

**Community Corrections Partnership (CCP)
Community Advisory Board (CAB) Meeting and
2018 Group Development and Planning Session (Day 2)**

Thursday, February 15, 2018

8:30 a.m. to 12:30 p.m.

Healthright 360

5119 Lone Tree Way

Antioch, CA 94531

Agenda

- 8:30 am Introductions and Announcements
- 8:40 Public Comment
- 8:50 Approve January Meeting Minutes (Attachment 1)
- 9:00 CAB Recommendation to CCP Concerning ORJ Preference for a Single Contract for
"Network Services" [VOTE]
- 9:10 Group Development and Planning Session – Day 2
 - Establish CAB Priorities for 2018 (see Attachment 2)
- 12:30 pm Adjourn

Next Meetings:

CCP Exec Committee

Friday, May 11, 2018
8 a.m.
Probation Dept, Sequoia Room
50 Douglas Drive, Suite 200
Martinez, CA 94553

Public Protection Committee


Monday, March 5, 2018
10:30 a.m.
County Admin. Bldg., Room 101
651 Pine Street
Martinez, CA 94553

Community Advisory Board

Thursday, March 8, 2018
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: Cindy Nieman, Committee Staff Phone (925) 313-4188 cindy.nieman@prob.cccounty.us

Attachment 1

January Meeting Minutes

CAB Meeting Minutes
January 11, 2018

Jason, Patrice, Harry, Shannon Skinner, Rolanda Wilson, Sue Hamill, Kaleana Johnson, Chris
Duncan, Sandra White, Ann Surapruik
Ellen, Jill, Rebecca, Kevin Corrigan, Jeff Waters, Charles Brown, Jenna Evans, Chrystine
Robbins, Kathleen Lowe, Rhuepell Stroud
Absent: Milton, Martine

1. Intros
2. Announcements:
 - a. Jenna: WCDF Resource Fair 4/3, 12-3; she will submit to Jason/ORJ for calendar
 - b. Harry, 1/27, 10-1, East County March for Quality and Unification in Antioch; hands out flyer; he will submit to Jason/ORJ for calendar
 - c. Charles: WDB and CC College will host a career fair, 10-1, 2/28 at 2600 Mission Bell; he will submit to Jason/ORJ for calendar
 - d. Jeff: Probation reassignments: Ed Randall will manage AB109 replacing Jeff; and a new AB109 Supervisor will be coming in as well. Jeff will take over felony investigations and foster care placement.
 - e. Rebecca: Stand Together CoCo is rolling out in February/March; Rebecca suggests that CAB ask STCC to present sometime in the next couple of months
 - f. Ellen: Clean Slate event will be implemented: East County in February, with larger event in April in West County
 - g. Jill: Detention Health Services has been doing rapid improvement events related to health in the detention facilities (safety cell); a third one is coming out; January 26 10 AM will be the report-out on the third one at the BOS. When the reentry one comes up, Jill will let CAB know.
 - h. Patrice: Council on Homelessness has an event tonight, Storied Streets, free screening and community discussion
 - i. Jill: Sobering Center now has a location; it will be at Summit Center in Martinez, at the Assessor's Office. Public Health/Community Connect, Sue Crosby maybe could present at a future CAB meeting
3. Approve minutes:
 - a. No quorum in December, so November notes need approval. November 9, 2017: Jill, Chrystine, Jason offer corrections. Harry/Patrice, unanimous
 - b. December notes: No quorum at that meeting
4. Item on CAB committees:
 - a. PPC – no meeting
 - b. CAB no committee meetings

- c. QAC 12/22/17:
 - i. AB109 quarterly report formats: CAB suggestions were well received, discussion about putting quantitative and financial reporting up top, about CAB's recommendations that reporting be connected to contracts. ORJ is responsible for managing the process to make basic improvements related to instructions. QAC plans to create a new template – there's a new data analyst for ORJ in July, so meaningful changes will be deferred until then.
 - ii. AB109 annual report: QAC agreed to retain the current annual report format for now, with new format developed for 18/19. Probation is adding a new data reporting position which will help support these revisions.
 - iii. AB109 Database (SAFE) will be moving from Rubicon/Center to the County.
 - iv. QAC also discussed RFP re capacity building and innovation (\$335K available), so that funding will repurposed through a sole-source like CompassPoint.
 - v. ORJ wants a checklist of contractor basics, including state compliance, AB109 meeting participation; QAC asked for more specificity. CAB may be a good place to develop recommendations for what should be on that list.
 - vi. QAC will meet every other month, which is more frequent than it has been.
 - vii. Next meeting 2/15/18, 3rd Thursday 1:30-3:30 every other month.
 - viii. Rebecca recommends that CAB formalize the CAB's practice of taking minutes at various meetings.

5. CAB officer elections:

- a. Chair: Harry nominates Jason to continue/Sue seconds, Jason is willing to continue though he will have work obligations that will require strong partnership with CAB officers. Vote: All in favor, unanimous.
- b. Vice Chair: Jason nominates Patrice to continue/Harry seconds, discussion (no other nominations). Vote: All in favor, unanimous, Patrice abstains.
- c. Secretary: Martine has been secretary, although she is absent today. No one nominates or self-nominates. CAB decides to defer for a month until the next meeting.
- d. Question of CAB representative to the Reentry Success Center can be deferred to the next CAB meeting.
- e. Representative to the CCP.
 - i. PPC wants the CAB to bring its recommendation at the February PPC meeting. Question of whether the CCP could permit a structure to permit an alternate; governmental stakeholders don't think it's permissible by statute.
 - ii. Jason nominates Patrice, with Kaleana as the CAB's alternate; Jason will send that info to Tim Ewell.
 - iii. At the retreat, CAB will agendize how to approach supporting this position.

6. Retreat:

- a. Agenda items:

- i. Harry wants to create a shepherding program, in which CAB members take on responsibility for certain areas of CBO work. This can be agendized.
 - ii. How to support the CAB rep to the CCP
 - iii. Operating guidelines
 - iv. Committee types, purpose, and composition
- b. Date: Friday 2/2 9 AM – 1 PM, Saturday 2/3 1-5
 - c. Costs: CAB has a budget of \$7,200; Patrice asks Kevin how they get access to that money. Kevin says it's just regular cost-reimbursement.
 - d. Jason will coordinate logistics, including permission to buy food.
 - e. I'll send Jason the retreat report from last year.
7. Recommendations for CAB presentations:
- a. Rebecca suggests that Ellen present on adult fees.
 - b. Rebecca suggests that Ali present on STCC.

Meeting adjourned at 11:39 AM

Attachment 2

Background Materials for CAB Day 2 of Group Development and Planning

**Key Findings and Budget & Policy Recommendations For Contra Costa County's AB109-
Funded Activities**

[SEE SEPARATE WORD FILE]

**CAB Policy and Budget Recommendations
Fiscal Year 2018-2019**

To: CCP Executive Committee

From: Community Advisory Board on Public Safety Realignment (CAB)

Date: October 26, 2017

Subject: CAB Policy and Budget Recommendations for FY 18-19

The Community Advisory Board to the Community Corrections Partnership submits the following policy and budget recommendations for CCP's consideration in developing the FY 2018-2019 AB 109 budget. Please contact Patrice Guillory, CAB Vice Chair and Chair of the CAB's Policy and Budget Sub-Committee, with any questions at pguillory@healthright360.org. Thank you for your continued service and commitment to strengthen the implementation of AB 109, public safety realignment.

I. Recommendations Based on CAB 2017 Programs and Services Survey

1.1 Expand capacity for sufficient and effective pre-release planning, strengthen pre-release programs & invest in immediate release services

In August 2017, CAB's Programs and Services Sub-Committee issued a survey and conducted site visits with numerous AB 109 CBOs to gather feedback on the AB 109 service delivery system. Among many themes, the survey results illuminated a particularly recurring concern about the insufficient support for pre-release services. Specifically, CBOs cited the need for improving pre-release planning, strengthen and expand existing pre-release programs, adopt new evidence-based in-custody programs, and expand immediate post-release services to include tangible supports such as emergency shelter or bridge housing, transportation, case management, service navigation, etc. within the first 72-hours of release.

Concurrently, CAB recognizes the positive steps the County is making to establish a reentry infrastructure within the jail system to support transitional planning through its Pre-Release Planning Pilot. CAB also acknowledges the County Office of Education and the Sheriff's Department's joint recognition of the critical role in-jail personnel play in realizing pre-release programming and jail to community linkages. However, CAB is concerned that the existing staffing level for direct service for persons in custody is scarce. **Therefore, CAB recommends the CCP increase resources to create additional Reentry Transitional Specialist positions at 1.5 FTE, and identify the needed services to support immediate release and the potential funding sources for the creation of a suite of immediate release services.**

1.2 Examine suitability of existing reentry housing options and plan for investments in different types of housing solutions

Also found in the CAB's Programs and Services Subcommittee survey and site visit findings were the need for identification of different types of housing options that will meet the unique needs of our

complex reentry population, and the expansion of investment in existing housing resources to close the housing gap for returnees due to ineligibility. Potential housing options could include, but are not limited to: “harm-reduction” and housing first models, emergency shelter for those exiting the jail system and ineligible for immediate homeless services, longer-term transitional housing for AB 109 and non-AB 109 returnees, bridge housing, rapid rehousing, etc. **CAB recommends the CCP examine the suitability of current housing resources compared with the specific housing needs of the reentry community, and develop a plan of action for incorporating new housing models into the service delivery system.**

1.3 Improve data evaluation and analysis of the County’s reentry system, programs, and services by supporting linkages between County and CBO data systems

The CAB commends the County’s progress toward moving all AB 109 contracted CBOs to a singular data system. The CAB also recognizes that in order to effectively analyze the reentry system’s impact and contribution to recidivism reduction and quality assurance, enhancing information gathering and data sharing across public and CBO agencies is crucial. **The CAB recommends that the CCP research, identify and implement the most appropriate mechanisms to link data systems that also ensure privacy protections and compliance with federal and state regulations on information-sharing.**

2. Recommendations from CAB Members at the October 2017 Meeting

2.1 Ensure sustainability of the Office of Reentry and Justice (ORJ) by supplementing resources for the continuation and advancement of its role and responsibilities within the County’s reentry system.

The ORJ was launched as a 2.5 year pilot in January 2017 with the mandate of aligning and advancing the County’s public safety realignment, reentry, and justice programs and initiatives. It has a wide mandate and has already made a noticeable impact in driving key initiatives to strengthen the reentry and justice systems.

Now that the Office is nearing the end of its first year as a pilot project, **the CAB recommends that the CCP consider ORJ’s operational needs and increase resources to support expanding capacity to adequate staffing levels and ensure sufficient support so that the ORJ is successful and effective in fulfilling its scope and responsibilities, as well as is sustained beyond the pilot phase.**

ORJ Scope and Responsibilities

- Coordinating a broad array of reentry, public safety realignment, and justice-related services;
- Facilitating collaborative efforts around policy development, operational practices and supportive services;
- Advancing knowledge of relevant issues, research and best-practices in the fields of reentry, public safety realignment, and justice;
- Fostering capacity-building and partnership development;
- Leading the procurement process and contract management for community-based reentry service providers;
- Identifying and developing new initiatives and funding opportunities to support the work;
- Supporting legislative advocacy;
- Managing data and evaluation of funded services; and
- Conducting public outreach, information sharing and community engagement.
- Coordinating, supporting, and evaluating the reentry system.
- Oversight of the Youth Justice Initiative, the development of the countywide Ceasefire Program, the Racial Justice Task Force, and the AB 109 Community Programs.

3. Recommendations from the CAB Budget Analysis Dec. 2016

3.1 Improve AB 109 budget development, reporting, and meaningful analysis of "budget to actuals"

Following up from CAB's 2016 recommendations for improving budget transparency, analysis of use of funds, and informed planning and budgetary decision-making, this year we're recommending the following:

- a. **Replace the use of "status quo" budget requests with CAB's proposed budget request template (see Attachment A)** as a standardized form for all agencies funded by or applying for AB 109 funding. This form instructs agencies to produce due-diligence renewal requests based on prior-year budget-to-actual reporting and offer justification for requests of changes in funding allocation. Additionally, this form includes an updated budget narrative section for gathering supplemental information to assist in tracking use of approved funds. Additional information may include a more detailed explanation of costs calculations, justifications for staffing levels, quantification of funded services, existing service utilization rates, etc.
- b. **Include CAB's proposed quarterly budget summary template (see Attachment B)** as a standardized form within the County's quarterly report template for all agencies funded by AB 109 funds. This document aims to ensure up to date budget-to-actuals reporting on a quarterly basis and provides the foundation for analysis of use of funds annually and budgetary planning for future years.
- c. **Establish a budgetary review process quarterly and annually** to: 1) analyze submitted budget reports and; 2) engage public discussions on the findings of the analyses, and 3) support informed decision-making and provide direction for course-correction if necessary. CAB recognizes that as agencies become more responsive to the calls for greater transparency, it's critically important that the County also commits to rigorous and meaningful analysis of use of funds to determine their effectiveness and alignment with the County's overall goals and objectives for reducing recidivism cited in the guiding strategies and goals outlined in the County Reentry Strategic Plan, the County's AB109 Implementation Plan, and the County's AB 109 Operations Plan, and other relevant guiding documents that may exist now or in the future.

Attachment A

Proposed Revisions to Budget Request Template

CAB'S EDITED DRAFT

Contra Costa County Community Corrections Partnership
 2018/19 AB109 Budget Proposal Form

Department: Community Advisory Board

Description of Item	Contracted Provider	Ops. Plan Item #	2017/18 Approved Allocation ¹			2017/18 Actual Expended ²		2018/19 Baseline Request ³			2018/19 Program Modification Request ⁴			2018/19 Total Funding Request			
			Approved Allocation	Cost/FTE	FTEs	Expended	Remaining Balance	Funding Request	Cost/FTE	FTEs	Funding Request	Cost/FTE	FTEs	Total Funding Request	FTEs		
SALARY AND BENEFITS															-	-	
															-	-	
															-	-	
															-	-	
Subtotal			-	-	-	-	-	-	-	-	-	-	-	-	\$	-	-
OPERATING EXPENSES															-	-	
															-	-	
															-	-	
Subtotal			-	-	-	-	-	-	-	-	-	-	-	-	\$	-	-
CAPITAL EXPENSES															-	-	
															-	-	
															-	-	
Subtotal			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total			\$ -	\$ -	-	\$ -	\$ -	-	\$ -	-	-	\$ -	-	-	\$ -	-	-

- 1. Approved Allocation should reflect previous fiscal year funding allocation as approved by BOS.
 - 2. Actual Expended should reflect actual expenditures made in the previous fiscal year and any remaining balances
 - 3. Baseline Request should reflect the costs associated with continuing programs in the new fiscal year.
 - 4. Program Modification Request should reflect proposals for the cancellation of existing programs, funding of new programs, and/or increases in line items in the new fiscal year.
- *All proposed changes must include justification in the budget narrative.

PROGRAM NARRATIVE:

Please provide a narrative describing the programming being proposed on the AB 109 Budget Proposal Form. Include all underlying information, including (but not limited to) staff purpose and justification, identification and quantification of funded services, and the rationale of programmatic, operating, and capital cost calculations.

DEPARTMENT: Community Advisory Board

2018/19 Baseline Request

Enter narrative information here. If applicable, please provide additional information relating to changes in prior year budgeted allocations and actual expenditures, and remaining balances.

2018/19 Program Modification Request

Please provide a narrative describing your agency's request to cancel existing programs, establish funding for new programs, and or increase funding or changes to line items. All proposed changes must include justification in the narrative.

Attachment B

Proposed Revisions to Budget Summary Template

AB 109 BUDGET SUMMARY REPORT - DRAFT COPY

AGENCY NAME																												
[Date]																												
Position	Cost Per FTE (incl. benefits)	FTE	FY18/19 as approved by BOS	Q1			Q1 total	Q1 as % of FY budget	Q2			Q2 total	Q2 as % of FY budget	Q3			Q3 total	Q3 as % of FY budget	Q4			Q4 total	Q4 as % of FY budget	FY18/19 as spent	Approved to Actual: Variance	Approved to Actual: %	Notes	
				July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June													
Program Director IV	\$ 135,674	2.00	\$ 271,348.00	\$ 23,714	\$ 22,885	\$ 18,991	\$ 65,590	24.7%	\$ 12,654	\$ 12,654	\$ 23,714	\$ 49,022	18.0%	\$ 23,714	\$ 23,770	\$ 23,440	\$ 70,924	26.1%	\$ 25,411	\$ 24,970	\$ 23,514	\$ 73,895	27.2%	\$ 259,431	\$ 11,917	95.6%		
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Total Staff	2.00	\$ 271,348	\$ 23,714	\$ 22,885	\$ 18,991	\$ 65,590	24.7%	\$ 12,654	\$ 12,654	\$ 23,714	\$ 49,022	18.0%	\$ 23,714	\$ 23,770	\$ 23,440	\$ 70,924	26.14%	\$ 25,411	\$ 24,970	\$ 23,514	\$ 73,895	27.23%	\$ 259,431	\$ 11,917	95.6%			
Contracted services																												
			FY18/19 as approved by BOS	Q1			Q1 total	Q1 as % of FY budget	Q2			Q2 total	Q2 as % of FY budget	Q3			Q3 total	Q3 as % of FY budget	Q4			Q4 total	Q4 as % of FY budget					
Residential treatment	Bl Bett	\$ 259,200	\$ 12,737	\$ 21,009	\$ 22,785	\$ 56,531	21.8%	\$ 22,646	\$ 38,122	\$ 12,756	\$ 73,524	28.3%	\$ 25,429	\$ 11,221	\$ 23,000	\$ 59,650	23.0%	\$ 29,451	\$ 27,930	\$ 12,111	\$ 69,492	26.8%	\$ 259,197	\$ 3	100.0%	Six beds, each for 60 days, total 2,160 bed days @ \$120 per person, per bed		
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Total contracted services	\$ 259,200	\$ 12,737	\$ 21,009	\$ 22,785	\$ 56,531	21.809%	\$ 22,646	\$ 38,122	\$ 12,756	\$ 73,524	28.3%	\$ 25,429	\$ 11,221	\$ 23,000	\$ 59,650	23.01%	\$ 29,451	\$ 27,930	\$ 12,111	\$ 69,492	26.81%	\$ 259,197	\$ 3	100.0%				
Administration/Operations																												
			FY18/19 as approved by BOS	Q1			Q1 total	Q1 as % of FY budget	Q2			Q2 total	Q2 as % of FY budget	Q3			Q3 total	Q3 as % of FY budget	Q4			Q4 total	Q4 as % of FY budget					
Technology Services	Deft	\$ 540	\$ 27	\$ 25	\$ 45	\$ 97	17.96%	\$ 55	\$ -	\$ 90	\$ 145	26.85%	\$ 44	\$ 26	\$ 17	\$ 87	16.11%	\$ 87	\$ 32	\$ 12	\$ 131	24.26%	\$ 460	\$ 80	85.19%			
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Total Admin/Operations	\$ 540	\$ 27	\$ 25	\$ 45	\$ 97	17.96%	\$ 55	\$ -	\$ 90	\$ 145	26.85%	\$ 44	\$ 26	\$ 17	\$ 87	16.11%	\$ 87	\$ 32	\$ 12	\$ 131	24.26%	\$ 460	\$ 80	85.19%				
Non-Recurring Costs																												
			FY18/19 as approved by BOS	Q1			Q1 total	Q1 as % of FY budget	Q2			Q2 total	Q2 as % of FY budget	Q3			Q3 total	Q3 as % of FY budget	Q4			Q4 total	Q4 as % of FY budget					
Car (Ford Focus)	27,588.00	1.00	\$ 27,588	\$ -	\$ -	\$ -	0.00%	\$ 26,102	\$ -	\$ -	\$ 26,102	94.61%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 26,102	\$ 1,486	94.61%			
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Total Non-Recurring Costs	\$ 27,588	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 26,102	\$ -	\$ -	\$ 26,102	94.61%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 26,102	\$ 1,486	94.61%				
Total AB 109 Budget																												
			FY18/19 as approved by BOS	July	Aug	Sept	Q1 total	Q1 as % of FY budget	Oct	Nov	Dec	Q2 total	Q2 as % of FY budget	Jan	Feb	Mar	Q3 total	Q3 as % of FY budget	Apr	May	June	Q4 total	Q4 as % of FY budget	Yearlong Analysis				
	\$ 558,676	\$ 36,478	\$ 43,919	\$ 41,821	\$ 122,218	21.58%	\$ 61,457	\$ 50,776	\$ 36,540	\$ 148,773	26.63%	\$ 49,187	\$ 35,017	\$ 46,457	\$ 130,661	23.39%	\$ 54,949	\$ 52,932	\$ 25,637	\$ 143,518	25.69%	\$ 545,190	\$ 12,486	97.59%				

Community Advisory Board

Statement of Intent and Principles (Nov. 2013)

STATEMENT OF INTENT

The Community Advisory Board (CAB) on Realignment researches, advises, educates and supports Contra Costa County's efforts to employ effective reentry policies and evidence based practices and programs through recommendations to the Community Corrections Partnership (CCP) by engaging those involved in the criminal justice system, crime victims and their family members, public and community based agencies and the Contra Costa community at large to ensure community engagement and transparency in County discussion and decision making.

STATEMENT OF PRINCIPLES

The Community Advisory Board is committed to:

- educating the community, building infrastructure for gathering community input and representing the diverse voices of the community
- advising the CCP Executive Committee on best and evidence-based practices as well as the diverse community views about criminal justice reforms and justice reinvestment
- furthering transparency and fiscal accountability
- reviewing and analyzing AB109 departmental budgets and AB109 programs and services provided by County departments and community-based organizations
- fostering the efforts of public and community-based agencies to work collaboratively, build trust while acknowledging inherent imbalances in authority
- representing the CAB while at the same time representing the agency or stakeholder that we work for or are associated with

OPERATING GUIDELINES

of

CONTRA COSTA COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP) COMMUNITY ADVISORY BOARD (CAB) (as amended May 11, 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 and the CAB online calendar.

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. A quorum is required for a meeting of the full CAB to proceed.

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. 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

Policy and Budget 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 and stakeholders, 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 reentry and criminal justice, 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.