

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

Thursday, June 14, 2018

10:00 a.m. to 12:00 p.m.  
Probation Department, Sequoia Room  
50 Douglas Dr., Martinez, CA 94553

**Agenda**


- 10:00 am Introductions and Announcements
- 10:10 Public Comment
- 10:20 Approve May Meeting Minutes (Attachment 1)
- 10:30 Committee Updates - CCP, PPC, Other?
- 10:40 CAB Membership Vacancies and Recruitment (Harry)
- 11:00 Naming Alternate CAB Members (One for Each Region - East, Central, West) (Harry) [VOTE]
- 11:20 CAB Committee Updates
  - Outreach and Community Engagement Committee (Harry)
  - Programs and Services (Jason) (Attachment 2)
- 11:40 CAB Representation on Co Co LEAD+ Local Advisory Committee (Rebecca)
- 12:00 pm Adjourn

Next Meetings:

<u>CCP Exec Committee</u>	<u>Public Protection Committee</u>	<u>Community Advisory Board</u>
Friday, Sept. 7, 2018 8 a.m. Probation Dept., Sequoia Room 50 Douglas Drive, Suite 200 Martinez, CA 94553	TBD County Admin. Bldg., Room 101 651 Pine Street Martinez, CA 94553	Thursday, July 12, 2018 10 a.m. to 12 p.m. Probation Dept., Sequoia Room 50 Douglas Drive, Suite 200 Martinez, CA 94553

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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](mailto:cindy.nieman@prob.cccounty.us)

**Attachment 1**  
**May Meeting Minutes**  
**[SEE NEXT PAGE]**

CAB

May 10, 2018

Jason, Shannon, Kaleana, Rolanda, Chris, Sue, Harry, Patrice  
Ellen, Jill, Kevin, Chrystine, Rebecca, Donté, Dominic Ware (Safe Return), Charles Brown  
Aman Ahuja and Louis Potok from Tetra Tech (making presentation)

Meeting called to order at 10:11 AM

1. Introductions and announcements:
  - a. Ellen: Clean Slate Day May 19, 2018, 10 AM-2 PM, Antioch (PD, APD, DA partnership). This year's is different because the Court has not agreed to hold expungement hearings. Rebecca suggests that the CAB bring this up with the Court; Ellen will follow up with CAB after her meeting today with Judge Johnson.
2. Public comment: None
3. Approve April meeting minutes
  - a. Rolanda motions to accept, Shannon seconds, no discussion, unanimous
4. CAB member absences:
  - a. Two members have exceeded the number of allowable absences. Martine Blake and Milton Serva:
    - i. Motion to remove Milton from CAB, Chris seconds. Unanimous
    - ii. Motion to remove Martine, Harry seconds, Unanimous
  - b. ORJ will put together a letter to be signed by Jason, mailed and emailed by ORJ, with cc to CCP
  - c. Discussion:
    - i. Rebecca asks that the list of the CAB members been included on the County website, on the Advisory Body page, with a link to the ORJ staff for additional information. Donté will discuss this with the clerk of the Board of Supervisors.
    - ii. Harry suggests that the CAB create an internal roster with contact information – they can list it as a confidential informational directory. Jason will work with Kaleana to produce the internal roster.
  - d. Harry will convene outreach committee to begin outreach. Martine was Central and Milton is East. Harry asks that people send candidates to him.
5. CAB representative to the Reentry Success Center Steering Committee
  - a. Ann Surapruik, Bay Area Legal Aid will serve as CAB's representative.
6. Committee updates
  - a. **QAC report** (page 7 of the packet; also see the PowerPoint produced by PPIC, which is not in the packet).

- i. PPIC suggested that it would be good if SAFE could capture service dosage. RDA is working on a report on all AB109-funded agencies. SAFE is now under county administration, using a contracted individual. Capacity-building RFQ has been received and will be determined this week. PPIC is that up to this point, they have focused on AB109, coordinating information between CA DOJ and Counties; now, they want to look at Probation more broadly, beyond AB109 population, and looking not only at recidivism but the drivers of any changes, both in-custody and out of custody.
  - ii. RDA's annual report of AB109 funding is ending this year; QAC plans to go in a different direction for future reports.
  - iii. Next PPC is May 23. Public Forum on ICE and SO will be 7/24 at 2 PM. Will be conducted through PPC, so Tim Ewell will likely be the lead planner.
  - iv. QAC's next meeting is July 16. Rebecca asks that future reports for CAB include date, time, place for upcoming scheduled meetings.
- b. **Policy and Budget Committee:** Patrice, Chris, Shannon, Ann, plus Alisha Nickels, Kevin
- i. They will recommend that the CAB approve the policy platform and instruct the CAB committees to develop work plans consistent with the platform. Patrice will produce for next CAB meeting a written report of notes and outcomes from the next Policy meeting.
    - 1. Committee decided to focus on advancing Key Findings and Recommendations document produced in December 2016 and strengthening/institutionalizing the ORJ.
    - 2. Committee will also develop budget recommendations for next fiscal year; they will begin that process in late summer.
    - 3. Committee recommends that CAB start research on Early Rep program (interviews with APD, RPD, Public Defender's Office) in the interest of expanding this project county-wide.
      - a. The Programs Committee could undertake this effort, Ellen can provide substantial information. She says that the DOJ grant that funds West will end in February 2019, so they need funding.
  - ii. Areas of focus:
    - 1. Educate BOS on Key Findings
    - 2. Institutionalize ORJ
    - 3. Expand and sustain Early Rep program
    - 4. Establish an RJ Czar
    - 5. Develop a true community court (instead of the current pay-to-play private court operating in Contra Costa)

iii. Auditor Letter:

1. Chris points out that one of the issues of the platform involves AB109 financial transparency, to ensure that the money been budgeted is being spent as budgeted. Hasn't been an audit of how money has been used. Policy Committee would like to get the Auditor involved, wants to start by telling CCP that CAB is asking for an audit. Also recommends that CCP put a standing review of budget use on their quarterly agenda. Donté says that the June 1 CCP will include a financial report Q3 17/18 uses of funds, developed by Tim. Rebecca recommends that it be developed as a year to date, not a Q3. Patrice suggests this is a good opportunity to ask CCP to turn this into a standard report.
2. Donté suggests that the Committees develop two-year workplans rather than annual workplans.
3. Donté also points out that CAB documents have to be provided to CCP in September for the October meeting.
4. Donté points out that A109 contracts will be ending in 18/19; the new contracts will start being developed in Feb 2019.

iv. Requests:

1. Asks the Outreach Committee to reignite CAB Ambassador Program, assign CAB members to meet with decision-makers (BOS, Commissions) to present the Policy Platform, including request for audit of AB109. Patrice will send Harry the list of commissions, Harry has a PPT and will work with Patrice to update it. Rebecca offers to provide additional info on any of the policy issues. Jill points out that there's a Human Trafficking Commission and does a Partner Spotlight at each meeting; says Commissions like hearing about other Commissions' work.
2. Patrice will provide a written report and distribute to CAB members and committees.

c. **Outreach and Engagement Committee:**

- i. They haven't met, but the Policy Committee has produced substantial suggestions for the Committee to tackle.
7. Posting CAB documents on the County website: **Tabled**
8. Presentation on analysis of reentry data management in Contra Costa by Tetra Tech, Louis Potok and Aman Ahuja present. Tetra Tech has produced this report pro bono to the Office of Reentry and Justice. Comments or questions should be directed to Jason; may be on the agenda of the net QAC.
9. Adjourned at 12:12 PM

Next CAB meeting: 6/14/18, 10-12

Attachment 2

P&S Committee Work Plan

**CAB - Programs & Services Committee**

**2018-19 DRAFT Work Plan**

Initiative	Sub-Tasks / Benchmarks	Timeline	Responsible Persons / Resources
<p><b>Research Projects and Advocacy in Support of CAB Policy Platform</b></p>	<ul style="list-style-type: none"> <li>➤ Undertake priority research projects:               <ul style="list-style-type: none"> <li>○ Expanding Restorative Justice (research best practice program models, governance structures, make recommendations)</li> <li>○ Expanding, Sustaining Early Representation Program (research benefits to the County, make recommendations)</li> <li>○ Community Courts (research best practice models compared to Contra Costa's current model, make recommendations)</li> <li>○ Fines and Fees (FOIA request on fees and fines ordered, collected amounts and success rates, cost of enforced collection activity, etc.; make recommendations)</li> </ul> </li> <li>➤ Participate in CAB ambassador program outreach and advocacy around CAB approved recommendations</li> </ul>	<ul style="list-style-type: none"> <li>➤ Complete research memos by August CAB meeting</li> <li>➤ Advocacy / ambassador outreach August to December and ongoing, as needed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Restorative justice: <b>Ann</b></li> <li>➤ Community courts: <b>Sandra</b></li> <li>➤ Early representation: <b>Rolanda</b></li> <li>➤ Fines and fees: <b>Jason</b></li> <li>➤ Support from Tetra Tech intern Emily Milstein</li> </ul>
<p><b>Publish Reports on Existing Program and Services – Government and CBO</b></p>	<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>	<ul style="list-style-type: none"> <li>➤ Government agencies: Fall 2018</li> <li>➤ CBOs: Spring 2019</li> </ul> <p>3 months for each report:</p> <ul style="list-style-type: none"> <li>➤ Develop the surveys and disseminate/collect data remotely and on-site (Months 1-2)</li> <li>➤ Analyze and write up report (Month 3)</li> <li>➤ Present to CAB (Month 3)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Committee Chair</li> <li>➤ Committee Vice Chair</li> <li>➤ General members</li> </ul>

Initiative	Sub-Tasks / Benchmarks	Timeline	Responsible Persons / Resources
<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>➤ Write a memo to CCP with the recommendation and have an outreach campaign to support the initiative.</li> </ul>	<p>Spring and Summer 2019, completed in time for inclusion in CAB's 2019 policy and budget recommendations to CCP</p> <p>NOTE; we think this is a great onboarding task for new members in 2019.</p>	<ul style="list-style-type: none"> <li>➤ Committee Chair</li> <li>➤ Committee Vice Chair</li> <li>➤ General members</li> </ul>