

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

April 14, 2016

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

Eastbay Works @ America's Job Center, Room 2
4545 Delta Fair Blvd, Antioch, CA

Agenda

- 10:00 Introductions and Announcements
- 10:10 Public Comment
- 10:15 Approve CAB Minutes – March 10, 2016 (Attachment A) **[VOTE]**
- 10:20 CAB Member Update (Attachment B)
- CAB Officers **[VOTE]**
 - Meeting Absence Waiver for Patrice Guillory **[VOTE]**
- 10:30 CAB 2016 Planning Update (Attachments C, D ,E & F)
- CAB Ambassadors Program
 - Standing Committee Status
 - Reporting Template
 - Office of R & J Proposal for CCP consideration **[VOTE]**
- 11:10 Presentations from Reentry Network & Reentry Success Center
- Kathy Narasaki, Network Manager
 - Nic Alexander, RSC Director
 - Q & A
- 12:00 Adjourn

Next Meetings:

CCP Exec Committee

Friday May 6, 2016

8 a.m. to 10 a.m.

Probation Dept, Sequoia Room

50 Douglas Drive, Suite 200

Martinez, CA 94553

Public Protection Committee

Monday, April 25 , 2016

9 a.m. to 11 a.m.

County Admin. Bldg., Room 101

651 Pine Street

Martinez, CA 94553

Community Advisory Board

Thursday, May 12, 2016

10 a.m. to 12 p.m.

Location TBD

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@prob.cccounty.us

CAB Meeting
March 10, 2016, 10 AM

Jason Schwarz, Talia Rubin, Stephanie Medley, Adam Poe, Candace Kunz-Tao, Patrice arrives at 10:11 AM, Arlinda Timmons-Love arrives at 10:14 (quorum is established), Pastor Spicer arrive at 10:14; DeVonn Powers arrives 10:37
Also present: Kathy Narasaki, Donté Blue, Jill Ray, Harlan Grossman, Dennis Rojas (San Pablo America Job Center), Charles Brown, Rebecca Brown, Jim Keeton, Ellen McDonnell

- 1) Stephanie calls to order 10:03
- 2) Introductions
- 3) Public comment/announcements
 - a) Donté: Clean Slate Day on 3/26 10 AM at Bethlehem Church in Richmond: Sign up with Public Defender or get the form and sign up at the Reentry Success Center: clean slate in morning and traffic cases in the afternoon
 - b) Rebecca announces that the Public Defender's Office will be making a presentation on immigration and the Sheriff's Office at RSG meeting on 3/29
- 4) Calls item to accept minutes
 - a) Talia motions (to amend minutes with Jason's name and to correct record of roll-call vote and to accept minutes), Candace seconds, all in favor, motion passes
- 5) Calls item on filling CAB vacancy
 - a) Stephanie reports: We have not received any applications; Jill points out that Donté was supposed to send to Jill for inclusion in their newsletter; Donté will send to Jill and she will share with other supervisors. Until it's filled, seat will remain open. Stephanie says that it may be that the CAB decides to keep the seat open while CAB attends to other issues, and defer placement until the annual year-end application process for 2017
 - b) Donte says that if applications are distributed via broader network, then there will be a question of how to vet them in the context of a Brown Act public process. Jill says that the public county process allows for redaction of certain information, although that's a fine line to determine what can or cannot be shared.
 - c) Stephanie suggests that they postpone this process until year-end.
 - d) Talia points out that the CAB members can individually nominate candidates in the interim, and that the broader outreach be postponed until year-end.
 - e) Jason says that Los Medanos has a criminal justice major, and that it might be useful to reach out to them; Stephanie suggests that this be used as an outreach mechanism for the year-end annual seat
 - f) Stephanie reiterates her suggestion that the seat remain open until filled, or until the annual recruitment effort is under way; CAB members offer agreement (not brought to vote)
- 6) Calls item to report on meetings
 - a) Donte reports on PPC meeting of 2/29/16:
 - i) RJC
 - ii) AB109 16/17 CAB recommendations
 - iii) RFP/RFQ process
 - b) Talia reports on CCP meeting of 3/4/16
 - i) Phil announced his retirement

- ii) Workforce Development Board made presentation related to employment asset-mapping
 - iii) RDA presentation on the three-month (March-June) implementation plan
 - (1) Jill says that CAB was asking for a role in the development of this plan, and that RDA had failed to incorporate the CAB into its recommendations document
 - iv) Conversation also turned to the formation of an Office of Reentry Services, and who should hold all of the contracts and the responsibility of evaluation for all of the data that's being demanded
 - v) Jill says that RDA set up outline and shows gaps in data management and evaluation
 - vi) Talia says that she had newly come to understand the role of the QAC, and asks who is on it: It's Phil, Cynthia, and the CAB Chair who are the official members
 - vii) Decision by CCP was to focus RDA's final three months on the "pre-release" planning
 - viii) Stephanie says that one of CAB's recommendations is to ensure that reports are actually put to use
- c) Donté reports on the AB109 RFP Bidders' Conference
- i) Conferences have been held Monday-Wed of this week (3/8-3/10/16). Says East County was not very well attended (13 attendees).
 - ii) Next step is for applicants to submit questions (3/14), and then panels in first week of April, with interviews (if used) for the following week
 - iii) Stephanie says that she as CAB Chair will be appointing members to the various review panels
 - (1) Jill asks who will serve as the housing subject matter expert; apparently Lavonna Martin and Joseph Villarreal of County Housing Authority are discussing that together
- 7) Stephanie calls the item on CAB planning meeting of 3/2/16
- a) Stephanie recaps the planning days on February 5 and February 6, and reviews the purposes that the CAB developed (see today's agenda packet for the documents)
 - b) Stephanie reviews the CAB work planning meeting of 3/2/16 (see Notes from CAB Work Planning Meeting)
 - i) Convene budget and policy work group
 - ii) Advocate for Office of Reentry Services
 - iii) Advocate for CAB to have a seat and decision making in the RDA implementation and what happens to the process/guidelines beyond the given three month time-frame.
 - iv) Participate in development of upcoming RFP processes
 - c) Talia points out that some of these are change-initiatives requiring a lot of up-front work, after which many things will become standard operating procedures
 - d) Patrice says that it's important to institutionalize reentry; all the work now being done is through contracts, and the County should establish an entity to formally hold this work
 - e) Jill points out that the BOS is doing budget development in April, and nobody has yet asked anybody to put anything in the budget; next PPC is 3/28, and it needs to be placed on the agenda now. Stephanie will connect with Tim to hold a place on the agenda; Jill will help if necessary.

- i) Stephanie, Jason, Talia, Louis, Patrice; Arlinda will be on reserve in case a CAB member can't make it. Meeting is set for 3/14 at 11-1, location to be determined; Donté will get the public notice out on time.
- f) Item regarding participation in development of upcoming RFP processes
 - i) Donté Summarizes each of the three RFP areas of interest (county reentry strategic plan, AB109 operations plan, RJ taskforce facilitation)
 - ii) Donté points out that the CAB was successfully in ensuring that the County include its recommendations regarding elements of the AB109 RFPs just released; suggests that the CAB strive to be involved in similar ways in the upcoming strategic planning
 - iii) Donté points out that all of these will be funded through 16/17 funds
 - iv) Rebecca asks how the CAB gets notice of the development of these RFPs so that the CAB can be involved; Donté says that the CAB should inform the County that it wants to be involved.
 - v) Stephanie will send an email to the CAO to indicate CAB's desire to be involved in the development of all three RFPs.
- 8) Other items:
 - a) CAB's Budget and Policy Work Group will convene and bring recommendations to the larger CAB; Stephanie will send out an email to the Work Group members (which are now at six members)
- 9) Next meetings:
 - a) QAC 3/21/16 @ 3 PM, PPC 3/28/16, CAB 4/14/16, CCP 5/6/16

[Excerpt from]
OPERATING GUIDELINES

of

CONTRA COSTA COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP)
COMMUNITY ADVISORY BOARD (CAB)
(as amended January 8, 2015)

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

Additionally, the 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 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 Vice-Chair shall act for the Chair in his or her absence. The Vice-Chair shall also 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 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 Chair to facilitate this process, with assistance from the 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 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 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.) 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 authorized CAB positions, whether or not those positions are filled. CAB may only take action by a majority vote of the quorum.

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 Chair or by a majority of CAB Members, but a quorum is required for any meeting to proceed. Agendas shall be posted 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 Chair or Vice-Chair.

CAB Workgroup
 April 6, 2016, 9:30-11:30 AM
 Members: Talia, Stephanie, Angelene, Candace
 Barbara, Donté, Nic, Rebecca
 Nic departs at 10:41 AM.

- 1) Stephanie calls meeting to order at 9:42
- 2) Intros and check-in
- 3) Rebecca offers to take notes
- 4) Stephanie announces that DeVonn has resigned from CAB, which means there's no Vice Chair and that there are two vacancies.
- 5) Stephanie:
 - a) Office of Reentry + Justice
 - b) Address issues of standing committees
 - c) How to build relationships with stakeholders/decision-makers, and with general community, especially in light of the fact that there may be a number of vacancies for 2017
- 6) Stephanie refers to notes from 3/2/16 CAB Work Group Planning Meeting
 - a) Notes that the provisional name of the Office of Reentry was subsequently revised (in the CAB special meetings in March focusing on this issue) to Office of Reentry + Justice
- 7) Stephanie calls for discussion on the first item, related to existing or new committees:
 - a) **Focus Question: Do we need to establish or dismantle any committees?**
 - i) **Decision: Retain P+S and DEC in name, though they will be dormant, and the CAB will create a Budget and Policy Standing Committee**
 - b) Current:
 - i) Programs and Services
 - ii) Data and Evaluation
 - iii) Neither has met this calendar year
 - c) Regarding potential AB109 Budget and Policy Work Group: Does CAB want to make it a standing committee?
 - i) Discussion:
 - What is the relationship between DEC and QAC? Relationship seems to have been lost. The distinction was that DEC focuses on practice of gathering and assessing what work is being done, whereas QAC focuses on ensuring that work is of high quality.
 - Talia doesn't see that it's necessary to dismantle the existing committees, which could just be dormant for now; but likes the idea to start a budget and policy work group.
 - Angelene feels that there should always be a budget and policy work group and that it should be providing ongoing and ready information to the CAB
 - Donté points out that CAB is a calendar function, whereas fiscal is July; so CAB is getting transitioning from one year to another (Dec/Jan) just at the moment that the County is locking down budget planning for the new fiscal year; and the state is announcing its distribution estimations in March/April. So info is happening all year long.
 - Stephanie concurs that it is an ongoing effort; that when the budget process comes up, it can be the case that policies end up taking a back seat.

- Nic suggests that budget and policy be separated from one another, and that policy become combined with data, especially given that policy can get pushed out of the way by money.
- Rebecca suggests that the two existing committees be dormant but the new budget and policy be the prime focus.
- Donté explains the historical arc, in which P&S and DEC were about internal learning in order to inform the budget and policy for presentation to the CCP.
- Stephanie feels that B&P is more appropriate now, but committees could change in future years.
- Donté points out that cultivating relationship with decision-makers is within the scope of the B&P committee, especially given that Probation has a Interim, which means that many decisions will be postponed until a permanent is announced, so this is a good opportunity to cultivate relationship and provide information to the Interim.

d) Question about community communication, outreach, and engagement:

- Angelene asks about outreach to community and whether a community committee needs to be established.
- Talia thinks that community outreach could at some point become part of the obligations of Programs + Services, during periods when P+S is not doing evaluation.
- Talia also thinks that the P+S committee could do some relationship-building.
- Nic points out that the Center will be doing Town Hall meetings at least twice a year, and would like to have the CAB involved. And also that the Center and Public Defender will be doing a National Reentry Week meeting on 4/27/16 from 4-6 PM.

e) Stephanie proposes making a Budget + Policy Committee, keep DEC and Programs + Services

8) Office of Reentry + Justice

a) Focus Question: Does the CAB want to submit the proposal for the Office of Reentry + Justice to the CCP for the 5/6/16 meeting?

- Question is to get it on the agenda for the CCP for 5/6/16 meeting; Donté recaps the process by which the CAB tried to get it on the March agenda and couldn't.
- Donté points out that decision-makers need to be cultivated with early information about things like the Office of Reentry + Justice, to help them consider possibilities prior to a CCP meeting.
- Rebecca overviews the notion and potential design of the Office of R+J
- Decision by the group is to advance the proposal of the Office of Reentry + Justice to the full CAB for a vote to advance the Office of R+J to CCP for consideration

b) Answer to the Focus Question: Yes

9) Strategy for advocating Office of Reentry + Justice

a) CAO

b) CCP: EC

i) Non-reporting to CAO:

- Court: Donte will identify who's the new representative Jason + Stephanie
- Antioch Police Chief Cantando: Angelene and Patrice (think about YJI, Ceasefire)
- District Attorney: Stephanie + will decide who else
- Sheriff: Candace + Adam

ii) Reporting to CAO:

- Public Defender (think about RJC, YJI): Angelene + Spicer
- EHSD/Kathy Gallagher: Talia + Arlinda (YJI)
- Probation: Stephanie + Pat

c) BOS:

- i) Andersen: Jason + Stephanie
- ii) Gioia: Talia + Spicer
- iii) Piepho: Patrice + Angelene
- iv) Mitchoff: Candace + Jason
- v) Glover: Patrice + Angelene

d) Others

- i) CAO: Talia and Jason
- ii) Archuletas: Pat and Patrice

10) Structures for Committees

- a) Vice Chair should manage process of developing structures

11) Populating CAB Ambassadors Program (with buddy system):

	CAO	DA	Court	PD	Police	Prob	EHSD	SO	Piepho	Andersen	Mitchoff	Glover	Gioia	Archul
Adam		X						X	X					
Angelene				X	X							X		
Arlinda							X			X				
Candace								X			X			
Jason	X		X								X			
Louis				X									X	
Patrice					X				X			X		X
Patrick						X								X
Stephanie		X	X			X				X				
Talia	X						X						X	

12) Next steps:

- a) Stephanie to develop agenda with matters for vote for CAB on 4/14/16:
 - i) Vice Chair
 - ii) Office of R+J
- b) Report out on recommendation to form a Budget and Policy Committee
- c) Vote to waive the rule related to excused absence, for Patrice, since she will be doing CAB business
- d) Assign Vice Chair the duties to develop committee procedural practices
- e) Implement CAB Ambassador Program duties

13) Meeting adjourned at 12:50 PM

CCP – Community Advisory Board

[Committee/Workgroup Name] Report: Written by [Committee/Workgroup Member]

Reported to CAB on [CAB Meeting date]

Committee/Workgroup Members [Names]

1. Recap

X

2. Status [or Recommendations]

X

3. Next Steps

X

4. Action Requested of the CAB [if any]

X

5. Upcoming Committee Meeting Dates [if any]

6. Attachments (i.e. notes, agendas, etc.) [if any]

Proposal to Establish a Contra Costa County Office of Reentry & Justice (ORJ)
Presented by the Contra Costa County Community Advisory Board
Submitted to the Community Corrections Partnership
May 6, 2016

1. Executive Summary

Consistent with the recommendations developed by the Contra Costa County Community Advisory Board (CAB) and submitted to the Community Corrections Partnership (CCP) and the Public Protection Committee (PPC) from December 2015 through February 2016, the CAB proposes that Contra Costa County establish a County Office of Reentry and Justice (ORJ), expanding on and formalizing the role and responsibilities currently under the management of the County's Reentry Coordinator, a single contracted position.

The CAB proposes that the ORJ be established as a three-year pilot project, administratively housed in the Probation Department and operating concurrently with the upcoming three-year cycle of AB109-funded contracts and budget allocations. With a staff of 4.25 FTE, the ORJ will further Contra Costa County's collective efforts to advance the County's reputation as a national leader in smart justice.

The annual budget for the proposed ORJ is estimated at \$682,758. However, it is important to note that more than half of this budget could be funded through reallocations of existing line items, with an incremental cost to the County of only \$312,958 annually for each of three years. Thus, over the course of the three-year pilot, the total incremental cost would be \$938,874. *See Section 3, Staffing and Budget, below, as well as the accompanying line-item budget narrative, for greater detail.*

The massive resources and operational changes ushered in by Federal and statewide forces – such as justice reinvestment, prison realignment, Prop 47 sentencing reform, and the deep shifts signaled by California's Bureau of State and Community Corrections – provide singular opportunities to improve both efficiencies and outcomes in the justice landscape in Contra Costa County.

Establishing an expanded and formalized structure to coordinate and align the complex array of local justice initiatives is both necessary and appropriate if the County is to maximize the benefits – operational, fiscal, and social – of these unprecedented investments and shifts in the national, statewide and local criminal justice environment.

While Assembly Bill 109 (AB109, or prison realignment) requires that each County establish a Community Corrections Partnership (CCP) as an advisory body to the Board of Supervisors, to supervise efforts related specifically to prison realignment, AB109 represents just one element of the tremendously complex operations related to criminal justice in any given County. Further, even within the purview of AB109, the role of the CCP is to provide policy and budget recommendations; it is not intended or equipped to undertake the day-to-day efforts of cross-sector, inter-agency program development, coordination, implementation, evaluation, and modification.

Reflecting and advancing Contra Costa's reputation as a leader in justice reform and improvement, the ORJ will provide enhanced resources to a very wide array of stakeholders – the Board of Supervisors, the Public Protection Committee, the CCP, the Quality Assurance Committee, and both public and private agencies – serving as a ready source of project management; research capacity, including ready knowledge of best practices; expertise in both law and social service; deep knowledge of local resources, efforts, and challenges; proven subject matter expertise; communications development and management; and in-house, ongoing evaluation services. Furthermore, this reconfiguration will enhance the County's capacity to identify and effectively compete for prestigious funding opportunities, while also creating the necessary infrastructure to document and communicate successful efforts countywide.

2. Consistency with Existing County Strategies and Policies

- a. Countywide Reentry Strategic Plan: This proposal is consistent with the Contra Costa County Reentry Strategic Plan, adopted by the Board of Supervisors in March 2011. Contra Costa has long been recognized for its prescient leadership in criminal justice reform and improvement; the Reentry Strategic Plan, adopted by the Board of Supervisors in March 2011 anticipated prison realignment and the concomitant formation of the CCP, foreshadowing the nation’s increasing commitment to new ways of approaching both justice and public safety. Indeed, the creation of the contracted position of Reentry Coordinator stemmed from that plan’s call for staffing responsible for “establishing a more cohesive and centralized system for providing services, removing policy barriers, increasing community awareness and public safety.”
- b. AB109 Realignment Implementation Plan: This proposal is consistent with the Contra Costa County 2011/12 Public Safety Realignment Implementation Plan (adopted September 2011), which writes, “The CCP supports the implementation of County Re-Entry Strategic Plan and will participate in meetings to implement the strategic plan while gathering input on strategies to integrate realignment with broader reentry policies and programs.” The authors of the AB109 Realignment Implementation Plan “recognize that there is an ongoing need to secure funding for the County’s Strategic Reentry Plan separate and apart from the funding allocated for criminal justice realignment.”
- c. AB109 Operational Plan: This proposal is consistent with the AB109 Operational Plan (November 2012), which includes strategies and activities to “regularly convene county-wide stakeholders for information sharing and professional development,”¹ “provide resources, such as a reentry coordinator, to support inter-organizational coordination,”² “maximize timely and regular analysis to identify areas of strength and/or concern such that early intervention and correction is possible,”³ and “Provide resources, such as a countywide data analyst, to support data collection and analysis.”⁴
- d. Reentry Success Center and Reentry Network: This proposal is consistent with the Implementation Plans for the Reentry Success Center and the Central/East Reentry Network, (adopted March 2014). As explained in a memo submitted by the Public Protection Committee to the Board of Supervisors, “The Center and the Networks will collaborate their work with the Reentry Coordinator, who holds responsibility for all matters related to reentry.”⁵

3. Scope and Responsibilities

As described in greater detail in the accompanying budget narrative, the ORJ would be responsible for supporting individual agencies and countywide initiatives to advance effective and efficient operations while protecting public safety.

Within the context of justice and reentry, in service to the Board of Supervisors, and in partnership with CAO, the CCP, the CAB, and public and private stakeholders, the ORJ will hold primary responsibility for the following: advancing knowledge on relevant issues, research, and best practices; developing and stewarding policy recommendations; fostering capacity-building and partnership development; leading

¹ AB 109 Operations Plan, November 9, 2012, Objective 6.1.a.ii

² Ibid, 6.1.d.i

³ Ibid, 6.3.e.i

⁴ Ibid, 6.3.e.ii

⁵ Report submitted by the Public Protection Committee to the Board of Supervisors, entitled “Adoption of the Proposed Plan for an East & Central County Networked System of Services for Returning Citizens,” March 25, 2014.

Requests for Proposals processes for justice-related initiatives; managing direct service contracts; identifying and supporting implementation of new initiatives and funding opportunities; managing data and evaluation of AB109-funded services; holding responsibility for public outreach, information, and engagement related to reentry and justice.

4. Staffing

The 4.25 FTE staff will include the following positions. Note that each of these positions is consistent with Contra Costa County’s established positions and classifications. The complete project budget, including all line items and additional detail on staff responsibilities and duties, is detailed in the attached budget narrative.

Title	Salary	FTE	Class. Code	Primary responsibility
Director	\$106,897	1.0	ADDF	Provide project management, coordination, policy analysis, technical assistance, development and evaluation related to reentry and justice in Contra Costa
Program Manager	\$82,516	1.0	X4SH	Support implementation, analysis, policy development, and outreach under direction of Director
Data Analyst	\$79,539	1.0	VCXD	Manage ongoing data gathering, synthesis, and analysis, provide specific data and evaluation assistance to agencies as requested
Administrative Assistant	\$53,411	1.0	JWXD	Provide administrative services to ensure efficient operation of the Office
Admin Svcs Asst III	\$20,406	.25	APTA	Manage fiscal responsibilities for contracted services (including service provider contracts)

5. Budget Sources

The total budget for the proposed ORJ is estimated at \$682,758. However, it is important to note that more than half of this budget could be funded through reallocations of existing line items, with an incremental cost to the County of only \$312,958 annually for three years. Over the course of the three-year pilot, the total incremental cost would be \$938,874.

The proposed funding sources are as follows:

- \$130,000: The current contracted Reentry Coordinator position, along with its associated budget allocation, would be subsumed into this new Office.
- \$225,000: Evaluation funds currently housed within the budget of the County Administrator’s Office would be reallocated to this new Office.⁶

⁶ To clarify the historical origin of the AB109 funds managed by the County Administrator’s budget, including a total of \$696,000 over three years for contracted evaluation services from fiscal years 12/13 through 15/16, we note that AB109 funds were first allocated to the CAO’s budget in fiscal 13/14, in the amount of \$252,000. This allocation was explicitly intended to underwrite the costs of “one FTE Senior Management Analyst to provide fiscal and technical support managing the Realignment fund budget and financial transactions, contract administration for CBO contracts, and website development and maintenance [and] one FTE Senior Business Systems Analyst to assist with purchase and implementation of the case management system for the Probation, District Attorney, and Public Defender departments that include an AB109 tracking component. Following

- \$14,800: Approximately \$14,800 of indirect costs would be absorbed by Probation’s existing infrastructure.
- \$312,958: Incremental annual cost to the County for each of the three years of the Pilot phase.

6. Local Precedents

Contra Costa County has both proven and recent experience in developing successful pilot initiatives to develop and test potential new approaches to meet a recognized County need. Such initiatives are typically conceived as time-limited, specifically-funded, cross-agency demonstration projects.

Local examples include the Zero Tolerance for Domestic Violence initiative, established at the direction of the County Board of Supervisors; the Youth Justice Initiative, a state-funded three-year project conceived in response to new policy directives by the BSCC; the Family Justice Center, initially a single, fiscally-sponsored location conceived and managed by a cross-sector Advisory Council; and the County’s Forensic Mental Health Services program, funded through AB109.

7. Conclusion

The Office of Reentry and Justice proposes a new structure that will better support ongoing reentry efforts Countywide, while simultaneously providing the technical capacity and resources necessary to ensure consistency, efficiency, and effectiveness across programs and sectors.

implementation, Systems Analyst will convert to programmer/analyst skill set for ongoing support and development.” Still within the 12/13 fiscal year, this amount was increased to \$300,000; a public document on the County website, entitled “Dec 7 CCP Approved Budgets,” explains that “Original CAO proposal was \$252,000 for 2 FTEs, this motion included an additional \$48,000 that is to provide for additional research and analysis of data.”

In the three fiscal years since then (13/14 through 15/16), the CAO’s budget allocation was increased from \$300,000 to \$450,000 annually, specifically to include the costs of evaluation services to be provided by an external evaluator. For 13/14, the contract to the County’s selected contractor, Resource Development Associates (RDA) was \$246,000; for 14/15, the contract to RDA was extended at an incremental cost of \$225,000; for 15/16, the contract to RDA was once again extended at an incremental cost of \$225,000, for a total cost of \$696,000 to RDA over its three-year contract. In upcoming fiscal 16/17, the CAO’s budget has again been \$450,000. However, the \$225,000 allocated to RDA in previous years has not yet been encumbered.

Contra Costa County Office of Reentry + Justice: Proposed scope and budget, 3/17/16				
Sources				
		Current AB109 allocatoin for evaluation consultants, held in CAO budget		\$ 225,000
		Current AB109 allocation for contracted County Reentry Coordinator, held in Probation budget		\$ 130,000
		Offset of direct costs with in-kind use of existing Probation infrastructure		\$ 14,800
		AB109 unspent funds		\$ 312,958
Total Sources				\$ 682,758
Uses				
	Personnel		FTE	Class. code
		Director: Leadership, policy analysis and development related to reentry and justice in Contra Costa	1	ADDF
		1. Advance knowledge		
		Produce Annual State of Reentry + Justice in Contra Costa County		
		Produce annual "State of Reentry + Justice in Contra Costa County"		
		2. Develop and steward policy recommendations		
		Maintain current and informed understanding of emerging trends, best practices, and justice developments, both nationally and locally		
		Identify and propose solutions for cross-county gaps and inefficiencies		
		Ensure easy access to services and information for individuals and service providers		
		3. Steward implementation of reentry- and justice-related initiatives		
		Hold responsibility for implementation of policy directives, recommendations, and initiatives		
		Steward/guide/manage multi-stakeholder processes and contractors for large-scale initiatives (e.g. reentry strategic plan, AB109 plan, data management systems)		
		4. Foster capacity-building + partnership development		
		Identify and improve key multi-stakeholder processes (such as referrals) to improve efficiency and effectiveness		
		Convene and advance work groups as appropriate		
		Identify and shepherd capacity-building support opportunities for public and private entities		
		5. Manage Requests for Proposals processes		
		Assess current contractors, determine when and what type of RFPs to be issued		
		Develop RFPs		
		Manage RFP review processes (including seating and serving on review panels)		
		6. Manage contracted services processes		
		Identify gaps and opportunities for contracted services		
		Manage implementation of contracted reentry + justice services		
		7. Identify and support implementation of new Initiatives and funding opportunities		
		Identify opportunities for federal and state funding, supply technical assistance and information to appropriate departments		
		Spearhead development of new initiatives		
		8. Manage public communications		
		Foster ready access to relevant information for local stakeholders		
		Supervise development of FAQs, other informational materials, and outreach and communications efforts to support public understanding and awareness of relevant issues		

Contra Costa County Office of Reentry + Justice: Proposed scope and budget, 3/17/16				
	Program Manager	1	X4SH	\$ 82,516
	Support implementation, analysis, policy development, and outreach under direction of Director			
	Convene, coordinate, manage efforts directed by the Office			
	Conduct research on best practices, write research and policy briefs			
	Convene and facilitate working groups and communities of practice to advance learning and collective efforts			
	Provide insight and analysis to assess ongoing implementation			
	Identify opportunities for system enhancement, develop recommendations for Director			
	Hold responsibility for ensuring that relevant materials (contracts, budget documents and financial analysis, research briefs, reports) are available and readily accessible			
	Develop and implement outreach (e.g., town halls, listening sessions) to advance the work of the Office			
	Data Analyst	1	VCXD	\$ 79,539
	Manage ongoing internal data gathering, synthesis, and analysis			
	Develop recommendations and mechanisms for periodic review of collective outcomes, including recidivism			
	Manage ongoing review of data and reporting from public and contracted agencies			
	Identify and manage opportunities to gather local data on specific issues			
	Serve as primary contact on contracted consultants (periodic external research and evaluation, etc.)			
	Administrative Assistant	1	JWXD	\$ 53,441
	Provide administrative services to ensure efficient operation of the Office			
	Provide day to day administrative support to Office personnel			
	Serve as staff support for meetings, work groups managed by the Office			
	Provide logistical and administrative support to organize convenings, trainings, etc.			
	Answer phones, schedule meetings, direct callers to appropriate people and resources			
	Admin Services Assistant III	0.25	APTA	\$ 20,406
	Manage fiscal responsibilities for contracted services (including service provider contracts)			
	Total personnel salaries			
	Benefits @ 70%			\$ 239,959
	Total personnel FTE and costs	4.25		\$ 582,758
	Non-personnel costs			
	Direct costs			
	Occupancy			\$ 7,200
	Local transportation			\$ 4,200
	Communications			\$ 7,200
	Office supplies			\$ 2,400
	Printing			\$ 600
	Conferences and travel			\$ 8,400
	Total direct costs			\$ 30,000
	Consultants			
	Periodic evaluation (every three years)			\$ 30,000
	Collective capacity-building			
	Professional development trainings			\$ 20,000
	Convenings, work groups, communities of practice			\$ 10,000
	Specialized services (eg facilitation, program design, grantwriting, research)			\$ 10,000
	Total consultant costs			\$ 70,000
	Total non-personnel costs			\$ 100,000
	Total budget			\$ 682,758