



**Community Corrections Partnership (CCP)
Community Advisory Board (CAB)
Outreach & Community Engagement Subcommittee (OCEC) Meeting**

Tuesday, March 21, 2023
11:00 a.m. to 12:30 p.m.

PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:

The public may attend this meeting in person at **50 Douglas Drive, 2nd Floor (Madrone/Sequoia Room), Martinez, California 94553**

The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below.

HOW TO JOIN THE MEETING VIA ZOOM:

<https://us06web.zoom.us/j/82524941484?pwd=eEhZVTVPtS9VT2RTUXM0d0xnWG5JZz09>

HOW TO JOIN THE MEETING VIA CALL-IN:

Zoom meeting Dial-In-Number: (669) 900-6833
Conference code: 536593
Meeting ID: 825 2494 1484

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Community Advisory Board (CAB) during public comment on matters within the jurisdiction of the CAB that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should make public comment when called upon. Those participating via Zoom should indicate they wish to speak by using the "raise your hand" feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 to raise your hand and *6 to unmute on their phone.

All public comments will be limited to 2 minutes per speaker. For assistance with remote access contact: 925-313-4087.

Agenda

1. Welcome, Introductions & Announcements
2. Public Comment on any item under the jurisdiction of the Community Advisory Board and not on this agenda.
3. Approval of the Minutes from the February 21, 2023 CAB OCEC Subcommittee Meeting
(Attachment 1; See Pgs. 4-6)

4. Discuss Developing an Onboarding Plan for New CAB Members
 - Onboarding Process
 - CAB’s Mission and Values (Align our Values with our Mission)
5. Discuss Contact List for Outreach (Monique)
 - Contra Costa County Mayors List from the County Mayors Conference on March 2, 2023
 - <https://www.ccmayors.org/current-agenda>
6. Finalize 2023 Work Plan (**Attachment 2; See Pgs. 7-8**) [VOTE]
7. Discuss Ambassador Program to Assign CAB Members
8. Next Steps
9. Adjourn to next Subcommittee Meeting: April 18, 2023, 11:00 a.m. to 12:30 p.m.

<u>Next Meetings:</u>		
<u>CCP Exec Committee</u> Friday, April 7, 2023 (Tentative) 10:30 a.m.	<u>Public Protection Committee</u> Monday, April 3, 2023 (Canceled) 10:30 a.m.	<u>Community Advisory Board</u> Thursday, April 13, 2023 10:00 a.m. to 12:00 p.m.
<u>Outreach & Community Engagement Subcommittee</u> Tuesday, April 18, 2023 11:00 a.m. to 12:30 p.m.	<u>Programs & Services Subcommittee</u> Thursday, March 16, 2023 11:00 a.m. to 12:30 p.m.	<u>Policy & Budget Subcommittee</u> Friday, March 17, 2023 11:00 a.m. to 12:30 p.m.

<p>☺ <i>The Office of Reentry & Justice will provide reasonable accommodations for persons with disabilities planning to attend Community Advisory Board meetings. Contact the staff person listed below at least 48 hours before the meeting.</i></p> <p>📁 <i>Any disclosable public records related to an item on a regular meeting agenda and distributed by staff to a majority of members of the Community Advisory Board less than 96 hours prior to that meeting are available for public inspection at 50 Douglas Drive, Suite 202, Martinez, CA, during normal business hours, 8 am – 12 Noon and 1-5 pm. Materials are also available on line at https://www.contracosta.ca.gov/4165/Community-Advisory-Board</i></p> <p>📧 <i>Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time.</i></p>
<p>For Additional Information Contact:</p> <p style="text-align: right;">Patrice Guillory Office of Reentry & Justice Phone (925) 313-4087; Fax (925) 313-4191 Patrice.Guillory@orj.cccounty.us</p>

Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

AB	Assembly Bill	HIPAA	Health Insurance Portability and Accountability Act
ABAG	Association of Bay Area Governments	HIV	Human Immunodeficiency Syndrome
ACA	Assembly Constitutional Amendment	HOV	High Occupancy Vehicle
ADA	Americans with Disabilities Act of 1990	HR	Human Resources
AFSCME	American Federation of State County and Municipal Employees	HUD	United States Department of Housing and Urban Development
AICP	American Institute of Certified Planners	Inc.	Incorporated
AIDS	Acquired Immunodeficiency Syndrome	IOC	Internal Operations Committee
ALUC	Airport Land Use Commission	ISO	Industrial Safety Ordinance
AOD	Alcohol and Other Drugs	JIA	Joint (exercise of) Powers Authority or Agreement
ARRA	American Recovery and Reinvestment Act	Lamorinda	Lafayette-Moraga-Orinda Area
BAAQMD	Bay Area Air Quality Management District	Laci	Local Agency Formation Commission
BART	Bay Area Rapid Transit District	LLC	Limited Liability Company
BCDC	Bay Conservation & Development Commission	LLP	Limited Liability Partnership
BGO	Better Government Ordinance	Local 1	Public Employees Union Local 1
BOS	Board of Supervisors	LVN	Licensed Vocational Nurse
CALTRANS	California Department of Transportation	MAC	Municipal Advisory Council
CalWIN	California Works Information Network	MBE	Minority Business Enterprise
CalWORKS	California Work Opportunity and Responsibility to Kids	M.D.	Medical Doctor
CAER	Community Awareness Emergency Response	M.F.T.	Marriage and Family Therapist
CAO	County Administrative Officer or Office	MIS	Management Information System
CCHP	Contra Costa Health Plan	MOE	Maintenance of Effort
CCTA	Contra Costa Transportation Authority	MOU	Memorandum of Understanding
CCP	Community Corrections Partnership	MTC	Metropolitan Transportation Commission
CDBG	Community Development Block Grant	NACo	National Association of Counties
CEQA	California Environmental Quality Act	OB-GYN	Obstetrics and Gynecology
CIO	Chief Information Officer	O.D.	Doctor of Optometry
COLA	Cost of living adjustment	OES-EOC	Office of Emergency Services-Emergency Operations Center
ConFire	Contra Costa Consolidated Fire District	ORJ	Office of Reentry & Justice
CPA	Certified Public Accountant	OSHA	Occupational Safety and Health Administration
CPI	Consumer Price Index	Psy.D.	Doctor of Psychology
CSA	County Service Area	RDA	Redevelopment Agency
CSAC	California State Association of Counties	RJOB	Racial Justice Oversight Body
CTC	California Transportation Commission	RJTF	Racial Justice Task Force
dba	doing business as	RFI	Request For Information
EBMUD	East Bay Municipal Utility District	RFP	Request For Proposal
EIR	Environmental Impact Report	RFQ	Request For Qualifications
EIS	Environmental Impact Statement	RN	Registered Nurse
EMCC	Emergency Medical Care Committee	SB	Senate Bill
EMS	Emergency Medical Services	SBE	Small Business Enterprise
EAST	State Early Periodic Screening, Diagnosis and treatment Program (Mental Health)	SWAT	Southwest Area Transportation Committee
et al.	et ale (and others)	TRANSPAC	Transportation Partnership & Cooperation (Central)
FAA	Federal Aviation Administration	TRANSPAN	Transportation Planning Committee (East County)
FEMA	Federal Emergency Management Agency	TRE or TTE	Trustee
FEHR	Family and Human Services Committee	TWIC	Transportation, Water and Infrastructure Committee
First 5	First Five Children and Families Commission (Proposition 10)	UCC	Urban Counties Caucus
FTE	Full Time Equivalent	VA	Department of Veterans Affairs
FY	Fiscal Year	vs.	versus (against)
GRAD	Geologic Hazard Abatement District	WAN	Wide Area Network
GIS	Geographic Information System	WBE	Women Business Enterprise
HCD	(State Dept of) Housing & Community Development	WCCTAC	West Contra Costa Transportation Advisory Committee
HHS	Department of Health and Human Services		



**Community Corrections Partnership (CCP)
Community Advisory Board (CAB)
Outreach & Community Engagement Subcommittee (OCEC) Meeting**

*****RECORD OF ACTION*****

Tuesday, February 21, 2023
11:00 a.m. to 12:30 p.m.

Join Zoom Meeting:

<https://us06web.zoom.us/j/82524941484?pwd=eEhZVTVPtS9VT2RTUXM0d0xnWG5JZz09>

Meeting ID: 825 2494 1484
Passcode: 536593

Join by Phone:

Dial: (669) 900-6833

Enter the Above Meeting ID and Passcode

Agenda

Roll Call: Evan Decker, Brenda Lee, Scott Parsons, Reverend Julius Van Hook

CAB Members: Evan Decker, Brenda Lee, Scott Parsons, Reverend Julius Van Hook

Staff: Monique Tate, ORJ

Others present: Elissa Robinson, Michelle Sinnott Petersen, Crawford Carpenter

1. Welcome, Introductions & Announcements
 - Convened: 11:03 a.m.
2. Public Comment on any item under the jurisdiction of the Community Advisory Board and not on this agenda.
 - No public comments
3. Approval of the Minutes from the January 24, 2023 CAB OCEC Subcommittee Meeting (**Attachment 1; See Pgs. 4-7**) [VOTE]
 - Motion: Scott
 - Second: Brenda
 - No public comment
 - Vote: Evan, Brenda, Scott, Rev. Van Hook

- Motion carries
- See video discussion for more information: <https://youtu.be/-EnGqGzCPEM>

4. Application for New Membership to be Considered for Nomination by the full CAB [VOTE]

- Informal Interview: (Michelle Petersen) (Attachment 2; See Pgs. 8-12)
 - Motion: Scott
 - Second: Brenda
 - No public comments
 - Vote: Evan, Brenda, Scott, Rev. Van Hook
 - Motion carries
- See video discussion for more information: <https://youtu.be/-EnGqGzCPEM>

Review 2023 Work Plan (Attachment 3; See Pgs. 13-14)

- See video discussion for more information: <https://youtu.be/-EnGqGzCPEM>

5. Discuss CAB: OCEC Contact List (Monique Tate, ORJ)

- Monique: Provided update on contact list, more work to be done. Updated the BOS list. Pending the Mayors and State officials list.
- Public comment:
 - Crawford: Suggested that the list be divided up amongst the members to get the list updated.
 - Elissa: Provided a list from the Mayors Conference to get up to date information on mayors in Contra Costa County.
- See video discussion for more information: <https://youtu.be/-EnGqGzCPEM>

6. Discuss Developing an Onboarding Plan for New CAB Members

- See video discussion for more information: <https://youtu.be/-EnGqGzCPEM>

7. Next Steps

- Work Plan
 - Culture conversation during the application process.
- Contact List: Report on members support to update the list.

8. Adjourn to next Subcommittee Meeting: March 21, 2023, 11:00 a.m. to 12:30 p.m.

Adjourned: 12:32 p.m.

<u>Next Meetings:</u>		
<u>CCP Exec Committee</u> Friday, TBD, 2023 10:30 a.m.	<u>Public Protection Committee</u> Monday, March 6, 2023 10:30 a.m.	<u>Community Advisory Board</u> Thursday, March 9, 2023 10:00 a.m. to 12:00 p.m.
<u>Outreach & Community Engagement Subcommittee</u> Tuesday, March 21, 2023 11:00 a.m. to 12:30 p.m.	<u>Programs & Services Subcommittee</u> Thursday, March 16, 2023 11:00 a.m. to 12:30 p.m.	<u>Policy & Budget Subcommittee</u> Friday, March 17, 2023 11:00 a.m. to 12:30 p.m.

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

For Additional Information Contact:

Patrice Guillory
Office of Reentry & Justice
Phone (925) 313-4087; Fax (925) 313-4191
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CAB Outreach and Community Engagement Committee – 2023 Work Plan

Objective(s): Community Outreach & Community Engagement

Task	Outcomes Goals	Timeline	Responsible Persons/ Resources
Membership Cultivation	Task 1 – Survey CAB on the knowledge base of the current CAB members. To be used to evaluate prospective new member applications in terms of the voids in knowledge base of the current CAB membership. This will allow for the search for targeted knowledge base during recruitment process.	January – December ONGOING	
	Task 2 - To have the Application listed on the appropriate Contra Costa County websites to recruit for current and future CAB member vacancies.	January – December	
	Task 3 – OCEC outreach to County and/or City Boards/Commissions and CBOs for the recruitment of current and future membership needs.	January – December	A few members have volunteered
	Task 4 – OCEC will work with ORJ in reviewing the CAB membership applications and follow the Bylaws to create an application pool.	January – December	
	Task 5 – Interview the prospective new CAB membership applicants and make recommendations to the full CAB for approval of any new CAB member(s).	January-December	
	Task 6 (DRAFT) – Annual Orientation/Onboarding Process for new members and existing members, PowerPoint (see Community Outreach Task 1),		Scott will provide a draft for Task 6 prior to the next meeting. Monique will review recording to provide Scott with updates from the Jan meeting.
Community Outreach	Task 1 – Update the CAB outreach presentation PowerPoint to reflect the CAB 2019 Policy Statement and Platform	May	
	Task 2 – Identify and Log the County and City Boards/Commissions, CBOs, Faith-Based and community meetings that directly affect the re-entry population. Seek community input, concern, and recommendations for reentry services. For example: HIP, QAC, RSC Steering Committee, CCP, PPC, BOS, etc.	May	
	Task 3 – A CAB representative(s) will attempt to visit monthly or participate by other means a minimum of one County or City Boards/Commissions or COS or community meetings that directly affect the reentry population, in an effort to educate those organizations on the CAB's purpose, activities, boards the CAB advises and what type of work the CAB is doing in relation to the reentry population. In addition, the CAB representative(s) is to report back to the CAB on the outreached organizations' basic purposes	January-December	Update the members that will be primary/secondary for the meeting to report out.

	and on their shared goals and objectives with the CAB.		
	Task 4 – Coordinate the CAB Ambassadors program to assign CAB members to be ambassadors to the BOS and CCP Executive Members in order to create a two-way channel for sharing information between the CAB and the BOS and CCP. Assist CAB in developing messaging of talking points related to the Ambassadors Program.	June – July (discuss assignments). September-October (Meetings to be scheduled)	All

DRAFT