

**Community Corrections Partnership (CCP)  
Meeting of Community Advisory Board (CAB)**

April 13th, 2017

10:00am to 12:00 p.m.

Probation Department, Sequoia Room  
50 Douglas Drive, Suite 200  
Martinez, CA 94553

**Agenda**

- 10:00 Introductions and Announcements
- 10:05 Public Comment
- 10:10 Approve March 9th Meeting Minutes (Attachment 1) [VOTE]
- 10:20 Chrystal Ellis Resignation (Jason)
  - Appoint New CAB Secretary [VOTE]
  - Filling the member vacancy (Discussion)
- 10:40 Amendments to Operating Guidelines (Attachment 2) [VOTE]
- 10:50 Appoint Officers to Standing CAB Committees [VOTE]
- 11:00 Work Plan Update from Committee Work Groups (Pat, Angelene, Patrice) (Attachment 3)
- 11:10 Update on CAB Ambassadors Program-AB 109 Budget Analysis (Pat/Patrice)
- 11:20 Update from jail proposal review work group (Harry/Martine)
- 11:30 Presentation: Reentry Network (HealthRight 360) - Update and CAB Budget Increase Plan (Patrice Guillory)
- 12:00 Adjourn

Next Meetings:

CCP Exec Committee

Friday May 5<sup>th</sup>, 2017  
8 a.m.  
Probation Dept, Sequoia Room  
50 Douglas Drive, Suite 200  
Martinez, CA 94553

Public Protection Committee

Monday, May 1, 2017  
10:30 am  
County Admin. Bldg., Room 101  
651 Pine Street  
Martinez, CA 94553

Community Advisory Board

Thursday, May 11, 2017  
10 a.m. to 12 p.m.  
Probation Dept, Sequoia Room  
50 Douglas Drive, Suite 200  
Martinez, CA 94553

The Community Corrections Partnership (CCP) will provide reasonable accommodations for persons with disabilities planning to attend CCP Executive Committee meetings. Contact the staff person listed below at least 48 hours before the meeting.

Any disclosable public records related to an item on a regular meeting agenda and distributed by staff to a majority of members of the CCP Executive Committee less than 96 hours prior to that meeting are available for public inspection at 50 Douglas Drive, Suite 201, Martinez, CA, during normal business hours, 8 am – 12 Noon and 1-5 pm. Materials are also available on line at <http://www.co.contra-costa.ca.us/index.aspx?nid=3113>

 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: Donté Blue, Committee Staff Phone (925) 313-4158 [Donte.Blue@cao.cccounty.us](mailto:Donte.Blue@cao.cccounty.us)

**ATTACHMENT 1**  
**MINUTES OF MARCH 9, 2017 CAB MEETING**

CAB. Meeting Notes  
March 9<sup>th</sup>, 2017

Jason, Paul Taylor, Jill Ray, Mike, Harlan Grossman, Harry Thurston, Martine Blake, Chrystal, Pat, Michael Pitts - Network , Christine Robbins Sheriff Office , Donte, Talia, Marshelle Johnson MSW - Intern, Amanda Morris MSW Intern , Kyle Dunson MSW intern , Charles Brown work force development . Nick Alexander, Lara Delaney, Jeff Water - Probation, Vincent Manuel - Federal Glover's Office, Patrick Manuel - East County citizen, Adam Poe, Mike Davila

10:03 - Announcements (none)

10:03 - Public comment (none)

10:03- Approve notes

Requested changes:

- Jill:     2b. Certain advisory bodies have to publish membership vacancies  
          3.3 Jill points out budget hearings are due in April

Jason- Entertains motion to approve, Talia motions, Harry seconds - call for discussion (none)  
All in favor. Minutes approved.

10:05 Committee Updates

PPC (Monday March 6<sup>th</sup>) Donte reports back

- \* Agenda 1) discussion about juvenile fees, moratoriums to permeate around making it permanent. Identification of family who may have made overpayment. Decision to identify those families and remit payment (58,000). Discussed going back more than 4 years.
- \* Policy around immigration and customs enforcement. Sheriff and Chief of Probation discussed their policies. Probation is drafting a new policy. They have made some changes by having a center all point of contact who will work with the Chief or Assistant Chief for direction and cooperation.
- \* The Under Sheriff spoke on behalf of the Sheriff's Office. The Sheriff's Office has revised their policy. The public requested to prohibit ICE from going into the facility. The Under Sheriff discussed current legislation and the need to make the policy consistent with the state bill. The Under Sheriff said the Sheriff's Office is working with the Sheriff's Officers Association and still looking at the matter. Jill added that the law is not a law yet.
- \* ORJ - The smart reentry grant requires revision to the current reentry strategic plan based on the Smart Reentry Grant. The RFP will be announced to engage a contractor to assist with the strategic plan process and drafting. They will request CAB to be a part of the RFP process. They will also ask the pre-release planning committee to assist with the grant.
- \* Jason- asked what the Smart Reentry Grant is going to cover- Donte said it's a 3 year grant for 1 million over three years. The target is to hit 100 transition age youth re-entering the East region of the county.
- \* Christine (Sheriff's Office) asked when it started - D says it happened in October. He said the funds are released in planning and implementation. First the County has to devise a month to month work plan and what deliverables will be.

10:17

Talia report on filling the CAB membership vacancy with Dr. Allen Turner

10:19

Jason - asked for a vote

Martine - made a motion

10:21 Harry - asked for more detail about Dr. Turner - Talia provided more detail from the packet, Donte added more information about Dr. Turner's experience.

Jason asked for the new breakdown of members by regions of the county. Talia reported 5 West, 4 East, 3 Central. Christine asked for clarification of the replacement.

10:23 Vote - all in favor, none opposed, no abstentions - Donte - motion carries

Donte said the recommendation will be considered for the next CCP. Donte asked for the summary of the applicant and he will turn that in to a staff report and present to CCP.

Talia - asked can Dr. Turner participate as a CAB member. Donte said that he has to wait to be a voting member but should come and participate in meetings.

10:25 - Updates on CAB Charter

Jason asked for reports quickly summarizing the result of the three work groups.

Pat- reports back

Recommends that it be considered.

Talia - added that they wanted the language to be broad and not to prescriptive to allow for flexibility.

Chrystal asked how do you ADVANCE purposes and about scope-

Donte- Added he wanted to commend the committee for taking this on. Taking steps to formalize the CAB. It's making a historical structure. The how and the what will be answered for many. Thumbs up.

Harry- asked have we looked at the definition to make sure that each committee is not over stepping. Jason said that the officers will go through and check for overlap.

Lara said she was impressed. And is happy that RFPs are on deck and she would like to reach out to CAB.

Nic- added that he is hopeful that CAB will speaking with the county and the committee. "Good on you"

Jill- The charters should mention the Better Government Ordinance and not only the Brown Act

Patrice -

Policy and Budget Charter did not make it the agenda

Patrice is making some amendments; she read through the responsibilities point by point

The Purpose - amendments

\* Making policy agendas - we would like a clear set of priorities yearly

\* Assist CAB with making annual budget request

Patrice - questions number 7 - not sure if there is a rule about quorum rules

Donte - answer to 7 - CAB has adopted CCP's quorum rules: 50 percent of total seats (regardless of vacancies). If we have three there is 2 out of three. (Subcommittee).

Lara- Asked about role to make recommendations for capacity building. ORJ is looking for recommendations for how the innovation fund can be utilized.

Angelene - Outreach and Community Engagement Committee

Donte -

\* Suggested to streamline the purpose

\*Take into consideration creation of a community engagement officer position

\* Outreach is a hard thing to do with a committee

### Next Steps

We need to formalize the Charters

Formalize the leadership of group and voting of the officers of the chair

Discussion about Next Steps: There is a little more work that needs to done.

The Charter needs to be put on the agenda. Donte offered that another meeting should be set to go through these charters and stream line them. Program and Services is already in existence.

Jason is saying that we should have the work groups take that on and present that work plan for 2017. Donte asked for clarification. We need to develop a work plan?

Talia asked for clarification for a work plan: Jason is saying what does the committee want to accomplish in the next year with time line and who is going to do what. (Look at the county schedule)

The work group could be the officers - will do the charter/bylaws and existing subcommittees the work plans

Each work group will meet to develop work plans (charter work group) but open to public

Donte- All CAB meetings must comply with the Brown ACT/Better Government Ordinance. The hard copy of the agenda needs to be visible 24 hours a day. IT MUST BE POSTED 96 HOURS BEFORE.

Harry- Says that the committee should come first and then work plans next.

Talia – Added that if there is duplication we can shift.

Donte - Says it's not static but guiding and dynamic

Jill - Added the goals and initiatives from the strategic planning report could be added to the work plan

11:08

Work group and plan discussion continues.

11:09 Agendize the vote for the committee charters and officers

11:10 Lara brought up making that a policy recommendation - language of returning resident vs returning citizen

11:11 CAB Ambassadors program regarding budget analysis

- Mike and Patrice meeting with Gioia 3/13
- Pat and Jason meeting with Glover 3/30

11:12 Jason said that we were waiting on the letter to the auditor until after the meeting with the BOS.

11:13 Jail proposal - BOS has already voted to approve it 4 to 1

Should we task members of CAB to do some analysis of the jail proposal

Harry - Adds both positives and negatives from the community.

Donte- Explicitly prescribed how it will impact the federal law requiring that there is in person space for visiting. Last year there was an in-depth discussion. CAB members have access to this information. These are divisive issues in the public. Donte points out that there needs to be a balance wanting to shrink the system in place and improving the system as a whole.

\*Christine offers there is a lot of information that can be accessed.

\*Harlan - offers that the Sheriff's Office will be open to providing a tour for CAB

\*Christine - reiterates that yes a tour can be arranged

\*Talia - Offers that the grant's language is good. She does not trust the Sheriff's Office as a citizen of Richmond and does not agree and Richmond city counsel has voted against that and is garnering more support from other political folks. Personally she is opposed to this. She thinks this is shameful that the state is releasing the funds. She believes that the monies should be invested in community mental health.

\*Harry - It's important for the CAB should have information and the group needs to be informed.

\*Christine - The application is in but the funds have not been approved yet.

\*Jill- BOS will have the opportunity to decide if they would accept the 70 million dollar grant if approved.

\*Christine - adds that the building is in poor quality, programs are not able to happen in Martinez and Martinez is overcrowded. Martinez wings would be closed down to create space and more programs and services. Jail will have newer space and have greater access.

\*Talia - is asking why Sheriff's Office is the holder of the grant. Why not mental health and who is going to fund the program and services that will be coming in. Who is going to provide the funding to support these programs.

\*Christine provided more insight into what the grant will include.

\* Martine- asked for clarification if the CAB should take any stand.

Jason asked for a Motion for CAB members to further analyze the jail proposal and report back.

Kyle MSW intern - added that it should be considered to improve the jail

Harry - believes that CAB should be informed. Christine added that the Sheriff's Office can provide more information and context.

Chrystal motion - To have a small group to discuss the jail proposal SB 844 grant.

Patrice /Harry/Martine added - a position can be taken

Nicholas- There needs to be a look at the system as a whole/and probation

Chrystal - small group, explore the content of the carceral system and the SB44 application and make recommendation to the CAB.

Lara- says that it is not described so no vote. Jason said we don't need to vote but make a small group and Jason is appointing a small group. Take the pulse of the committee to assign work group. The group is asking and the leader Harry/Martine is the leader.

11:40 Nic presented an update on the work of the Reentry Success Center. He was not ready with information about how the 4% budget increase would be used as they were waiting to see how some things would develop.

12:03 Adjourn

**ATTACHMENT 2**  
**OPERATING GUIDELINES AMENDMENTS**

**REPORT FROM CAB MEETING –OPERATING GUIDELINES WORK GROUP**

Committee	CAB	Date	April 4, 2017
Chair	Jason Schwarz	Time	5:30pm to 7:30pm
Recorder	Jason Schwarz	Location	ORJ, Martinez, CA 94553

**Attendance**

Patrice Guillory– CAB Vice-Chair	Donte Blue-ORJ	Pat Mims – CAB Member
Angelene Musawwir CAB member		

**• RECAP**

*Please provide a short recap of the meeting that can be presented at the CAB meeting*

- The purpose of the meeting is to amend the Operating Guidelines and finalize the CAB Committee Charters
- The group reviewed the Operating Guidelines article by article and suggested revisions regarding names of standing committees, loosening the quorum requirements, loosening restrictions on rejoining CAB after serving 3 terms to make it easier to fill CAB vacancies, and standard guidelines governing operation of all CAB Committees – meeting frequency, authority, etc.
- Content of the Charter purposes and responsibilities were reviewed and revised
- It was agreed that certain provisions of the Charters are standard and should be moved to a new Article 6 in the Operating Guidelines to avoid repetition
- It was agreed to attach the Committee Charters to the Operating Guidelines to have everything in a single document and make it easier to keep track
- Jason agreed to prepare a consolidated redline for Donte’s review
- Jason adjourns the meeting.

**RECOMMENDATION**

*Please provide any recommendation for the larger CAB body as it relates to what was discussed at the meeting*

- The group recommended putting the revisions to the Operating Guidelines forward for a vote of the full CAB.

**NEXT STEPS**

*Please provide information about the direction the Subcommittee would like to take*

- Not applicable

**ACTION REQUESTED OF FULL CAB**

- Vote to approve the revised Operating Guidelines with Committee Charters incorporated as Attachment 1

**UPCOMING SUBCOMMITTEE MEETING DATES**

- *\*Please be advised that the Chair of the Subcommittee is responsible for ensuring that the Agenda for any upcoming meetings is created and sent to the CAB secretary and the executive body, so that the Agenda can be published in accordance with Brown ACT guidelines*
- *\*Please note that a Subcommittee is open to the public and there must be less than a quorum of participating CAB members or the subcommittee would be violating the Brown ACT.*

**REVISED OPERATING GUIDELINES**

**REDLINED**

[SEE NEXT PAGE]

**DRAFT**

OPERATING GUIDELINES

of

CONTRA COSTA COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP)  
COMMUNITY ADVISORY BOARD (CAB)  
(as amended ~~January 8~~April 13, 2017~~5~~)

ARTICLE 1

Name of Advisory Committee

The name of this Contra Costa County Community Corrections Partnership (hereinafter referred to as 'CCP') advisory committee shall be the Community Advisory Board on Realignment (hereinafter referred to as 'CAB').

ARTICLE 2

Duties and Powers

Section 1. CAB shall advise the Contra Costa County Community Corrections Partnership (CCP) by providing input on community needs; assessing implementation of the Contra Costa County Reentry Strategic Plan; reviewing data on realignment outcomes; advising the CCP on community engagement strategies; offering recommendations for ongoing realignment planning; advising County agencies regarding programs for implementation in the County; and encouraging outcomes that are consistent with the County's Reentry Strategic Plan.

Section 2. Members of the CAB agree to participate in up to two meetings per month, including a regular monthly meeting of the CAB as described in Article 5, Sections 2 and 3. CAB Members must also make a reasonable effort to attend at least half of the CCP meetings held in Martinez during their term of service.

In addition to attending CAB and CCP meetings, Members must participate in, and help complete projects for, at least one of the CAB ad hoc working groups or committees during their term of service. The CAB has ~~two~~three standing committees- (1) Policy and Budget, (2) Programs and Services, and (3) Outreach and ~~Data~~ Community and Evaluation Engagement (see committee charters in **Attachment 1**). All CAB working groups and committees must include at least one CAB Member to act as Chair.

Section 3. It is understood that the Board of Supervisors is the final decision making authority with respect to issues concerning realignment and that CAB shall serve solely in an advisory capacity. CAB may not, as a body, take positions on candidates for any public office.



ARTICLE 3  
Membership

Section 1. CAB shall consist of twelve (12) Members, who shall be residents of or work in Contra Costa County, and who shall be appointed by the CCP upon nomination of the CAB. CAB membership should represent the geographic, gender, cultural, and ethnic diversity of the community. In addition, and to the extent possible, CAB membership should proportionally represent the target communities of Contra Costa most impacted by incarceration and reentry.

CAB Members will include representatives of community groups, service providers working with people with criminal backgrounds, members of the criminal justice system that includes advocates for alternative methods such as community courts and restorative justice, subject-matter experts, formerly incarcerated individuals and the families of incarcerated or formerly incarcerated people, crime victims and the families of crime victims, and other interested individuals. The member recruitment and selection process must encourage participation by formerly incarcerated individuals, as well as individuals impacted by crime.

CAB Members should represent a variety of areas of expertise relevant to reentry including physical and mental health, education, employment, housing, family reunification and legal services among others.

Section 2. Members shall serve one (1) year terms that begin January 1 and conclude December 31. A Member may renew their eligibility for CAB membership at the conclusion of each term. No CAB Member may serve for more than three (3) years without first giving up their CAB membership for at least ~~three-two (23) terms~~ years. In no event can a CAB Member serve for more than three (3) years in any five (5) consecutive terms. ~~In no event may any Member serve for more than six (6) years in any nine (9) consecutive terms, or for more than nine (9) years in their lifetime.~~

Although years of service need not be consecutive, any year, or portion thereof, shall constitute a full year for purposes of calculating a Member's years of service, except those years where a Member is appointed to service on the CAB on or after July 1. Each year the CAB will nominate a slate of CAB Members and present this slate of nominees to the CCP for appointment no later than the first CCP meeting of the calendar year in which the nominated CAB slate is expected to serve.

Within the final ninety (90) days of a CAB Member's term of service, an eligible Member may renew their eligibility for CAB membership by verbal notice, during any regular or specially noticed CAB meeting, of the Member's intent to continue service on the CAB if appointed to an additional term by the CCP, and that the Member still lives or works in Contra Costa County; or may renew their eligibility by written notice of the same delivered to the CAB Chair, CAB Vice Chair, or Office of ~~the Contra Costa County~~ Reentry and Justice Coordinator (hereinafter referred to as 'Reentry Coordinator~~ORJ~~') within the same ninety (90) day time period.

Section 3. To fill a midterm CAB Member vacancy with a newly nominated individual, a 2/3 vote of a quorum of CAB Members during any regular or specially noticed CAB meeting is required before presenting the newly nominated individual to the CCP for appointment. A vote for the nomination of a person to fill a midterm CAB Member vacancy can be taken on the motion of any CAB Member. Following CAB approval, the newly nominated individual shall be presented to the CCP for appointment at the next regularly scheduled CCP meeting.

In filling any vacancy, CAB shall be guided by the criteria set forth in Article 3, Section 1 to ensure the balance of countywide representation and areas of expertise are maintained wherever possible. Whenever practicable, for any vacancy occurring within the first thirty (30) days of CCP appointing the annual CAB slate, individuals nominated for the vacancy should come from the most recent pool of CAB membership applicants.

Section 4. CAB Members are required to attend all regularly scheduled meetings. Members may miss up to three (3) regular meetings for any reason. Members who are absent from four (4) regular meetings will automatically be removed from CAB.

Any individual removed from the CAB under this section, or through the provisions of Article 3, Section 5, is eligible to pursue future membership on the CAB in the usual manner. Only individuals removed from the CAB through the provisions of Article 3, Section 6 will be deemed ineligible for future CAB membership.

Section 5. A Member may resign from any CAB appointment, including CAB membership, by written notice delivered to the CAB Chair, CAB Vice-Chair or ~~Reentry Coordinator~~ORJ.

Section 6. The CAB may remove any Member from any appointment, including CAB membership, for actions detrimental to the CAB or the Contra Costa County Reentry Strategic Plan by an approval of a removal action by 2/3 vote of a quorum of CAB Members during any regular or specially noticed CAB meeting. Before any vote on a removal action can be taken, there must be a motion that clearly states a Member's alleged detrimental actions, and how these actions qualify the Member for removal under the provisions of this Section.

#### ARTICLE 4 Officers

Section 1. The officers of CAB shall be the Chair, Vice-Chair, ~~and~~ and Secretary. Each Member's status as an officer ends with their annual term of membership unless the Member renews their status as an officer along with their CAB membership in accordance with the provisions of Article 3, Section 2. Any action to remove a Member's officer status must occur in accordance with the provisions of Article 3, Section 6.

Section 2. The CAB Chair shall be responsible for conducting CAB meetings, developing and distributing agendas in collaboration with the ORJ Reentry Coordinator, and for the convening of any necessary working groups or ad hoc committees.

Additionally, the CAB Chair shall have the power of appointment as required to accomplish CAB business. This power shall include the sole discretion to appoint and remove a Member to any role or duty specifically assigned to the CAB Chair, or their designee. Any other appointment by the Chair will be ineffective after ninety (90) days without subsequent action by the CAB, during any regular or specially noticed CAB meeting, approving the appointment.

The CAB Chair is also responsible for ensuring the duties of the Secretary are carried out in the Secretary's absence, and for providing necessary status reports concerning CAB business to the CCP, Contra Costa Board of Supervisors, the subcommittees of either body, and to the general public.

Section 3. The CAB Vice-Chair shall act for the Chair in his or her absence. The Vice-Chair shall also serve as the Committee Chair of the Policy and Budget Committee and will be responsible for the development, timely presentation, and reporting of CAB's approved annual Budget and Advisory Policy Recommendations to the CCP for consideration.

Section 4. The CAB Secretary shall record, produce and provide for the availability and distribution of minutes for each regular and specially noticed CAB meeting. The Secretary shall also be responsible for maintaining CAB attendance records and email lists controlled by CAB.

Section 5. The first order of CAB business for any meeting where there is an officer vacancy shall be an attempt to fill the vacancy by first selecting a Chair, then a Vice-Chair, and finally a Secretary. It shall be the duty of the CAB Chair to facilitate this process, with assistance from the ORJ Reentry Coordinator as necessary.

Section 6. Voting for any officer position must occur during a regular or specially noticed CAB meeting. A Member is properly nominated for voting to an officer position when, before the first vote of a meeting for the position, any other Member provides either a verbal nomination or a second of the Member's verbal self-nomination.

When voting for an officer, all Members present shall have exactly one vote. Only votes for a properly nominated Member will be counted, and all other votes will be treated as an abstention. To be appointed to a CAB officer position, a properly nominated Member must obtain the most votes in a single round of voting. If no Member receives the votes required for appointment, a second vote shall be taken where only Members who

have received the largest number of votes in the previous round of voting will continue to be recognized as properly nominated.

After at least two unsuccessful votes for an officer, the CAB Chair may call for the subsequent vote to be by lot consisting of exactly 5 Members who are not properly nominated for the officer position. At any time proper to call for voting by lot for an officer position, or at any time no Member is properly nominated for an officer position, the CAB Chair may call for an immediate vote on their own motion to suspend further voting on the officer position for the remainder of the current meeting. This motion to suspend shall not require a second, but otherwise shall proceed as any other general CAB action.

## ARTICLE 5 Meetings and Notice

Section 1. Open public meetings shall be conducted in accordance with the provisions of the “Brown Act” (Government Code Secs. 54950 ff.) and the County’s Better Government Ordinance (‘BGO’) including the pre-meeting posting of the agenda.

Section 2. The regular meetings of CAB shall be held on the second Thursday of every month from January through December.

Section 3. The regular meetings shall be held at the Probation Department, located at 50 Douglas Drive, Second Floor, Martinez, CA, from 10:00 a.m. to 12 p.m., or as otherwise designated by the CAB.

Section 4. A quorum of CAB Members shall be a majority of the number of authorized sitting CAB positions/members, whether or not those positions are filled. CAB may only take action by a simple majority vote of the quorum unless a more demanding majority is explicitly called for in these guidelines.

Section 5. Agendas for each meeting shall be emailed to the Community Corrections Partnership email list at least seventy-two (72) hours before each regular meeting.

Section 6. CAB shall hold special meetings as necessary to ensure timely and effective input on realignment related planning, or for other urgent matters. Special meetings may be called by the CAB Chair or by a majority of CAB Members, but a quorum is required for any meeting to proceed. Agendas shall be posted and emailed to the Community Corrections Partnership email list at least twenty-four (24) hours before each special meeting.

Section 7. A regular meeting may be rescheduled by any two Officers of CAB if necessary to insure attendance by either the CAB Chair or CAB Vice-Chair. \_\_\_\_\_

ARTICLE 6  
CAB Committees

Section 1. CAB Committees will meet no less than quarterly. Committee meetings will be open to the public.

Section 2. The CAB Vice-Chair shall serve as the Committee Chair for the Policy and Budget Committee. Other Committee leadership will be named by the CAB Chair and confirmed by a vote of the full CAB according to these Operating Guidelines.

Section 3. Committee decisions shall be made by vote and governed by voting and quorum rules set forth in these Operating Guidelines. Decisions and voting tallies will be recorded in the meeting summary report.

Section 4. CAB Committees shall not engage in activities that are not within the purpose and responsibilities outlined in their respective Charters (Attachment 1) or that conflict with these Operating Guidelines, State or local law, or policies that have been established by the CAB or the County's Board of Supervisors. The Committees may recommend policies and decisions falling within their scope of authority to the full CAB for approval, however the Committees have no authority to establish policy, make decisions, hold non-public meetings, or create fiscal or other obligations of the CAB.

Section 5. The Committee Charters and any amendments thereto require CAB approval in accordance with these Operating Guidelines.

Section 6. Each Committee will function with a Committee Chair, a Committee Vice-Chair, and at least one more CAB member. The Committee Chair shall be responsible for conducting Committee meetings, developing and distributing agendas, convening any necessary working groups, and ensuring compliance with the CAB Operating Guidelines, Brown Act, BGO, and other applicable State and County laws and policies.

The Committee Vice-Chair shall act for the Committee Chair in his or her absence, perform secretarial functions, and prepare written summaries of Committee meetings and activities.

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## ATTACHMENT 1

### CAB Committee Charters

#### Budget Development Committee Charter

##### 1. Name of the Committee

The name of this CAB standing committee shall be the Policy and Budget Committee.

##### 2. Purpose

To assist the CAB in making Policy and Budget recommendations to advance effective uses of AB 109 funds and distribution.

##### 3. Responsibilities

- a. Work collaboratively with CAB related work groups/committee.
- b. Develop a policy agenda and make a recommendation as it relates to Reentry programs, services and population.
- c. Assist CAB with developing an Annual Budget Request.
- d. Analyze and make recommendations to improve departmental budget development reporting and analysis.
- e. Identify financial needs for training and consultation for the CAB.
- f. Other responsibilities and functions that advance the Committee's and the CAB's purpose.

## Program and Services Committee Charter

### 1. Name of the Committee

The name of this CAB standing committee shall be the Programs and Services Committee.

### 2. Purpose

To Advance Justice Reinvestment & Protect Community Investments.

This will be achieved through proactive and reactive tasks including development of reports, informing and presenting to CAB, CCP, and Board of Supervisors on any Committee findings and recommendations, engaging service providers, promoting and supporting increased use of community needs assessments, promoting evidence based practices, and participation in other county committees/offices as assigned by the CAB.

### 3. Responsibilities

- a. Recommend program related policy around both existing and new funding opportunities with a focus on evidence practices (local, regional, national), innovation, and recommendations for implementation.
- b. Publish periodic reports on existing programs and services.
- c. Engage providers to educate CAB and/or Committee Members about their work, outcomes, needs, and recommendations.
- d. Promote a structure for and implementation of a comprehensive needs assessment for the County's reentry population (what's working/what's needed) to inform future program recommendations/funding allocations.
- e. Participate in program and service related RFP development process and panels; by assignment from Committee Chair and/or CAB overall.
- f. As directed by the CAB, assign Committee members to serve as formal liaison to County programs, offices, and agencies.
- g. Other responsibilities and functions to advance the Committee's purposes.

## Outreach and Community Engagement Committee Charter

### 1. Name Of The Committee

The name of this CAB standing committee shall be the Outreach and Community Engagement Committee (OCEC).

### 2. Purpose

To assist CAB to fulfill its stated purpose of gathering and providing information and communications on the County's efforts in criminal justice reinvestment, by building stronger relationships with the community to educate them on what is happening with AB109, receiving community input, and improving public access to information on reentry efforts.

The OCEC's purpose will be achieved through the development of outreach, community engagement, and communication strategies. The OCEC will aid CAB with developing and recommending communication and outreach plans to reentry stakeholders, returning residents and families.

### 3. Responsibilities

- a. Identify outreach methods to engage the communities regarding specific initiatives and platforms relating to public safety realignment. Advise CAB and coordinate efforts among the CAB body and delegate and monitor proposed outreach strategies.
- b. Improve public access to information regarding realignment and reentry efforts throughout the county and local areas.
- c. Develop strategies/implementation plan regarding membership cultivation and prepare board for succession planning of all board members.
- d. Maintain the structure and provide coordinated efforts of the CAB Ambassadors Program. Assist CAB in developing messaging of talking points related to the Ambassadors Program and other topics as directed by CAB and the CAB chair.
- e. Assist CAB to organize an annual new member orientation and strategic planning.
- f. Work closely with the CAB secretary to monitor and update the CAB/Reentry Calendar.
- g. Other activities to advance the OCEC's purposes.



**REVISED OPERATING GUIDELINES**

**UNMARKED**

[SEE NEXT PAGE]

**DRAFT**

OPERATING GUIDELINES

of

CONTRA COSTA COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP)  
COMMUNITY ADVISORY BOARD (CAB)  
(as amended April 13, 2017)

ARTICLE 1

Name of Advisory Committee

The name of this Contra Costa County Community Corrections Partnership (hereinafter referred to as 'CCP') advisory committee shall be the Community Advisory Board on Realignment (hereinafter referred to as 'CAB').

ARTICLE 2

Duties and Powers

Section 1. CAB shall advise the Contra Costa County Community Corrections Partnership (CCP) by providing input on community needs; assessing implementation of the Contra Costa County Reentry Strategic Plan; reviewing data on realignment outcomes; advising the CCP on community engagement strategies; offering recommendations for ongoing realignment planning; advising County agencies regarding programs for implementation in the County; and encouraging outcomes that are consistent with the County's Reentry Strategic Plan.

Section 2. Members of the CAB agree to participate in up to two meetings per month, including a regular monthly meeting of the CAB as described in Article 5, Sections 2 and 3. CAB Members must also make a reasonable effort to attend at least half of the CCP meetings held in Martinez during their term of service.

In addition to attending CAB and CCP meetings, Members must participate in, and help complete projects for, at least one of the CAB ad hoc working groups or committees during their term of service. The CAB has three standing committees- (1) Policy and Budget, (2) Programs and Services, and (3) Outreach and Community Engagement (see committee charters in **Attachment 1**). All CAB working groups and committees must include at least one CAB Member to act as Chair.

Section 3. It is understood that the Board of Supervisors is the final decision making authority with respect to issues concerning realignment and that CAB shall serve solely in an advisory capacity. CAB may not, as a body, take positions on candidates for any public office.

ARTICLE 3  
Membership

Section 1. CAB shall consist of twelve (12) Members, who shall be residents of or work in Contra Costa County, and who shall be appointed by the CCP upon nomination of the CAB. CAB membership should represent the geographic, gender, cultural, and ethnic diversity of the community. In addition, and to the extent possible, CAB membership should proportionally represent the target communities of Contra Costa most impacted by incarceration and reentry.

CAB Members will include representatives of community groups, service providers working with people with criminal backgrounds, members of the criminal justice system that includes advocates for alternative methods such as community courts and restorative justice, subject-matter experts, formerly incarcerated individuals and the families of incarcerated or formerly incarcerated people, crime victims and the families of crime victims, and other interested individuals. The member recruitment and selection process must encourage participation by formerly incarcerated individuals, as well as individuals impacted by crime.

CAB Members should represent a variety of areas of expertise relevant to reentry including physical and mental health, education, employment, housing, family reunification and legal services among others.

Section 2. Members shall serve one (1) year terms that begin January 1 and conclude December 31. A Member may renew their eligibility for CAB membership at the conclusion of each term. No CAB Member may serve for more than three (3) years without first giving up their CAB membership for at least two (2) years. In no event can a CAB Member serve for more than three (3) years in any five (5) consecutive terms.

Although years of service need not be consecutive, any year, or portion thereof, shall constitute a full year for purposes of calculating a Member's years of service, except those years where a Member is appointed to service on the CAB on or after July 1. Each year the CAB will nominate a slate of CAB Members and present this slate of nominees to the CCP for appointment no later than the first CCP meeting of the calendar year in which the nominated CAB slate is expected to serve.

Within the final ninety (90) days of a CAB Member's term of service, an eligible Member may renew their eligibility for CAB membership by verbal notice, during any regular or specially noticed CAB meeting, of the Member's intent to continue service on the CAB if appointed to an additional term by the CCP, and that the Member still lives or works in Contra Costa County; or may renew their eligibility by written notice of the same delivered to the CAB Chair, CAB Vice Chair, or Office of Reentry and Justice (hereinafter referred to as 'ORJ') within the same ninety (90) day time period.

Section 3. To fill a midterm CAB Member vacancy with a newly nominated individual, a 2/3 vote of a quorum of CAB Members during any regular or specially noticed CAB meeting is required before presenting the newly nominated individual to the CCP for appointment. A vote for the nomination of a person to fill a midterm CAB Member vacancy can be taken on the motion of any CAB Member. Following CAB approval, the newly nominated individual shall be presented to the CCP for appointment at the next regularly scheduled CCP meeting.

In filling any vacancy, CAB shall be guided by the criteria set forth in Article 3, Section 1 to ensure the balance of countywide representation and areas of expertise are maintained wherever possible. Whenever practicable, for any vacancy occurring within the first thirty (30) days of CCP appointing the annual CAB slate, individuals nominated for the vacancy should come from the most recent pool of CAB membership applicants.

Section 4. CAB Members are required to attend all regularly scheduled meetings. Members may miss up to three (3) regular meetings for any reason. Members who are absent from four (4) regular meetings will automatically be removed from CAB.

Any individual removed from the CAB under this section, or through the provisions of Article 3, Section 5, is eligible to pursue future membership on the CAB in the usual manner. Only individuals removed from the CAB through the provisions of Article 3, Section 6 will be deemed ineligible for future CAB membership.

Section 5. A Member may resign from any CAB appointment, including CAB membership, by written notice delivered to the CAB Chair, CAB Vice-Chair or ORJ.

Section 6. The CAB may remove any Member from any appointment, including CAB membership, for actions detrimental to the CAB or the Contra Costa County Reentry Strategic Plan by an approval of a removal action by 2/3 vote of a quorum of CAB Members during any regular or specially noticed CAB meeting. Before any vote on a removal action can be taken, there must be a motion that clearly states a Member's alleged detrimental actions, and how these actions qualify the Member for removal under the provisions of this Section.

#### ARTICLE 4 Officers

Section 1. The officers of CAB shall be the Chair, Vice-Chair, and Secretary. Each Member's status as an officer ends with their annual term of membership unless the Member renews their status as an officer along with their CAB membership in accordance with the provisions of Article 3, Section 2. Any action to remove a Member's officer status must occur in accordance with the provisions of Article 3, Section 6.

Section 2. The CAB Chair shall be responsible for conducting CAB meetings, developing and distributing agendas in collaboration with the ORJ, and for the convening of any necessary working groups or ad hoc committees.

Additionally, the CAB Chair shall have the power of appointment as required to accomplish CAB business. This power shall include the sole discretion to appoint and remove a Member to any role or duty specifically assigned to the CAB Chair, or their designee. Any other appointment by the Chair will be ineffective after ninety (90) days without subsequent action by the CAB, during any regular or specially noticed CAB meeting, approving the appointment.

The CAB Chair is also responsible for ensuring the duties of the Secretary are carried out in the Secretary's absence, and for providing necessary status reports concerning CAB business to the CCP, Contra Costa Board of Supervisors, the subcommittees of either body, and to the general public.

Section 3. The CAB Vice-Chair shall act for the Chair in his or her absence. The Vice-Chair shall also serve as the Committee Chair of the Policy and Budget Committee and will be responsible for the development, timely presentation, and reporting of CAB's approved annual Budget and Advisory Policy Recommendations to the CCP for consideration.

Section 4. The CAB Secretary shall record, produce and provide for the availability and distribution of minutes for each regular and specially noticed CAB meeting. The Secretary shall also be responsible for maintaining CAB attendance records and email lists controlled by CAB.

Section 5. The first order of CAB business for any meeting where there is an officer vacancy shall be an attempt to fill the vacancy by first selecting a Chair, then a Vice-Chair, and finally a Secretary. It shall be the duty of the CAB Chair to facilitate this process, with assistance from the ORJ as necessary.

Section 6. Voting for any officer position must occur during a regular or specially noticed CAB meeting. A Member is properly nominated for voting to an officer position when, before the first vote of a meeting for the position, any other Member provides either a verbal nomination or a second of the Member's verbal self-nomination.

When voting for an officer, all Members present shall have exactly one vote. Only votes for a properly nominated Member will be counted, and all other votes will be treated as an abstention. To be appointed to a CAB officer position, a properly nominated Member must obtain the most votes in a single round of voting. If no Member receives the votes required for appointment, a second vote shall be taken where only Members who have received the largest number of votes in the previous round of voting will continue to be recognized as properly nominated.

After at least two unsuccessful votes for an officer, the CAB Chair may call for the subsequent vote to be by lot consisting of exactly 5 Members who are not properly nominated for the officer position. At any time proper to call for voting by lot for an officer position, or at any time no Member is properly nominated for an officer position, the CAB Chair may call for an immediate vote on their own motion to suspend further voting on the officer position for the remainder of the current meeting. This motion to suspend shall not require a second, but otherwise shall proceed as any other general CAB action.

## ARTICLE 5 Meetings and Notice

Section 1. Open public meetings shall be conducted in accordance with the provisions of the “Brown Act” (Government Code Secs. 54950 ff.) and the County’s Better Government Ordinance (‘BGO’) including the pre-meeting posting of the agenda.

Section 2. The regular meetings of CAB shall be held on the second Thursday of every month from January through December.

Section 3. The regular meetings shall be held at the Probation Department, located at 50 Douglas Drive, Second Floor, Martinez, CA, from 10:00 a.m. to 12 p.m., or as otherwise designated by the CAB.

Section 4. A quorum of CAB Members shall be a majority of the number of sitting CAB members. CAB may only take action by a simple majority vote of the quorum unless a more demanding majority is explicitly called for in these guidelines.

Section 5. Agendas for each meeting shall be emailed to the Community Corrections Partnership email list at least seventy-two (72) hours before each regular meeting.

Section 6. CAB shall hold special meetings as necessary to ensure timely and effective input on realignment related planning, or for other urgent matters. Special meetings may be called by the CAB Chair or by a majority of CAB Members, but a quorum is required for any meeting to proceed. Agendas shall be posted and emailed to the Community Corrections Partnership email list at least twenty-four (24) hours before each special meeting.

Section 7. A regular meeting may be rescheduled by any two Officers of CAB if necessary to insure attendance by either the CAB Chair or CAB Vice-Chair.

ARTICLE 6  
CAB Committees

Section 1. CAB Committees will meet no less than quarterly. Committee meetings will be open to the public.

Section 2. The CAB Vice-Chair shall serve as the Committee Chair for the Policy and Budget Committee. Other Committee leadership will be named by the CAB Chair and confirmed by a vote of the full CAB according to these Operating Guidelines.

Section 3. Committee decisions shall be made by vote and governed by voting and quorum rules set forth in these Operating Guidelines. Decisions and voting tallies will be recorded in the meeting summary report.

Section 4. CAB Committees shall not engage in activities that are not within the purpose and responsibilities outlined in their respective Charters (Attachment 1) or that conflict with these Operating Guidelines, State or local law, or policies that have been established by the CAB or the County's Board of Supervisors. The Committees may recommend policies and decisions falling within their scope of authority to the full CAB for approval, however the Committees have no authority to establish policy, make decisions, hold non-public meetings, or create fiscal or other obligations of the CAB.

Section 5. The Committee Charters and any amendments thereto require CAB approval in accordance with these Operating Guidelines.

Section 6. Each Committee will function with a Committee Chair, a Committee Vice-Chair, and at least one more CAB member. The Committee Chair shall be responsible for conducting Committee meetings, developing and distributing agendas, convening any necessary working groups, and ensuring compliance with the CAB Operating Guidelines, Brown Act, BGO, and other applicable State and County laws and policies.

The Committee Vice-Chair shall act for the Committee Chair in his or her absence, perform secretarial functions, and prepare written summaries of Committee meetings and activities.

## ATTACHMENT 1

### CAB Committee Charters

#### Budget Development Committee Charter

**1. Name of the Committee**

The name of this CAB standing committee shall be the Policy and Budget Committee.

**2. Purpose**

To assist the CAB in making Policy and Budget recommendations to advance effective uses of AB 109 funds and distribution.

**3. Responsibilities**

- a. Work collaboratively with CAB related work groups/committee.
- b. Develop a policy agenda and make a recommendation as it relates to Reentry programs, services and population.
- c. Assist CAB with developing an Annual Budget Request.
- d. Analyze and make recommendations to improve departmental budget development reporting and analysis.
- e. Identify financial needs for training and consultation for the CAB.
- f. Other responsibilities and functions that advance the Committee's and the CAB's purpose.



## Program and Services Committee Charter

### 1. Name of the Committee

The name of this CAB standing committee shall be the Programs and Services Committee.

### 2. Purpose

To Advance Justice Reinvestment & Protect Community Investments.

This will be achieved through proactive and reactive tasks including development of reports, informing and presenting to CAB, CCP, and Board of Supervisors on any Committee findings and recommendations, engaging service providers, promoting and supporting increased use of community needs assessments, promoting evidence based practices, and participation in other county committees/offices as assigned by the CAB.

### 3. Responsibilities

- a. Recommend program related policy around both existing and new funding opportunities with a focus on evidence practices (local, regional, national), innovation, and recommendations for implementation.
- b. Publish periodic reports on existing programs and services.
- c. Engage providers to educate CAB and/or Committee Members about their work, outcomes, needs, and recommendations.
- d. Promote a structure for and implementation of a comprehensive needs assessment for the County's reentry population (what's working/what's needed) to inform future program recommendations/funding allocations.
- e. Participate in program and service related RFP development process and panels; by assignment from Committee Chair and/or CAB overall.
- f. As directed by the CAB, assign Committee members to serve as formal liaison to County programs, offices, and agencies.
- g. Other responsibilities and functions to advance the Committee's purposes.

## Outreach and Community Engagement Committee Charter

### **1. Name Of The Committee**

The name of this CAB standing committee shall be the Outreach and Community Engagement Committee (OCEC).

### **2. Purpose**

To assist CAB to fulfill its stated purpose of gathering and providing information and communications on the County's efforts in criminal justice reinvestment, by building stronger relationships with the community to educate them on what is happening with AB109, receiving community input, and improving public access to information on reentry efforts.

The OCEC's purpose will be achieved through the development of outreach, community engagement, and communication strategies. The OCEC will aid CAB with developing and recommending communication and outreach plans to reentry stakeholders, returning residents and families.

### **3. Responsibilities**

- a. Identify outreach methods to engage the communities regarding specific initiatives and platforms relating to public safety realignment. Advise CAB and coordinate efforts among the CAB body and delegate and monitor proposed outreach strategies.
- b. Improve public access to information regarding realignment and reentry efforts throughout the county and local areas.
- c. Develop strategies/implementation plan regarding membership cultivation and prepare board for succession planning of all board members.
- d. Maintain the structure and provide coordinated efforts of the CAB Ambassadors Program. Assist CAB in developing messaging of talking points related to the Ambassadors Program and other topics as directed by CAB and the CAB chair.
- e. Assist CAB to organize an annual new member orientation and strategic planning.
- f. Work closely with the CAB secretary to monitor and update the CAB/Reentry Calendar.
- g. Other activities to advance the OCEC's purposes.

### ATTACHMENT 3

#### DRAFT CAB COMMITTEE WORK PLANS FOR 2017

#### 1. OUTREACH AND COMMUNITY ENGAGEMENT COMMITTEE SUMMARY REPORT

Sub Committee	Outreach and Community Engagement Committee	Date	3/31/2017
Team Lead	Angelene Musawwir	Time	10:00 am – 11:30 am *Meeting ended at 11:15 am
Recorder	Angelene Musawwir	Location	800 Ferry Street Martinez CA

Attendance

Angelene Musawwir – CAB Member	Harry Thurston - CAB member	Charles Brown, Work Force Development
	Kevin Corrigan - ORJ	Yuri Secoquian – Probation AB 109 manager (East)

• RECAP

Charles Brown announced upcoming Fair Chance Employment Summit. Business-to-Business half day event. Working with business who have a desire to employ returning citizens.

*The group briefly discussed the purpose of the meeting. Goals for the meeting were laid out which create a work plan for the OCEC for the current year starting April 2017 – January 2018*

The group briefly reviewed the 2<sup>nd</sup> Annual CAB and Planning/retreat report

The group laid out a plan that would require the OCEC to advise the larger group on ways to cultivate membership and connect with community based agencies and county department as well.

Kevin Corrigan of the ORJ suggested that that CAB might be interested in contacting either local media such as the East Bay Times, Richmond Confidential or county media to do a piece on AB109 and the CCP and CAB. This could be a discussion item at an upcoming CAB meeting.

Attached to this form is a potential work plan for the OCEC

RECOMMENDATION

*The CAB review the potential work plan for the year and make recommendations if the OCEC should take steps to follow through on some of the goals for the work plan and also prioritize the goals on the work plan*

NEXT STEPS

*Please provide information about the direction the Subcommittee would like to take*

Present the Draft the larger CAB at the April 13<sup>th</sup> meeting

ACTION REQUESTED OF STANDING COMMITTEE

UPCOMING SUBCOMMITTEE MEETING DATES

*There are no meetings date as of yet. However the group believed that the OCEC should either meet in early May or early June to discuss membership cultivation efforts*

## CAB Outreach and Community Engagement Committee – 2017 Work Plan

### 2017 Objective(s): Membership Cultivation/Community Outreach

Task	Outcomes Goals	Timeline	Responsible Persons / Resources
<b>Membership Cultivation</b>	Task 1 – Advise CAB of the current expertise of current members and what voids will be created when vacancies occur when members time out. This will allow for any targeted expertise during recruitment if needed.	May	Committee members
	Task 2 - To have the Application listed on the BOS website and other county websites to recruit for the upcoming vacancies than in past years	July - September 2017 August	Assigned Committee members
	Task 3 – OCEC identifies county/CBOs and cities to inform of recruitment efforts to fill upcoming vacancies	July – September	Assigned Committee members
	Task 4 – OCEC will work with ORJ in reviewing the CAB applications and follow the bylaws creating the application pool	September – October (?)	
<b>Community Outreach</b>	Task 1 – By the May meeting identify other Boards/Commission that directly affect the re-entry population and request that CAB members attend meetings, identifying themselves as CAB members and be prepared to express what the CAB is, what board the CAB advises and what type of work the CAB is doing in relation to the reentry population	May CAB meeting	Harry and Angelene will research/identify boards/commissions and report back to the larger CAB in the May meeting. The CAB members will either commit to going to meetings or advise OCEC committee of more appropriate meetings
	Task 2 – OCEC will work with the larger CAB and identify any other boards/CBOs or community meetings to present CAB. This would affect outreach and community engagement.	September – November 2017	TBA – CAB members that have strong presentation skills

## 2. PROGRAMS AND SERVICES COMMITTEE SUMMARY REPORT

Sub Committee	Programs and Services Workgroup	Date	4/6/2017
Team Lead	Talia Rubin	Time	5:30pm – 7:30pm *meeting ended at 6:40pm
Recorder	Talia Rubin	Location	101 Broadway Richmond CA

### Attendance

Jason Schwarz – CAB Chair
Talia Rubin – CAB member

<ul style="list-style-type: none"> <li>• RECAP</li> </ul>
<p>Briefly discussed the purpose of the meeting.</p> <p>Goals for the meeting were to:</p> <ol style="list-style-type: none"> <li>Identify from the committee charter what initiatives are ongoing or annual, or ‘as needed.</li> <li>Identify initiatives to prioritize this year.</li> <li>Create tasks for identified initiatives.</li> <li>Create timeline for tasks.</li> </ol>
<p style="text-align: center;"><b>RECOMMENDATION</b></p>
<p>The CAB reviews the draft timeline and prioritization of initiatives.</p> <p>The CAB accepts the proposal for this year’s timeline/initiatives and directs the Program and Services Committee to begin the work as outlined.</p>
<p><b>NEXT STEPS</b></p>
<p>Present draft timeline and prioritization of initiatives at April 13, 2017 CAB meeting</p>
<p><b>ACTION REQUESTED OF STANDIG COMMITTEE</b></p>
<p>Accept the draft of prioritization of initiatives, tasks, and timeline as presented and direct the Program and Services to begin the work as presented.</p>
<p><b>UPCOMMING SUBCOMMIITEE MEETING DATES</b></p>
<p>Please be advised that the Chair of the Subcommittee is responsible for ensuring that the Agenda for any upcoming meetings is created and sent to the CAB secretary and the executive body, so that the Agenda can be publish in accordance with Brown ACT guidelines</p> <p>Please note that a Subcommittee is open to the public and there must be less than a quorum of participating CAB members or the subcommittee would be violating the Brown ACT.</p>

## CAB - Programs and Services Committee – 2017 Work Plan

Initiative	Sub-Tasks / Benchmarks	Timeline	Responsible Persons / Resources
<b>Recommend Use of the Innovations Fund</b>	<ul style="list-style-type: none"> <li>➤ Engage in research activities that we will then use to develop recommendations for the use of the Innovations Fund:               <ol style="list-style-type: none"> <li>1. Look regionally to what has been done; what were the funds utilized for and how were the expenditures structured.</li> <li>2. Look at the current identified Evidence Based Practice models; what is here/ what is missing?</li> <li>3. Develop a proposal for the funds to be used to have a conference in Contra Costa County on Reentry and Justice.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Research and collect information in April.</li> <li>➤ Bring proposal to CAB at the May 11, 2017 meeting</li> </ul>	<ul style="list-style-type: none"> <li>➤ Committee Chair</li> <li>➤ Committee Vice Chair</li> <li>➤ General members</li> </ul>
<b>Publish Reports on Existing Program and Services</b>	<ul style="list-style-type: none"> <li>➤ Program and Services quantitative Survey:               <ol style="list-style-type: none"> <li>1. Develop survey</li> <li>2. We will disseminate to county AB109 funded &amp; those non funded agencies who work with reentry population</li> <li>3. Analyze</li> <li>4. Present CAB and with findings/recommendations as related to budget/funds allocations, program success, challenges, etc.</li> </ol> </li> <li>➤ Program and Services Qualitative data collection:               <ol style="list-style-type: none"> <li>1. Site visits to AB109 funded agencies</li> <li>2. Conduct qualitative interviews with providers</li> <li>3. Analyze</li> <li>4. Present CAB and with findings/recommendations as related to budget/funds allocations, program success, challenges, etc.</li> </ol> </li> </ul>	<p>Timeline applies to both qualitative and quantitative tasks:</p> <ul style="list-style-type: none"> <li>➤ May &amp; June 2017 develop the surveys and disseminate/collect data</li> <li>➤ July analyze and write up report</li> <li>➤ Present to CAB at the 8/10/17 meeting to ensure timeliness for the budget and policy workgroup to have for their work.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Committee Chair</li> <li>➤ Committee Vice Chair</li> <li>➤ General members</li> </ul>
<b>Promote a Comprehensive Needs Assessment</b>	<ul style="list-style-type: none"> <li>➤ Look at local, regional, national needs assessments for reentry populations/programs.</li> <li>➤ Develop a budget estimate</li> <li>➤ Recommendation that Innovations fund will pay for the needs assessment</li> <li>➤ Write a memo to CCP with the recommendation and have an outreach campaign to support the initiative.</li> </ul>	<p>The aim is to have a memo to the CCP at their December 2017 meeting.</p> <p>NOTE; we think this is a great initiative to carry through to next year and a great onboarding task for new members.</p>	<ul style="list-style-type: none"> <li>➤ Committee Chair</li> <li>➤ Committee Vice Chair</li> <li>➤ General members</li> </ul>