

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

Thursday, September 10, 2015

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

Probation Department,
Sequoia Room 50 Douglas
Drive, Martinez CA

Agenda

- 1) Introductions & Announcements – 10:00am
 1. Stephanie calls meeting to order.
 2. **CAB Members Present** – Present: *For a record of those present see attendance roster.*
 - 2) Public Comment – 10:15a
 - 3) Approve Minutes [VOTE] – 10:20a
 - July 9, 2015 (Attachment A)
 - 4) County Committee Updates [DISCUSSION] – 10:25a
 - **Quality Assurance Committee (8/17)**
 - i) It was reported that most of the county and all of the CBO agencies completed the quarterly reports. The only county agency to not complete the quarterly report for the CAOs office was the District Attorney’s office;
 - ii) QAC is making efforts to modify the quarterly report template to provide clarification for departments;
 - iii) (Chief Kader) QAC has proposed a monthly report for all agencies. There was a discussion regarding the necessity of the reports for agencies. QAC felt that the monthly report will provide a snap shot for organizations and could also serve as a tool to increase capacity of agencies and departments. QAC believes the data collected from the monthly reports will inform the CAB about programs, quality of services, and assist with funding of programs as it relates to the budget;
 - iv) QAC will make recommendations to the CCP on **October 2, 2015**;
 - v) Members of the CAB reiterated that the monthly reports and quarterly reports need to be utilized to analyze the effectiveness of programs and that all service providers who fail to follow through with reports should be penalized.
 - 5) CAB Committees and Workgroups [DISCUSSION] – 10:35a
 - (1) **Programs and Services/Budget Development**
 - (2) **Community Engagement** – Vernon/Candace the co-chairs
 - i. **Structural Outline of Community Engagement** – Enhance the existing C/E plan; Pillars of engagement
 - ii. Validity of CAB as it relate to the community
- 3. Budget Group**
- i. The two options for funding

- ii. Meeting attendees offered consolidation of funds, making a larger grant that fosters collaboration of other agencies. One large agency that contracts out for other services and programs (as an idea)
- 6) 11:15 **2016 CAB Membership** [DISCUSSION/VOTE]
- 1. Continuing Current Members
 - a. **All eligible CAB members will continue** except Talia Rubin who will inform the group at the October 8th CAB meeting.
 - 2. Approve New Member Application and selection process (Attachments B, C, & D)
 - a. **Motion** made by Vernon Williams to approve the Membership Application Materials and Announcement (with the following changes 1) change reference to attending “6” CCP meetings to attending “half” the CCP meeting during the term; and update all the dates as necessary. This motion was with a **Second** from Rhody.
 - b. **All present voted in favor.**
 - 3. Appoint review panel members
 - a. Following discussion, CAB selected members for an **ad hoc selection committee**. Membership is as follows: **Rhody, Pat, Harlan, Stephanie, and Michele – Angelene as an alternate**. Application are **Due 10/16**, and the committee will meet on 10/28 from 11a-1p. Recommendations to be presented at Nov. CAB for approval to be presented to the CCP in December for appointments to terms that will begin in Jan. 2016.
2. **12:00n – Adjourn**