat 2 and Mary Flott to At-Large 1 seat on the Family and Children's Trust Committee for terms ending on September 30, 2020, as recommended by the Employment and Human Services Department.

Approved recommendation to send appointments to the Board of Supervisor's Consent Agenda. No public comment.

AYE: Chair John Gioia
Vice Chair Candace Andersen

5. CONSIDER accepting the cumulative evaluation report from the Health Services Department on the implementation of Laura's Law – Assisted Outpatient Treatment (AOT) program during the period July 2018 through June 2019.

Approved recommendation to forward the report to the Board of Supervisors. Additional information was requested to be added to the report, including: 1) Comparisons to other counties; 2) Percentage of homeless individuals receiving treatment by ethnic/racial background; and 3) data on the housing circumstances of those receiving treatment. Two members of the public spoke on this item.

AYE: Chair John Gioia
Vice Chair Candace Andersen

6. CONSIDER receiving a recommendation from the Arts and Culture Commission of Contra Costa County (AC5) on the development of a countywide Arts and Cultural Plan. (Y'Anad Burrell and Silvia Ledezma, AC5 Commissioners; Julia Taylor, CAO Analyst)

Approved recommendation to send the report to the Board of Supervisors consent agenda. No public comment.

AYE: Chair John Gioia
Vice Chair Candace Andersen

7. ACCEPT attached report on the activities and key accomplishments of the Local Planning and Advisory Council for Early Care and Education during fiscal year 2019-2020.

Approved recommendation to send the report to the Board of Supervisors consent agenda. No public comment.

AYE: Chair John Gioia
Vice Chair Candace Andersen

8. ACCEPT report from the Employment and Human Services Department on efforts to intervene in and prevent human trafficking and the commercial sexual exploitation of children, and on the operation of Children & Family Justice Centers.

Approved recommendation to send the report to the Board of Supervisors consent agenda.
No public comment.

AYE: Chair John Gioia
Vice Chair Candace Andersen

9. The next meeting is currently scheduled for August 24, 2020.
10. Adjourn

Meeting was adjourned at 10:56 AM.

For Additional Information Contact:

Dennis Bozanich, Committee Staff
Phone (925) 335-1037, Fax (925) 646-1353
Dennis.Bozanich@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

4.

Meeting Date: 08/24/2020

Subject: CONSIDER recommendations to the Board on the following advisory body appointments, re-appointments or vacancies

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: NA

Referral Name: Advisory Body Appointments

Presenter: Dennis Bozanich

Contact: Dennis Bozanich; 5-1037

Referral History:

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors committee.

Referral Update:

Recommendation(s)/Next Step(s):

CONSIDER each of the following advisory board appointments, re-appointments or vacancy declarations for possible recommendation to the Board of Supervisors.

Fiscal Impact (if any):

NA

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

4. a.

Meeting Date: 08/24/2020
Subject: Appointment to the Advisory Council on Aging
Submitted For: Kathy Gallagher, Employment & Human Services Director
Department: Employment & Human Services
Referral No.: N/A
Referral Name: Appointments to Advisory Bodies
Presenter: Anthony Macias **Contact:** Anthony Macias,
925.602.4175

Referral History:

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors committee. The Advisory Council on Aging provides a means for county-wide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for the older residents of this County. The Council provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging.

The Advisory Council on Aging consists of 40 members serving 2 year staggered terms, each ending on September 30. The Council consists of representatives of the target population and the general public, including older low-income and military persons; at least one-half of the membership must be made up of actual consumers of services under the Area Plan. The Council includes: 19 representatives recommended from each Local Committee on Aging, 1 representative from the Nutrition Project Council, 1 Retired Senior Volunteer Program, and 19 Members at-Large.

Referral Update:

The Contra Costa Area Agency on Aging (AAA) recommends for immediate appointment to the Contra Costa Advisory Council on Aging (ACOA) the following applicant: Ms. Sara Shafiabady for Member at Large (MAL) Seat #4. The MAL #4 seat is undesignated and has remained vacant since 10/20/2019, with the term ending 9/30/2020.

Ms. Shafiabady submitted an application for ACOA membership dated 02/04/2020 that is provided as a separate attachment. The ACOA Membership Committee interviewed Ms. Shafiabady on 06/24/2020. The Membership Committee recommended Ms. Shafiabady to the ACOA Executive Committee to fill MAL#4 seat. The ACOA Executive Committee approved Ms.

Shafiabady to fill MAL#4 at their 07/01/2020 meeting. Members of the ACOA voted unanimously to approve Ms. Shafiabady's appointment to MAL#4 seat at their 7/15/2020 meeting.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors appointment of Sara Shafiabady to the At Large No. 4 seat on the Advisory Council on Aging for a term expiring September 30, 2022 as recommended by the Council.

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

S. Shafiabady ACOA Application

ACOA Applicant Recommendation Memo



Contra
Costa
County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

SARA

Last Name

SHAFIABADY

Home Address - Street

[REDACTED]

City

Walnut Creek

Zip Code

94596

Phone (best number to reach you)

[REDACTED]

Email

[REDACTED]

Resident of Supervisorial District:

[REDACTED]

EDUCATION

Check appropriate box if you possess one of the following:

☒ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

Colleges or Universities Attended

University of Illinois, Urbana

Course of Study/Major

Tourism Management

Degree Awarded

☒ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Other Training Completed:

Alz. Association Community Educator Training;

Board, Committee or Commission Name

Eldercare Bootcamp; Air Aging Nation

Seat Name

Advisory Council on Aging

Have you ever attended a meeting of the advisory board for which you are applying?

☒ No

☐ Yes

If yes, how many?

[REDACTED]

Please explain why you would like to serve on this particular board, committee, or commission.

I hope to add value by sharing experiences from families I have served over nearly 10 years assisting seniors on both medical and non-medical care options. I provide education to seniors and professionals in the community to help them coordinate care to follow through on their wishes.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have worked as a referral agent for 6.5 years, assisting families with research to connect with resources to meet care needs and budget. I also worked for hospice ~2 years and home care for almost a year. I have founded the Bay Area Chapter of the National Aging In Place Council to focus on advocating and educating seniors, families, and professionals.

I am including my resume with this application:

Please check one:

☐ Yes

☐ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

☒ Yes

☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one:

☐ Yes

☒ No

List any volunteer and community experience, including any boards on which you have served.

Volunteer education in Danville Senior Center / City of Orinda
in Waterford
Meals on wheels Fall Prevention Coalition
Former Alzheimers Association Community Educator Volunteer

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:

☐ Yes

☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one:

☐ Yes

☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

Sara Shefatyady

Date:

2/1/2020

Submit this application to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at

ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Contra Costa County California
Employment & Human Services

Kathy Gallagher, Director
40 Douglas Dr., Martinez, CA 94553 * Phone: (925) 313-1579 * Fax: (925) 313-1575 * www.cccounty.us/ehsd.

MEMORANDUM

DATE: 08/03/2020

TO: Family and Human Services Committee

CC: Tracy Murray, Director, Aging and Adult Services

FROM: Anthony Macias, Staff Representative for the Advisory Council on Aging

SUBJECT: Advisory Council on Aging – Appointment Requested

The Contra Costa Area Agency on Aging (AAA) recommends for immediate appointment to the Contra Costa Advisory Council on Aging (ACOA) the following applicant: Ms. Sara Shafiabady for Member at Large (MAL) Seat #4. The MAL #4 seat is undesignated and has remained vacant since 10/20/2019, with the term ending 9/30/2020.

The Area Agency on Aging, the ACOA and the Clerk of the Board, using CCTV, assisted with recruitment. AAA staff has encouraged interested individuals including minorities to apply through announcements provided at the Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County EHSD website contains dedicated web content, where interested members of the public are encouraged to apply and provided an application with instructions on whom to contact for ACOA related inquiries, including application procedures.

Ms. Shafiabady submitted an application for ACOA membership dated 02/04/2020 that is provided as a separate attachment. The ACOA Membership Committee interviewed Ms. Shafiabady on 06/24/2020. The Membership Committee recommended Ms. Shafiabady to the ACOA Executive Committee to fill MAL#4 seat. The ACOA Executive Committee approved Ms. Shafiabady to fill MAL#4 at their 07/01/2020 meeting. Members of the ACOA voted unanimously to approve Ms. Shafiabady's appointment to MAL#4 seat at their 7/15/2020 meeting.

Thank You.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

4. b.

Meeting Date: 08/24/2020
Subject: Appointments to FACT
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: NA
Referral Name: Advisory Board Appointment
Presenter: Dennis Bozanich **Contact:** Dennis Bozanich; 5-1037

Referral History:

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was the requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors sub-committee. The Family and Children's Trust Committee (FACT), was established in 1982 by the Contra Costa County Board of Supervisors to make funding recommendations on the allocation of a variety of funds for prevention and intervention services to reduce child abuse and neglect, provide supportive services to families and children, and promote a more coordinated, seamless system of services for families. Funding for FACT supported projects derived from federal and state program legislation, and donations to the County's Family and Children's Trust Fund. Every two years, the members of the FACT establish a series of County priorities for the use of these funds through review of existing data and reports and by holding Public Hearings in various areas of the county. The Committee then develops a competitive bidding process to select non-profit, community-based agencies that can best provide the services determined to be most important. Program recommendations are made to the Board of Supervisors which makes the final funding decisions. The Committee continues to evaluate these funded programs to ensure continued provision of quality service and achievement of stated goals. Programs currently being supported include countywide parenting classes, therapeutic day care for emotionally disturbed children, treatment for families, young children and teens with both substance abuse and child abuse issues, services for homeless families, and projects to support children whose mothers have been victims of domestic violence and sexual assault. The FACT has up to fifteen members who are appointed by the Board and include citizens with expertise in children's issues, education, law, non-profit agency management, public health, and program research/evaluation. In addition, the Director of the Child Abuse Prevention Council sits as ex-officio member of the Committee and participates in all matters except actually voting on funding recommendations. Terms for all Commission seats are two years. At Large and non-District appointed seat vacancies on the FACT have been assigned for Family and Human Services Committee (F&HS) review since 2003.

Referral Update:

The Committee has vacancies in At-Large 2 seat and Child Development/ECE/Local Planning Council 3 seat and an upcoming vacancy for thee seat representing the First Five Commission. Please see the attached memo for more information.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the reappointment of Lisa Johnson to the First Five Commission Seat 1, as well as the appointments of Micaela Mota to the Child Development/Early Childhood Education/Local Planning Council Seat 3 and Katie Callahan Cisco to At-Large 2 seat on the Family and Children's Trust Committee each for terms ending on September 30, 2022, as recommended by the Employment and Human Services Department.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Appointment Memo

Reappointment Application - Johnson

Appointment Application - Mota

Appointment Application - Callahan Cisco

FACT Roster - September 2020



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: Family and Human Services Committee
Supervisor Candace Andersen, District II, Chair
Supervisor John Gioia, District I, Vice Chair
Date: August 24, 2020

From: Kathy Gallagher, EHSD Director
Laura Malone, FACT Staff

Subject: Family and Children's Trust (FACT) Committee Seat Membership Recommendation

The Employment and Human Services Department Director, Kathy Gallagher, respectfully requests that the Family and Human Services Committee accept the following recommendations.

First, please accept the recommendation to re-appoint the following member to a discipline specific seat (Seat 1; First Five Commission) on the Family and Children's Trust (FACT) Committee:

Name	Seat	Area
Lisa Johnson	1, First Five Commission	Central County

The seat above expires on September 30, 2020. The FACT Committee voted on August 3, 2020, to recommend the re-appointment, which, upon approval, the candidate will serve a two-year term, which would extend the term to September 30, 2022. There were no other applicants for this Seat.

Second, please accept the recommendation to appoint the following applicants to the FACT Committee:

Name	Seat	Area
Micaela Mota	3, Child Development/Early Childhood Ed/Local Planning Council	West County
Katie Callahan Cisco	At-Large Seat 2	Central County

Seat 3, Child Development/Early Childhood Education was declared vacant due to committee member resignation on October 18, 2016. The FACT Committee voted on August 3, 2020, to recommend appointment of Micaela Mota to Seat 3, Child Development/Early Childhood Education.

At-Large Seat 2 was declared vacant on July 9, 2019 when the incumbent was appointed to the District IV Seat. The FACT Committee voted on August 3, 2020 to recommend appointment of Katie Callahan Cisco to At-Large Seat 2.

There were no other applicants for the Seats referenced above.

Candidates for appointment to the FACT Committee will serve a two-year term. Each of the Seats above upon approval would have a term expiration of September 30, 2022.

PURPOSE OF COMMITTEE

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: Child Abuse Prevention, Intervention, and Treatment funds (CAPIT) funds, (AB 1733), Birth Certificate revenue to the County Children's Trust (AB2994), the Ann Adler Children's Trust funds, Community-Based Child Abuse Prevention funds (CBCAP) and other funds as may be subsequently directed by the Board of Supervisors.

SUMMARY OF RECRUITMENT EFFORTS/NOMINEES FOR MEMBERSHIP

The FACT Committee, in conjunction with the County Administrator's Office, continues to make every effort to fill its vacant seats. These efforts include releasing public notices on the EHSD social media sites, contacting each district Supervisor's office and releasing public notice, inviting interested parties to consider membership and soliciting the support of current members to outreach to potential candidates for consideration for membership.

FACT Committee membership consists of the following:

- Five AT-Large seats
- One representative from each of the five Supervisorial Districts
- Five discipline/sector specific seats

There are currently 12 seats filled, with two pending resignations and three vacancies on FACT. The Committee has vacancies in the discipline-specific Seat 3, At-Large Seat 2 and the District V Seat. As indicated above, Seat 3, Local Planning Council was declared vacant due to committee member resignation on October 18, 2016. At-Large Seat 2 was declared vacant on July 9, 2019 due to the Seat 2 member being appointed to the District IV Seat resulting from committee member resignation on May 28, 2019. The District V Seat was declared vacant on September 17, 2019 resulting from committee member resignation on August 25, 2019. The FACT Committee is actively recruiting to fill the vacancies.

As referenced, the FACT Committee has also received resignation notifications from two members, which will result in vacancies. One pending resignation is for the At-Large Seat 5 and effective September 30, 2020 at the expiration of the current term.

The other pending resignation is for the At-Large Seat 3 and effective September 8, 2020.

If the seat members referenced herein are appointed, FACT Committee seat members will live or work in the following areas of the county (excluding the pending resignations):

- East (1): District III
- Central/South (9): Four discipline specific, Three At-Large, Districts II and IV
- West (2): District I, One discipline specific

The FACT Committee recommends re-appointing current Seat 1 First Five member, Lisa Johnson. In addition, the FACT Committee recommends appointing Micaela Mota, to Seat 3, Child Development/Early Childhood Education and Katie Callahan Cisco to At-Large Seat 2, of which each will have a term to expire on September 30, 2022.

All candidates have expressed a sincere interest in serving on the Committee and are dedicated to fulfilling the mission and goals as outlined in the Committees' policies and procedures.

Based on the above information, the Director of EHSD on behalf of the FACT Committee respectfully recommends that the FHS Committee re-appoint Lisa Johnson to continued membership on the FACT Committee and to appoint Micaela Mota and Katie Callahan Cisco to serve as members on the FACT Committee.

Enc. Board, Committees, and Commission Application for *Lisa Johnson*
Board, Committees, and Commission Application for *Micaela Mota*
Board, Committees, and Commission Application for *Katie Callahan Cisco*

Application Form

Profile

Lisa R. Johnson
 First Name Middle Initial Last Name

Home Address Suite or Apt
 Concord CA 94520
 City State Postal Code

Primary Phone

lrjohnson@first5coco.org
 Email Address

Which supervisorial district do you live in?

☒ District 3

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

California State University Hayward

Degree Type / Course of Study / Major

Master's Public Administration

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

California State University Hayward

Degree Type / Course of Study / Major

Bachelor's Health Sciences

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Family & Children's Trust Committee: Submitted

Seat Name

First 5

Have you ever attended a meeting of the advisory board for which you are applying?

☒ Yes ☐ No

If you have attended, how many meetings have you attended?

been a member for 20+

Please explain why you would like to serve on this particular board, committee, or commission.

First 5 is a Community Partner whose work is primarily about children and their well being. I bring this voice and lens to the FACT Committee.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

☒ Yes ☐ No

List any volunteer or community experience, including any advisory boards on which you have served.

FACT Committee

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

My work in contra Costa County over the past 20+ years is grounded in providing high quality services to children and families. I bring a unique lens having been a direct service provider and a funder of services in Contra Costa County.

[Upload a Resume](#)

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Application Form

Profile

Micaela

First Name

M

Middle Initial

Mota

Last Name

Home Address

RICHMOND

City

Suite or Apt

CA

State

94804

Postal Code

Primary Phone

micaelamota26@gmail.com

Email Address

Which supervisorial district do you live in?

☒ District 1

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Holy Names University

Degree Type / Course of Study / Major

Psychology

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

MFT/PCC and School Psych?PPS

Hours Completed

Certificate Awarded?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Local Planning and Advisory Council for Early Care and Education (LPC): Submitted

First 5 - Contra Costa Children and Families Commission: Submitted

Family & Children's Trust Committee: Submitted

Juvenile Justice Coordinating Council: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

I would like to serve on this particular board because as a developing school psychologist who is focused on providing essential services to scholars in lower SES and urban communities, I feel my voice, background, and passion for child welfare will be an asset.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

☐ Yes ☒ No

List any volunteer or community experience, including any advisory boards on which you have served.

Tara Hills Baseball , Richmond Little League

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Developing School Psychologist, three years as a clinical mental health provider as well as school based clinician (Richmond High), Bilingual (Spanish), Former Educator (Teacher at an urban elementary school)

[Micaela Morgan Mota Resume School Psych Intern.pdf](#)

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Micaela Morgan Mota

micaelamota26@gmail.com

OBJECTIVE

Experienced Bilingual Mental Health Social Worker with a demonstrated history of working in an urban environment. Strong education professional with a Bachelor of Arts (B.A.) focused in Psychology from Holy Names College. Pursuing a Masters at Saint Mary's College in MFT/PCC and School Psychology/PPS.

SKILLS

- Bilingual, Collaborating, Editing, Fundraising, Interviewing, Managing, Blogging, Teaching, Written and Verbal Communication, Leadership, Marketing, Organizer

EDUCATION

Saint Mary's College, Moraga, CA

Counseling Department – DUAL MFT/PCC & School Psychology/PPS August 2015 – Present

Holy Names University, Oakland, CA

B.A. in Psychology with High Honors, May 2014 Psi Chi, the National Honor Society for Psychology Students Deans List

Saint Mary's College, Moraga, CA

Pursued degree in Psychology

Concentration in Early Childhood Education (24 units)

MEMBERSHIP

California Association of School Psychologist

National Association of School Psychologists

National Alliance for Mental Illness

CERTIFICATION

Safe Environment Trainer, Diocese of Oakland – 2011 to 2014

CANS 2018- Present

SCHOLARSHIPS

Kalmonovitz School of Education Award Recipient - 2015

EXPERIENCE

Aspire Cal Tech, Richmond, CA

School Psychologist Trainee 09/01-Present

- Assist in providing diagnostic, prescriptive, consultative and counseling services at school.
- Assist in employing appropriate procedures and techniques in dealing with student adjustment problems.
- Assist in providing reports on the progress of student referrals to involved staff.
- Assist in working with community resources in order to provide for appropriate referrals of students who need educational, psychological services beyond those available in the schools.
- Assisting in the development of in-service education program.
- Assist in executing such other responsibilities as assigned by Lead School Psychologist
- Assist in participating in student study teams
- Assist in participating as an integral part of a crisis intervention team, as needed.

Richmond High School, CA

Bilingual Mental Health Counselor 08/19-Present

- Provide individual, group and family mental health services, including therapy, family consultation, case management, and prevention education.
- Provide relevant school-focused behavioral health services including, but not limited to:
 - Classroom prevention education (e.g. communication skills, Anti-bullying/Be an Ally, mindfulness practices.)
 - Teacher in-services on desired mental health topics
 - Participate on school's intervention teams (e.g. CARE teams.)
 - Provide crisis intervention and trauma response as needed
 - Participate in and/or lead climate and culture supportive programs, such as Day of Silence, restorative justice practices, etc.
- Provide family education opportunities as needed
- Consult with school administration, faculty and staff on specific youth and families and on school mental health issues in general. Participate in SST, IEP meetings.
- Work with school staff, teachers, administrators and parents to coordinate services.
- Complete all paperwork documentation in a timely manner including Medi-Cal documentation where relevant. Participate in monthly CQRT meetings

- Attend weekly clinical meetings for individual supervision and be an active participant of the clinical team in group case conference.
- Provide services to clients in an ethical, legal and professional manner, including HIPPA, CAMFT and NASW standards.
- Be familiar with and adhere to all agency policies and regulations.
- Competency in cultural issues related to race, ethnicity, nationality, class, religion, and sexual orientation required.

Familias Unidas Richmond, CA

MHSA FSP Bilingual Social Worker 01/17 – Present

- Perform clinical assessments and formulate treatment plans.
- Coordinate care with multidisciplinary team and outside providers.
- Conduct quarterly evaluations and annual clinical assessments.
- Coordinate use of flex fund budget for "whatever it takes" to help clients achieve and maintain stability in the community, i.e. housing, benefits, legal, medical, psychiatric, vocational, etc.
- Gather and maintain information about community resources of interest to clients/families, and provide referrals as appropriate. Outreach to service providers.
- Provide clinical case management services to adult clients and their support network/families as appropriate. Services are provided in the field, at clients' homes, and in the office.
- Timely completion of all required paperwork regarding clients and services provided.
- Provide therapeutic support with a variety of needs including but not limited to: daily living skills, budgeting, health management, social and family relationships, transportation, and linkage and coordination of services to benefit clients.
- Provide counseling in outpatient office and in the community as appropriate.
- Provide crisis intervention as needed, including on-call by phone after regular hours on a rotating basis.

Diocese of Oakland, Richmond, CA 08/14 – 12/2016

Fourth Grade Teacher

- Taught reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, utilizing course of study adopted by the School Department of the Diocese of Oakland, and other appropriate learning activities.
- Instructed students in citizenship and basic subject matter.
- Developed lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Used a variety of instruction strategies, such as inquiry, group discussion, lecture,

discovery, etc.

- Translated lesson plans into learning experiences so as to best utilize the available time for instruction.
- Established and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluated students' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicated with parents through conferences and other means to discuss students' progress and interpret the school program.
- Identified student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Created an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Maintained professional competence through in-service education activities provided by professional growth activities.
- Participated cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with guidelines.
- Selected and requisitions books and instructional aids; maintains required inventory records.
- Supervised students in out-of-classroom activities during the school day.
- Administered group standardized tests in accordance with state testing program.
- Participated in curriculum development programs as required.
- Participated in faculty committees and the sponsorship of student activities.

St. Lawrence O' Toole School, Oakland, CA 07/11- 08/14

Office Administrator – Administer Payroll, HR services, Insurance and Benefits

- Oversee financial accounts using FACTS Tuition Management Service
- Maintain an organized and updated file system for all students, faculty, and staff
Maintains absence reports on a daily basis and document truancy's (*EC* Section 48260)
- Generate geographic data and educational statistical data
- Coordinate and supervise outside vendors (janitors, lunch service, guests, etc.)
- Liaison to financial aid organizations (FACE, BASIC, Guardian)
- Supervise E-Rate and Grant programs Assist Principal
- Case manage families and assist with outside family support services (Ann Martin Center, Oakland Unified School District, Department of Health and Human Services)

COMMUNITY SERVICE

- Oakland Babe Ruth Little League Baseball, Oakland, CA 2011-2013

Organization Representative

- Diocese of Oakland, CA 02/2011 – 07/2011

Assisted within the Human Resource Department as well as Canon Law and the Office of the Bishop

- High Bridge Community Center, Bronx, NY 2000

Provide resource information and support to families

- San Miguel School, Camden, NJ Summer 2000

Tutored sixth graders in the fundamentals of math and language arts

- Saint Mary's College High School, Berkeley, CA 03/96-03/99

Helped beautify school grounds and assisted members of the community



**Contra
Costa
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Please return completed applications to:

Clerk of the Board of Supervisors

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Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Katie Callahan

Last Name

Cisco

Home Address - Street

City

Concord, CA

Zip Code

94521

Phone (best number to reach you)

Email

princesspekoe@gmail.com

Resident of Supervisorial District:

4

EDUCATION

Check appropriate box if you possess one of the following:

☒ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
University of Oregon	BA, Spanish	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
New School University, NYC	MFA, Acting	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Foster Parent - Contra Costa County

Board, Committee or Commission Name

FACT Committee

Seat Name

At-Large

Have you ever attended a meeting of the advisory board for which you are applying?

☒ No

☐ Yes

If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

I am deeply interested in learning more about the financial side of the child welfare programs in Contra Costa County. I am a huge advocate for trauma-informed care and the growing worth of mental health services for children.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

As a former foster parent, now adoptive mom, my husband and I were introduced to the County child welfare system. Our children were enrolled in HeadStart which made an immeasurable impact on them. They both have also received services through the Regional Center and more recently through We Care Children behavioral services. I organized a Foster Care Awareness Day at an Oakland A's game last May. We had 100 attendees from various organizations in the Bay Area.

I am including my resume with this application:

Please check one:

☐ Yes

☒ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

☐ Yes

☒ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☒ Yes ☐ No

List any volunteer and community experience, including any boards on which you have served.

I am currently serving at the Chair for the CSB Policy Council for HeadStart and Early HeadStart in Contra Costa County. My term ends in September.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: **Katie Callahan Cisco**

Date: **7/17/2020**

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).

2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.

3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.

4. Meetings may be held in various locations and some locations may not be accessible by public transportation.

5. Meeting dates and times are subject to change and may occur up to two (2) days per month.

6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.

8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

FACT ROSTER September 2020 - DRAFT

Committee Seats (5)	At-Large Members (5)	District Seats (5)
<p>1. First 5 Commission Exp. 09/30/2022 Lisa R. Johnson [REDACTED] Concord, CA 94520 [REDACTED] lrjohnson@firstfivecoco.org</p> <p>2. School Representative Exp. 09/30/2022 Karin Kauzer [REDACTED] Walnut Creek, CA 94595 [REDACTED] karinkauzer@gmail.com</p> <p>3. Child Development Early Childhood Education/Local Planning Council Exp. 09/30/2022 Micaela Mota [REDACTED] Richmond, CA 94804 [REDACTED] micaelamota26@gmail.org</p> <p>4. Child Abuse Prevention Council Exp. 09/30/2021 Carol Carrillo, MSW [REDACTED] Concord, CA 94520 [REDACTED] ccarrillo@capc-coco.org</p> <p>5. Mental Health Exp. 09/30/2021 Dr. Allyson Mayo [REDACTED] F : allymayo@hotmail.com</p>	<p>1. Mary Flott Exp. 09/30/2022 [REDACTED] Alamo, CA 94507 [REDACTED] flottmary@gmail.com</p> <p>2. Katie Callahan Cisco Exp. 09/30/2022 [REDACTED] Concord, CA 94521 [REDACTED] princesspekoe@gmail.org</p> <p>3. At-Large Seat Exp. 09/30/2021 Vacant</p> <p>4. Joseph DeLuca Exp. 09/30/2021 [REDACTED] Lafayette, CA 94549 [REDACTED] jdeluca@itoptimizers.com</p> <p>5. At-Large Seat Exp. 09/30/2020 Vacant</p>	<p>District I Exp. 09/30/2021 Supervisor John Gioia Richard Bell [REDACTED] El Cerrito, CA 94530 [REDACTED] bellr445@gmail.com</p> <p>District II Exp. 09/30/2021 Supervisor Candace Andersen Mariana Valdez [REDACTED] Walnut Creek, CA 94595 [REDACTED] mariana.valdez2@gmail.com</p> <p>District III Exp. 09/30/2022 Supervisor Diane Burgis Stephanie Williams-Rogers [REDACTED] Brentwood, CA 94513 [REDACTED] stephanie.williamsrogers@gmail.com</p> <p>District IV Exp. 09/30/2021 Supervisor Karen Mitchoff Mujdah Rahim [REDACTED] Walnut Creek, CA 94598 [REDACTED] mujdah@rahimfamilylaw.com</p>
	<p style="text-align: center;">Staff to FACT (2)</p> <p>Elaine Burres 40 Douglas Drive Martinez, CA 94553 O: (925) 608-4960 eburres@ehsd.cccounty.us</p> <p>Laura Malone (temp) 40 Douglas Drive Martinez, CA 94553 O: (925) 608-4943 malonl@ehsd.cccounty.us</p> <p style="color: red;">Reception: (925) 608-5000</p>	<p>District V Exp. 09/30/2021 Supervisor Federal Glover Vacant</p>

Updated August 10, 2020

Blue Highlights represent Appointments or Vacancies Pending Final Approvals in September



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

4. c.

Meeting Date: 08/24/2020
Subject: Appointments to the Commission for Women and Girls
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: NA
Referral Name: Advisory Board Appointment
Presenter: Kirsten Upshaw **Contact:** Dennis Bozanich
925-655-2050

Referral History:

The Contra Costa Commission for Women was formed to educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged. The Commission's mission is, "to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County." In September 2017, the IOC held a discussion about problems that had been reported concerning the Commission for Women including a spate of member resignations, inability to achieve a meeting quorum, blurred responsibilities, disagreement over the Commission's mission, factions and fragmentation, open meeting act errors, and loss of interest among some of the membership. The IOC has worked with the Commission over the next two years to institute policy and bylaws changes to address the issues that have hindered functioning of the Commission. The Commission for Women continues to face membership challenges. The committee consists of 15 members and one alternate including:

- Five district representatives, (one from each supervisorial districts)
- Ten At Large members, and
- One At-Large Alternate.

The five district representative are nominated for a four year term by each other the five members of the Board of Supervisors. The ten At-Large members and the one alternate are nominated by the CCCWG membership committee and forwarded to the full CCCWG.

Referral Update:

The purpose of this agenda item is to forward to you the following recommendation from the Contra Costa Commission for Women and Girls (CCWG).

- Appoint Shailaja Dixit, as At Large Seat Commissioner on the CCCWG, a term ending August 24, 2024, and
- Appoint Silvia Young, as AT Large Seat Commissioner on the CCCWG, a term ending August 24, 2024.

The membership committee unanimously approved the above recommendation for a new appointment. As of August 10, 2020, there are three (3) At-Large vacancies. The District III and District IV seats are also vacant.

Vacant Seats:

*At-Large #1 full term expiring February 28, 2024

At- Large #8, #10- full terms expiring August 31, 2024

District III

District IV

Recommendation(s)/Next Step(s):

RECOMMEND the Board of Supervisors appoint:

- Shailaja Dixit, as At Large Seat Commissioner on the CCCWG, a term ending August 24, 2024, and
- Silvia Young, as AT Large Seat Commissioner on the CCCWG, a term ending August 24, 2024.

Fiscal Impact (if any):

NA

Attachments

Appointment Memo

Application for Shailaja Dixit

Application for Silvia Young



PO Box 6695
Concord, CA 94520
E-Mail: info@womenscommission.com

Date: August 13, 2020

To: Internal Operations Committee

From: Kirsten Upshaw, Contra Costa Commission for Women and Girls

The purpose of this memorandum is to forward to you the following recommendation from the Contra Costa Commission for Women and Girls (CCWG).

- Appoint Shailaja Dixit, as At Large Seat Commissioner on the CCCWG, a term ending August 24, 2024.
- Appoint Silvia Young, as AT Large Seat Commissioner on the CCCWG, a term ending August 24, 2024.

Background

The Contra Costa Commission for Women and Girls was formed to educate the community and advise the Contra Costa County Board of Supervisors and other entities on the issues relating to the changing social and economic conditions for women and girls in the County, with particular emphasis on the economically disadvantaged.

The committee consists of 15 members and one alternate including:

- Five district representatives , (one from each supervisorial; districts)
- Ten At Large members; and
- One At-Large Alternate

The five district representative are nominated for a four year term by each other the five members of the Board of Supervisors. The ten At-Large members and the one alternate are nominated by the CCCWG membership committee and forwarded to the full CCCWG. All nominated appointments to the CCCWG are reviewed by the Internal Operations Committee (IOC) and referred to the Board of Supervisors for approval. CCCWG terms are for four years

and they are staggered across the membership. A current CCCWG roster, as of July 15, 2020, is attached for your information (Attachment A).

Current Status of Appointments

The CCCWG has been recruiting applicants on an ongoing basis to fill the vacant seats and we have received several applications through the County bulletin board. Both of our applicants were interviewed January 11, 2020 by the CCCWG membership committee. The committee assessed the applicants based on the following criteria:

- Familiarity with and understanding of the diverse issues facing women in the county
- Specific experience, knowledge or interest in women's issues in the county
- The potential to expand the CCCWG's experience and capacity to develop recommendations for the activities of the commission
- Potential for conflicts of interest
- Diversity with respect to ethnic background, gender and geographic representation

The membership committee unanimously approved the above recommendation for a new appointment.

As of August 10, 2020, there are three (3) At-Large vacancies and the District III and District IV seats are also vacant.

Vacant Seats:

*At-Large #1 full term expiring February 28, 2024

At- Large #8, #10- full terms expiring August 31, 2024

District III

District IV

If the appointments recommended in this memorandum are ultimately approved, two seats will be filled. The remaining vacancies after approval will be the District III and District IV seats, which are full term appointments. The final At-Large seat that will be vacant will be the remaining seat that will need to be filled by the commission.

* At-Large #1 is shown filled by Commissioner Michelle Brown however, she was removed shortly after being added to the commission. She resigned and the proper paperwork was submitted two years ago when the commission was under review by the IOC.

It is our hope that the vacant District seats will be filled so that our ability to maintain a quorum is greater.



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Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Last Name

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

EDUCATION

Check appropriate box if you possess one of the following:

☐ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Board, Committee or Commission Name

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ No

☐ Yes

If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am including my resume with this application:

Please check one:

☐ Yes

☐ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

☐ Yes

☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☐ No

List any volunteer and community experience, including any boards on which you have served.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ Yes ☐ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☐ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:



Date:

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Shailaja Dixit

San Ramon, 94582

Email:

Phone:

Shailaja Dixit

Strengths Client advocacy, program development, community outreach

Positions Held

- LIGHT Program Coordinator (July 2017-current), SAVE (Fremont, CA)
- COPS Advocate (February 2017- June 2018), SAVE (Fremont, CA)
- Development Assistant (September 2016- September 2017), SAVE (Fremont, CA)
- Programs Director (2015-July, 2016), Narika (Berkeley, CA)
- Client Advocate, (April, 2015-July, 2016), Narika (Berkeley, CA)
- Self-Empowerment and Economic Development Manager (SEED), (2014), Narika (Berkeley, CA)
- Independent Market Research Consultant (2013), (San Ramon, CA)
- Director of Operations (2012), Javelin Strategy & Research (Pleasanton, CA)
- Research Director (2009-2011), Javelin Strategy & Research (Pleasanton, CA)
- Associate VP of Custom Research (2007-2008), GFK Market Measures (Princeton, NJ)
- Senior Research Manager (2004 – 2007), TNS Healthcare (Owings Mills, MD)
- Independent Consultant (2003), TNS Healthcare & TNS Jstreet (Owings Mills, MD)
- Project Manager (2001 -2003), TNS Healthcare (Owings Mills, MD)
- Senior Analyst (2000-2001), TNS Healthcare (Owings Mills, MD)

Other Accomplishments

- Completed CA Domestic Violence and Sexual Assault Training from Tri Valley Haven
- Completed Non Profit Management Training for Senior Level Directors, from CompassPoint
- Co-founded registered non-profit Rewire Community
- Languages: Hindi, Punjabi

Education

- **Master of Arts in Mass Communications Majoring in Advertising Management**

GPA 4.00, University of Florida, Gainesville, FL 1998-2000

Master's Thesis: (Qualitative Research) *"Knowledge, Attitudes And Beliefs Regarding Family Planning Among Slum-Dwelling Women: Implications For The Development Of Effective Channels Of Information, Education And Communication"*

- **Post Graduate Diploma in Advertising and Marketing, Sardar Patel College, India '97- '98**

Thesis: (Quantitative Research) *"Acceptance Of Advertisements Regarding Contraceptives Among Urban, Educated Women"*

- **Bachelor of Arts (Japanese Language), Jawahar Lal University, India '94-'97**

Publications

Dixit, Shailaja and Debbie Treise (2001) *"Knowledge, Attitudes and Beliefs about Family Planning in Delhi: Implications for the Development of Effective Channels of Information, Education and Communication"* Presented at International Conference Proceedings of the American Academy of Advertising, 2001 Asia-Pacific Conference, American Academy of Advertising, 56.



Contra
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County

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Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Silvia

Last Name

Young

Home Address - Street

City

Zip Code

Danville

94526

Phone (best number to reach you)

Email

Resident of Supervisorial District:

yes

EDUCATION

Check appropriate box if you possess one of the following:

☐ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

Colleges or Universities Attended

Course of Study/Major

Degree Awarded

CSU, Chico

Journalism, Public Relations

☒ Yes

☐ No

☐ Yes

☐ No

☐ Yes

☐ No

Other Training Completed:

Board, Committee or Commission Name

Seat Name

Comission on Women

Commissioner

Have you ever attended a meeting of the advisory board for which you are applying?

☐ No

☒ Yes

If yes, how many?

3

Please explain why you would like to serve on this particular board, committee, or commission.

I would like to serve on the Commission for Women because I am dedicated to gender equity and an intersectional representation of girls and women in Contra Costa County.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Public relations, writing, public speaking

I am including my resume with this application:

Please check one:

☒ Yes

☐ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

☒ Yes

☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☒ No

List any volunteer and community experience, including any boards on which you have served.

Public Relations Society of America, YOPRO President; Junior League of San Francisco, Volunteer; American Cancer Society, Lead Volunteer/PR; Families First, Committee Lead/PR; End the Tampon Tax in CA Founding Steering Committee member; California National Organization for Women, Speaker; FemTruth Policy CA, founder

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Silvia Young **Date:** Feb. 15, 2020

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

5.

Meeting Date: 08/24/2020

Subject: CONSIDER accepting a report on the role of members of the FACT Committee.

Department: County Administrator

Referral No.: 120

Referral Name: Clarifying the Role of the Family and Children's Trust (FACT) Committee

Presenter: Kathy Gallagher

Contact: Laura Malone; 8-4943

Referral History:

Referral #120 was made to the Family and Human Services Committee in 2019. The Family and Children's Trust (FACT) Committee operates based on Policies and Procedures last modified and approved by the Board of Supervisors on December 10, 2013.

The purpose of the FACT Committee is to establish the 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 as well as the promotion of positive family functioning. The source of funds being allocated by FACT include State Child Abuse Prevention, Intervention and treatment Funds (CAPIT) funds, Birth Certificate fee revenue, the Ann Adler Children's Trust and Community-based Child Abuse Prevention funds.

Referral Update:

This item will allow the Family and Human Services Committee to consider policy and procedure modifications for the FACT committee.

Recommendation(s)/Next Step(s):

CONSIDER accepting and submitting for approval to the Board of Supervisors modifications to the FACT Policies and Procedures, and
CONSIDER accepting and submitting for approval to the Board of Supervisors the ability for the FACT Committee to extend a third contract renewal to second year FACT contract recipients that meet the criteria for renewal.

Fiscal Impact (if any):

None

Attachments

Staff Memo on Recommended Actions

Current FACT Policies and Procedures - Approved by the Board December 2013

DRAFT Modifications to FACT Policies and Procedures - Redline version

DRAFT Modifications to FACT Policies and Procedures - Non-redline version



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: Family and Human Services Committee
Supervisor Candace Andersen, District II, Chair
Supervisor John Gioia, District I, Vice Chair

Date: August 24, 2020

From: Kathy Gallagher, EHSD Director
Laura Malone, FACT Staff

Subject: Family and Children's Trust (FACT) Committee Recommendation

The Employment and Human Services Department Director, Kathy Gallagher, respectfully requests that the Family and Human Services Committee accept the following recommendations.

First, please consider accepting and submitting for approval to the Board of Supervisors modifications to the FACT Policies and Procedures, previously amended and approved by the Board of Supervisors on December 10, 2013.

Second, please consider accepting and submitting for approval to the Board of Supervisors the ability for the FACT Committee to extend a third year contract renewal to second year FACT contract recipients that meet the criteria for renewal.

The FACT Committee requests that these items be addressed as independent, yet related requests.

PURPOSE OF COMMITTEE

The purpose of the FACT 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: Child Abuse Prevention, Intervention, and Treatment funds (CAPIT) funds, (AB 1733), Birth Certificate revenue to the County Children's Trust (AB2994), the Ann Adler Children's Trust funds, Community-Based Child Abuse Prevention funds (CBCAP) and other funds as may be subsequently directed by the Board of Supervisors.

SUMMARY OF ACTIVITIES SUPPORTING THE REQUEST

Over the course of the last year, and as reported to FHS on February 24, 2020, the FACT Committee has taken on the task to update the FACT Policies and Procedures to reflect current

practices, membership make up, alignment with County and EHSD contract policies as well as ensure document consistency.

These changes include the following and are reflected in the attached.

FACT Policies and Procedures Modifications	
Article I, Section 2	<ul style="list-style-type: none"> - Updated program language to better represent the program categories able to be funded under FACT. - Removed sentence in paragraph two - Added a new paragraph to align with County policy and language reflected Article VII, Section 3.
Article II, Section 1	<ol style="list-style-type: none"> 1. Removed the word "up to", and updated the Sector membership categories to expand ability to have individuals participate on the Committee who have skills to represent the needs of youth in the community. 2. Updated language to reflect current process. 3. Removed the words "up to", and updated the At-Large membership categories to expand the area of responsibility for Committee participation to represent the needs of youth in the community. <ul style="list-style-type: none"> -Inserted paragraph from Article II, Section 2 for document consistency.
Article II, Section 2	<ul style="list-style-type: none"> -Updated with correct references. -Reduced member replacement appointment recommendation timeframes from 90 days to 45 days to speed up the process. -Updated language to reflect current process. -Last paragraph deleted and partial paragraph moved to Article II, Section 1 with the remainder deleted to remove redundancy.
Article II, Section 5	Updated language to reflect current process.
Article II, Section 7	Language unchanged, however Committee would like to confirm that language is still accurate and in alignment with current County policy.
Article II, Section 8	Updated language to reflect current process.
Article VI, Section 2	Deleted Section 2 and moved to Article V, adding new Section 2 for better alignment within document.
Article V, New Section 2	Inserted new Section 2 from Article VI, Section 2.
Article V, Section 3	Added title to reflect EHSD Support Services and deleted extra Section indicator.
Article VI, Section 2	Changed "at least monthly" to "regularly" to accommodate the RFP meeting flexibility needs. Note the Committee meets monthly as a standard.
Article VII, Section 1	Modified FACT funding and RFP cycle to be every three years instead of every two years to align with current County process.
Article VII, Section 2	Included language to allow for oversight of two versus three year cycle to be at the discretion of the Office of Child Abuse Prevention or CDSS.
Article VII, Section 3	Updated the FACT Committee general work timeline to be in alignment with current practices.
Article VII, Section 6	Merged the split paragraph together.
Article VII, Section 7	Updated language to reflect current process.

The FACT Committee voted on August 3, 2020, with the required 2/3 majority vote, and unanimously accepted the recommended changes to the FACT Policies and Procedures.

In addition, the FACT Committee requests that the current second year FACT contract recipients be afforded the option to be extended a third year contract renewal. This action is requested to support funding stability to these agencies as we continue to navigate through the COVID-19

pandemic, continue to allow these agencies to provide needed services to our community, as well as aligning the third year renewal with that reflected in the recommended FACT Policies and Procedure modifications. If approval is granted, the FACT Request for Proposal (RFP) cycle would be moved from the current Fall 2020 for the 2021-2022 contract cycle and shift instead to be initiated in the Fall of 2021 for the 2021-2022 contract cycle.

The second year FACT contract recipients are:

FY 20-21 FACT Funding Recipients		
Care Parent Network (CC ARC)	Family Empowerment Project	\$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
TOTAL AWARDS		\$528,655

The FACT Committee voted on August 3, 2020, with a unanimous vote to accept the recommended move to a third year contract renewal for existing FACT contract recipients that meet the criteria for renewal.

The FACT Committee would like to request the consideration for these items be taken into separate actions. If approval is not granted for the third year contract renewal, the RFP process for the 2020 cycle must initiate no later than September 30, 2020, and it is anticipated that it may take longer to finalize the request for amendment approval for the updated FACT Policies and Procedures.

Based on the above information, the Director on behalf of the FACT Committee respectfully recommends that the FHS Committee accept, approve and submit the updated FACT Policies and Procedures modifications and the request for third year FACT contract renewal to the Board of Supervisors for approval.

Enc. FACT Policies and Procedures 12.10.2013 – current version
 FACT Policies and Procedures 8.3.2020 – red-lined proposed version
 FACT Policies and Procedures 8.3.2020 – clean proposed version



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: December 10, 2013

Subject: Family and Children's Trust Committee (FACT) Policies and Procedures

RECOMMENDATION(S):

APPROVE the revised Policies and Procedures of the Family and Children's Trust Committee, to accurately reflect the seats on the committee, as recommended by the Employment and Human Services Department Director

FISCAL IMPACT:

None

BACKGROUND:

Employment and Human Services, on behalf of the Family and Children's Trust (FACT) Committee, is requesting amendment of the FACT Policies and Procedures. The amendment will add Policies and Procedures, Subsection H to Article II, Section 1 to reflect a School Representative category position to accurately reflect the current FACT membership roster. This board order is in compliance with the current FACT Policies and Procedures, Article IX. The FACT Committee members approved the Policies and Procedures amendment November 4, 2013.

CONSEQUENCE OF NEGATIVE ACTION:

Policies and Procedures will not accurately reflect the FACT Committee composition.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **12/10/2013**

☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor

Candace Andersen, District II
Supervisor

Mary N. Piepho, District III
Supervisor

Karen Mitchoff, District IV
Supervisor

Federal D. Glover, District V
Supervisor

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: December 10, 2013

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Elaine Burres, 313-1717

ATTACHMENTS

FACT Policies and Procedures final

2

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 and/or the Family and Human Services Committee (FHS) are 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.

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, intervention and treatment 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.

The FACT Committee also provides public information activities and coordination/collaboration discussions to inform and educate the community about child abuse and neglect as well as the promotion of positive family functioning.

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. A total of five (5) sector representatives from the following Committees, Councils, Groups or qualified individuals representing a sector:
 - 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)
 - h. Education/School Based Programs
 - i. Programs and Services for Children with Special Needs
2. One representative from each of the five Supervisorial Districts. Supervisors will recruit and appoint, subject to the confirmation process specified in Article II, Section 8 herein, their own representative or, if requested, staff to FACT will provide recruitment assistance.
3. 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
 - g. Health care provider, payer and service organizations

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.

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.

Section 2 REQUIREMENTS

Each entity listed in Article II, Section 1 (1.) 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 appointment recommendations must be made within 45 days or the FACT Committee may select another organization, commission, or council from the list to appoint someone to fill the vacancy, subject to the appointment confirmation process specified in Article II, Section 8 herein. 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.

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, EHSD Staff and/or District Supervisor. The resignation will be effective at the time of submission 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 or Discipline Specific Sector 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. District specific seat appointments will be reviewed and approved by the corresponding District supervisor and be submitted to the Board of Supervisors for approval. The FACT committee shall review and provide recommendation on District appointees.

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.

ARTICLE V

ROLE, RESPONSIBILITIES 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 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.

Section 3 EHSD SUPPORT SERVICES

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.

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 regularly 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 three 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. Unless otherwise required by the Office of Child Abuse Prevention, or the State Department of Social Services Systems Improvement Plan, every three years a needs assessment process, which may include 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; complete needs assessment.

Oct. – Nov.: Identify overall county needs and establish funding priorities.

Nov. – Dec.: FACT Committee, staff and Contracts Unit prepares RFP/RFI for distribution; RFP/RFI released mid-December.

January: Proposals due; begin second round of site-visits.

- February: Committee members rate and review proposals.
- March: 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.
- April: 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 requisite documents and reports 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 date 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:
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POLICIES AND PROCEDURES

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

ARTICLE I:	Name, Purpose, Origin
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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, intervention and treatment 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.

The FACT Committee also provides public information activities and coordination/collaboration discussions to inform and educate the community about child abuse and neglect as well as the promotion of positive family functioning.

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. A total of five (5) sector representatives from the following Committees, Councils, Groups or qualified individuals representing a sector:
 - a. Mental Health Commission
 - b. Local Planning Council
 - c. First 5 Commission
 - d. Child Abuse Prevention Council (ex officio)
 - e. Faith-Based Community
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 - g. Early Childhood Education/Child Development (group or individual)
 - h. Education/School Based Programs
 - i. Programs and Services for Children with Special Needs
2. One representative from each of the five Supervisorial Districts. Supervisors will recruit and appoint, subject to the confirmation process specified in Article II, Section 8 herein, their own representative or, if requested, staff to FACT will provide recruitment assistance.
3. Five At-Large members shall be recruited from representative community groups including, but not limited to, the following:
 - a. Service clubs
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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.

Section 2 REQUIREMENTS

Each entity listed in Article II, Section 1 (1.) 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 appointment recommendations must be made within 45 days or the FACT Committee may select another organization, commission, or council from the list to appoint someone to fill the vacancy, subject to the appointment confirmation process specified in Article II, Section 8 herein. 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.

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.
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Section 5 RESIGNATIONS

Voluntary resignation is accomplished by writing to the Chairperson, EHSD Staff and/or District Supervisor. The resignation will be effective at the time of submission 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 or Discipline Specific Sector 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. District specific seat appointments will be reviewed and approved by the corresponding District supervisor and be submitted to the Board of Supervisors for approval. The FACT committee shall review and provide recommendation on District appointees.

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.

ARTICLE V

ROLE, RESPONSIBILITIES 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 RESPONSIBILITIES

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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.

Section 3 EHSD SUPPORT SERVICES

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;
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- (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.

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 regularly 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 three 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. Unless otherwise required by the Office of Child Abuse Prevention, or the State Department of Social Services Systems Improvement Plan, every three years a needs assessment process, which may include 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; complete needs assessment.

Oct. – Nov.: Identify overall county needs and establish funding priorities.

Nov. – Dec.: FACT Committee, staff and Contracts Unit prepares RFP/RFI for distribution; RFP/RFI released mid-December.

January: Proposals due; begin second round of site-visits.

- February: Committee members rate and review proposals.
- March: 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.
- April: 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 requisite documents and reports 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 date 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.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

6.

Meeting Date: 08/24/2020

Subject: Adult Protective Services and Challenges for Aged & Disabled Populations

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: FHS #45

Referral Name: Aging and Adult Services - Challenges for Aged & Disabled Populations/Elder Abuse

Presenter: Tracy Murray, Aging and Adult Services Director **Contact:** Tracy Murray, 925-608-4805

Referral History:

On May 23, 2000, the Board of Supervisors referred to the Family and Human Services Committee an annual report on the progress made on the issue of elder abuse in Contra Costa County. Between 2000 and 2015, Committee has received an annual status report from the Employment and Human Services Department.

On December 14, 2015, the Family and Human Services Committee received a report from the Employment and Human Services Department on this referral. At the time of the report, the new Aging and Adult Services Director was a recent hire, having only been with the department a couple of months. Since the new director had identified various strategies to address some pending issues, such as staffing and crisis response times, and program changes were in transition, the Family and Human Services Committee agreed to postpone the annual report until such time as the department would be prepared to discuss a timeline addressing the program and operational challenges discussed. The most recent status update was provided to the Board of Supervisors on February 7, 2017.

Referral Update:

Please see the attached report.

Recommendation(s)/Next Step(s):

ACCEPT the report from the Employment and Human Services Department on aging and adult services, including the progress made to address the issue of elder abuse in Contra Costa County.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Update on Aging and Adult Services

Aging & Adult Services

Tracy Murray

Director, Aging & Adult Services

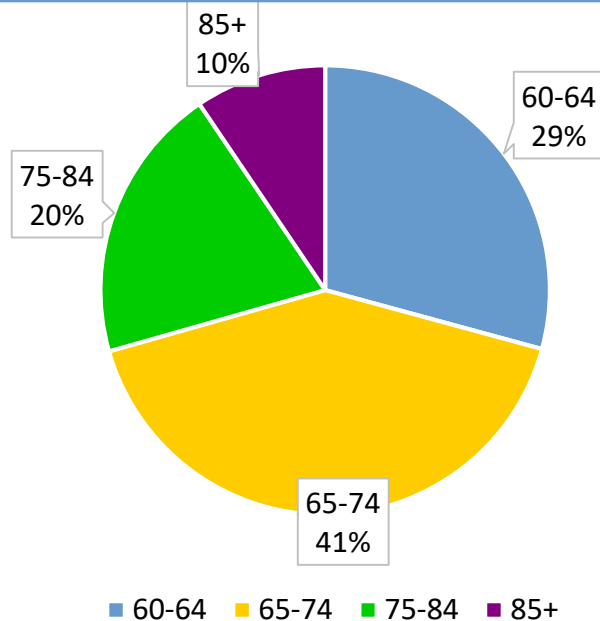
August 24, 2020

CONTRA COSTA COUNTY

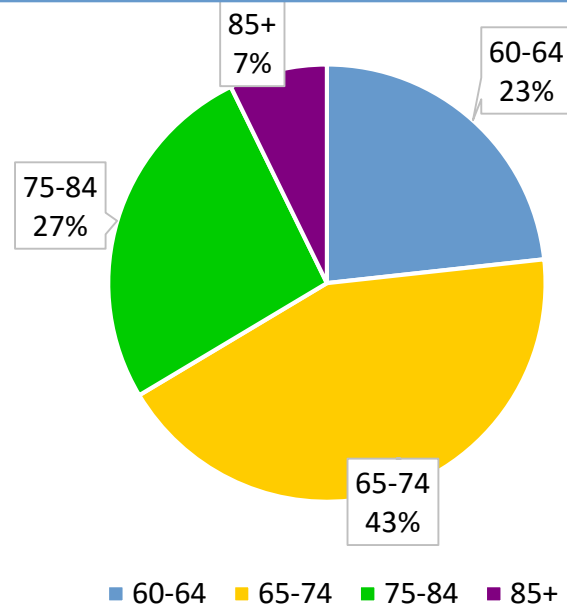
EMPLOYMENT & HUMAN SERVICES

Aging in Contra Costa County

2017: 231,404 adults 60 +



2033: 262,757 adults 60 +



Aging & Adult Services

Services span a continuum of care:

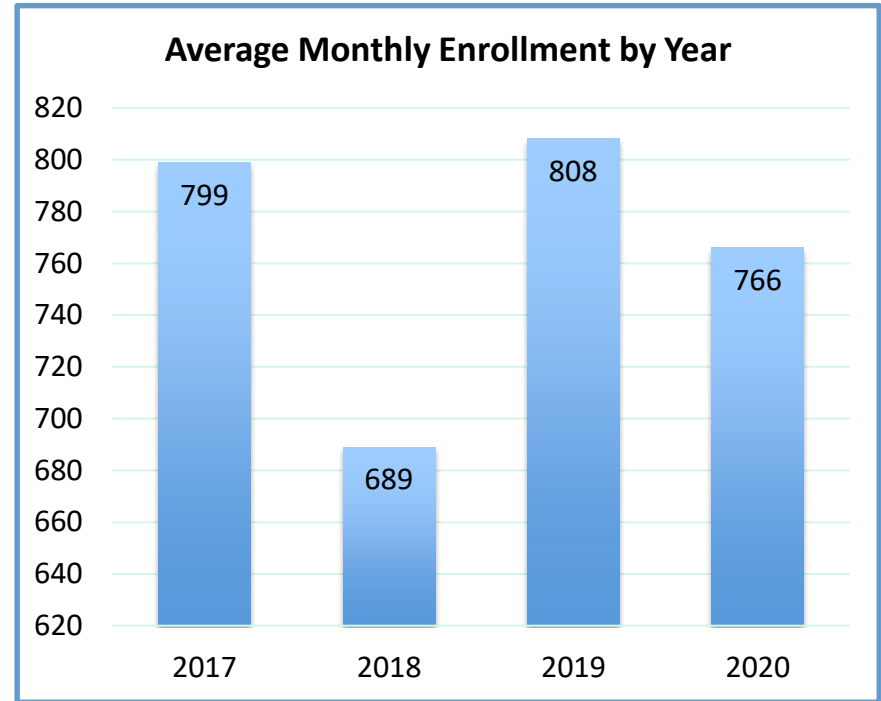
- Area Agency on Aging: prevention, linkages & community planning
- General Assistance/SSI Advocacy: economic services & linkages
- Adult Protective Services: crisis intervention & community awareness
- In Home Supportive Services & Public Authority: services to remain at home
- Whole Person Care: coordination with Health Services Agency

Area Agency on Aging

- Covid Concerns:
 - Social Isolation
 - Ombudsman Services directly impacted by Covid
 - Nutrition Insecurity
 - Homemaker and Transportation Assistance
 - Housing

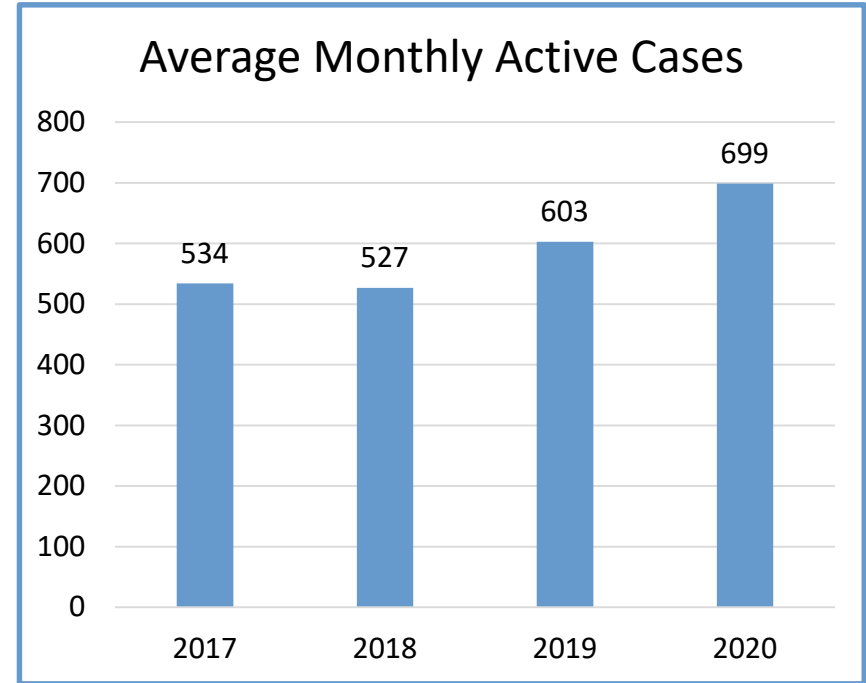
General Assistance

- General Assistance caseload varies year to year, but applications down with Covid-19
- Compliance very high
- Anticipate an increase in applications



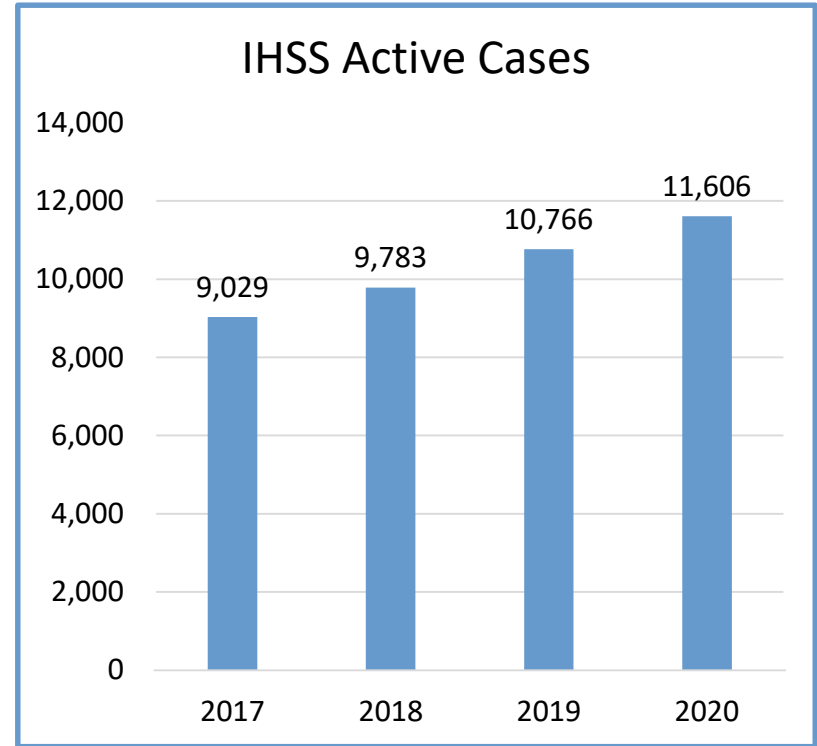
Adult Protective Services

- Caseload increasing year to year
- Abuse reports down in April/May but now stabilizing
- Grant funding enables partnerships with CBO's and H3 for Elder Abuse Prevention and Housing Support



IHSS

- Growing Caseload
- Monthly Reassessment compliance improved from 56% to 64% in last 5 months
- Social Worker vacancy rate is low, but Covid related leaves impact coverage of case loads



Looking Forward

- Master Plan on Aging: anticipate State report in December
- Medi-Cal Long Term Care Benefit at Home: Department of Health Care Services designing services & seeking input
- Nutrition Security: County Wide Task force to address need
- Housing/Homelessness Issues for Older Adults: HDAP & HomeSafe
- Dementia/Family Caregiving: Some services offered through AAA, but continued advocacy and services needed