

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

March 9th, 2017
10:00am to 12:00 p.m.

Probation Department, Sequoia Room
50 Douglas Drive, Suite 200
Martinez, CA 94553

Agenda

- 10:00 Introductions and Announcements
- 10:10 Public Comment
- 10:20 Approve February 9th Meeting Minutes (Attachment 1) [VOTE]
- 10:30 Committee Updates
 - Public Protection Committee (Donte)
- 10:40 New CAB Member Recommendation (Attachment 2) (Talia) [VOTE]
- 10:50 Updates from CAB Committee Charter Workgroups (Attachment 3) (Pat, Angelene, Patrice)
- 11:10 Update on CAB Ambassadors Program-AB 109 Budget Analysis (Pat/Patrice)
 - Letter to Auditor (Jason)
- 11:20 Jail Expansion – Discussion and VOTE (Jason)
- 11:30 Presentation: Reentry Success Center- Center Update and CAB Budget Increase Plan (Nic Alexander)
- 12:00 Adjourn

Next Meetings:

CCP Exec Committee

Friday May 5th, 2017
8 a.m.
Probation Dept, Sequoia Room
50 Douglas Drive, Suite 200
Martinez, CA 94553

Public Protection Committee

Monday, April 3, 2017
10:30 am
County Admin. Bldg., Room 101
651 Pine Street
Martinez, CA 94553

Community Advisory Board

Thursday, April 13, 2017
10 a.m. to 12 p.m.
Probation Dept, Sequoia Room
50 Douglas Drive, Suite 200
Martinez, CA 94553

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<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: Donte Blue, Committee Staff Phone (925) 313-4158 Donte.Blue@cao.cccounty.us

ATTACHMENT 1
MINUTES OF FEBRUARY 9, 2017 CAB MEETING

CAB
2/9/17

CAB: Jason, Patrice, Talia, Adam, Martine, Candace, Mike Davila, Harry, Pat, Angelene,
Non-CAB: Tanika (BACR), Harlan, Jeff Waters (Probation), Janna Evans (CCCoE), Charles Brown, Elvin, Ellen, Joe Partanski,
Paul Taylor, Marshelle Johnson (public defender), Nic Alexander, Jaime Jenett, Kyle Dunson (public defender), Jill Ray,
Dominic Evans (Shelter, Inc.), Dr. Allen Turner

1. RB arrives at 10:50 AM during end of presentation on H3 homeless services by Jaime Jenett, which was moved from the bottom of the agenda.
 - a. RB needs to get copy of the presentation
 - b. RB needs to invite them to present at RSG
2. Item on CAB vacancy:
 - a. Status:
 - i. Chelsea resigned; how to fill?
 - ii. There was a former applicant (Erica Duggan) and have received new application from Dr. Allen Turner
 - b. Jill says that all vacancies for CAB have to publish vacancies
 - i. So advertise the vacancies for a limited period of time or taking from existing applications?
 - ii. Talia says that the last outreach identified that CAB accepts applications on a rolling basis and would rather not drag it on; Angelene concurs that it's important to fill vacancy and begin by reviewing the two existing applications.
 - iii. Martine points out that P&S development team meets on 2/27, but that's not the actual P&S Committee.
 - iv. Donte says decision would have to be done by 3/1 so it could be noticed for next March CAB, so deadline would probably 2/24 to leave time for review
 - v. Motion:
 - (1) Jason motions to move forward without advertising and assign a group to review the two applications and bring recommendations back
 - (2) Patrice seconds
 - (a) Martine asks whether an open call could be made simultaneously, to provide opportunities to recruit additional applicants. The answer is yes.
 - (b) Patrice suggests that previous advertising hasn't resulted in candidates.
 - (c) Discussion:
 - (i) Jill says that Supervisor Andersen's office has received application info only once, and they could support outreach
 - (d) Jason withdraws
 - (3) Motion: Jason:
 - (a) Advertise for vacancy, assign workgroup by end of Feb to review and bring recommendations

- (b) Candace seconds
 - (i) Discussion: Jill will help with outreach
- (c) Vote: All in favor, no oppose, no abstentions
- (d) Point person for review committee: Talia will serve as point person

3. Item on Committee updates

a. PPC: Donté reports

- i. RDA is recommended for contract for RJ Task Force work for \$170K; recommendation will be forwarded to the Board
- ii. AB109 Annual Report was presented and accepted; the final draft is uploaded on the County website
- iii. AB109 budgets were presented and approved, presented along with CAB budget analysis. Little discussion about the budgets, some comments on CAB brief but not meaningful discussion and want to bring it up later in the year, didn't say when this would happen. Supervisor Glover would be responsible for agendized. DA did concur that he wants more direction from the CAO to get greater clarity on status quo, COLAs, etc. Also declined Veterans Court, and \$8K for the Jail to Community Contracts, split between the contracts. Harlan expressed concern about the fact that almost 100 County FTE are now funded through AB109.
 - (1) Supervisor Gioia requested that Rebecca identify specific line items of particular concern; Talia feels that the CAB's points are embedded into the document and speaks for CAB.
 - (2) Patrice thinks maybe it's time to resurrect the CAB Ambassadors Program; Jill emphasizes the importance of reaching out to form relationships with all of the supervisors.
 - (3) Donté suggests that Chair and Vice Chair could create new assignments and appoint people to their assignments. Jill points out that timing matters, since budgets are due in April.
 - (4) Jason asks what CAB would be asking? Rebecca says that it would be to implement the recommendations.
 - (5) Patrice inquires about the CAB's sense of urgency: Is CAB willing to wait until 18/19 year or is CAB trying to make changes in 16/17 for this year?
 - (6) Ellen thinks there is a sense of urgency about this, that it's clear work with clear analysis that should be addressed now and not later, both cost/benefit and cost/impact analysis. Maybe asking to make a presentation to PPC?
 - (7) Donté says CAB lost an opportunity by not enumerating the concerns and engaging in public conversation at PPC, which is more a discussion forum than BOS.
 - (8) Rebecca expresses some concern about CAB's lack of amplification during PPC, which she felt left her as the primary/sole voice.
 - (9) Angelene feels that the CAB had not coordinated their efforts well enough in advance of PPC.
 - (10) Jill concurs that people could have made public comment, even if one supervisor had suggested it would be considered at another time. She feels that conversation now with PPC is important if CAB is trying to daylight it.
 - (11) Rebecca suggests that the CAB ask BOS to direct CAO to write a formal response to the document.

- (a) Nic concurs that it would be good to ask CAO to write a response to the CAB's document, and that the CAB needs to summarize its key messages. Feels it's important to message that independent budgets and policies on the part of public agencies "is not good enough."
 - (b) Rebecca points out that they have not yet made a request to the Auditor.
 - iv. Staff was directed to do a two-year analysis of budget to actuals (14/15 in addition to the 15/16)
 - (1) Jason says he and Patrice will activate the CAP program
 - b. Report on budget and policy work group; Patrice reports
 - i. Summarizes the discussion and process for allocation of the additional \$187K (4%): \$120K to Network, \$60K to Center, and \$7,200 for CAB development, with instructions to CAB and Network to come back with their proposals for how to meet unmet needs in their regions, as well as things like staffing, child care, etc.
 - ii. Innovations Fund discussion will be later presented to CCP.
 - iii. Motion: Candace motions to ask Center and Network to bring back analysis of how they want to use their allocations for CAB's approval, requests to be provided by 3/3/17, Pat seconds, discussion: Nic asks whether CAB would agendaize an update presentation on the Center's work, Patrice will do so as well. Vote: All in favor, no opposed, no abstentions, approved.
4. Item on planning session: Jason reports
- a. Team Leads:
 - i. Pat is lead for P&S 2/27/17, 5:30-7:30 PM, location TBD
 - ii. Angelene is lead for Outreach and Engagement, Friday 3/3/17, 10:30 AM, probably at Public Defender's Office, she will confirm location via e-mail (Angelene suggests that she and Talia coordinate the timing of the Outreach meeting and the Member Vacancy meeting).
 - iii. Patrice: Not in the room to report
 - b. Jason asks for assignments for missing members
 - i. Candace is Program and Services
 - ii. Adam Outreach
 - iii. Martine Budget and Policy
5. Item on Letter to Auditor continued to next meeting

Meeting adjourned at 12:01 PM

Next meetings:

- CCP: March 3, 2017, 8 AM
- PPC: March 6, 2017 10:30 AM
- CAB: March 9, 2017, 10-12

ATTACHMENT 2

NEW CAB MEMBER RECOMMENDATIONS

REPORT FROM CAB MEETING –MEMBER RECRUITMENT WORK GROUP

| | | | |
|-----------|----------------|----------|---|
| Committee | CAB | Date | March 3, 2017 |
| Chair | Talia Rubin | Time | 9:00am to 10:00am |
| Recorder | Chrystal Ellis | Location | 50 Douglas Drive, Suite 200, Martinez, CA 94553 |

Attendance

| | | |
|---|-----------------------------|---------------------------|
| Talia Rubin – CAB member | Vincent- Community Member | Patrick- Community Member |
| Angelene Musawwir CAB member | Donte Blue-Community Member | |
| Chrystal Ellis – CAB Member (Secretary) | | |

• RECAP

Please provide a short recap of the meeting that can be presented at the CAB meeting

- The purpose of the meeting is to select a New CAB Member.
 - Recognize current CAB members
 - Overview on what CAB has done
 - Review Submitted Applications
 - Vote by CAB Members on New Member Recommendations
- Talia provides a summary of CAB, its history and its relationship to CCP, and explains why there is a vacancy on the CAB.
- Talia explains that Erica Duggan rescinded her application. Current, Representation from CAB members in CCC includes; 4 East County, 3 Central County, 5 West County.
- Talia likes that Dr. Turner works in Alameda and can provide insight into what/how other counties are doing similar work. Talia likes that he is a resident of Contra Costa County which brings diversity to the CAB.
- Chrystal likes that he has experience with programs.
- Martine likes that he Dr. Turner has experience with the overall population and mental health and add perspective on what other counties are doing and provide a regional perspective.
- Donte mentions that he doesn't know what Dr. Allen's expertise is in, and that his connection to a faith based organization and could be beneficial.
- Vincent asks if anyone has seen Dr. Miller. Donte states that he was referred by Willie Moffett.
- Talia calls a motion, Angelene Motions a recommendation for Dr. Allen Turner to be referred to CAB, Martine seconds the motion. All are in favor.
- Talia adjourns the meeting.

RECOMMENDATION

Please provide any recommendation for the larger CAB body as it relates to what was discussed at the March 3rd CAB meeting

- Dr. Allen Turner recommended to fill vacant CAB position.

NEXT STEPS

Please provide information about the direction the Subcommittee would like to take

- Not applicable

ACTION REQUESTED OF STANDIG COMMITTEE

- We recommend that the CAB vote to approve Dr. Turner as a new CAB member and seek CCP approval as needed.

UPCOMING SUBCOMMIITEE MEETING DATES

- **Please be advised that the Chair of the Subcommittee is responsible for ensuring that the Agenda for any upcoming meetings is created and sent to the CAB secretary and the executive body, so that the Agenda can be published in accordance with Brown ACT guidelines*
- **Please note that a Subcommittee is open to the public and there must be less than a quorum of participating CAB members or the subcommittee would be violating the Brown ACT.*

ATTACHMENT 3

DRAFT CAB COMMITTEE CHARTERS AND WORK GROUP REPORTS

DRAFT

Charter for the Program and Services Committee of the Contra Costa County
Community Corrections Partnership (CCP) Community Advisory Board (CAB)
February 28, 2017

▪ **Name of the Committee**

The name of this CAB standing committee shall be the Programs and Services Committee.

▪ **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 (BOS) on any Committee findings and recommendations, engaging service providers, 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.

▪ **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.

▪ **Structure & Membership**

The Committee will function with a Chair, Vice-Chair, and at least one more CAB member. The Chair shall be responsible for conducting Committee meetings, developing and distributing agendas, for the convening of any necessary working groups, and ensuring compliance with the CAB Operating Guidelines, Brown Act and other applicable State and County laws and policies.

The Vice-Chair shall act for the Chair in his or her absence, perform secretarial functions, and prepare written summaries of Committee meetings and activities.

The Program and Services Committee is open to the public and all are encouraged to attend.

▪ **Meeting Frequency**

The Program and Services Committee will establish a regularly scheduled monthly meeting at a time/place to be determined. Additional meetings will be scheduled as needed.

▪ **Appointment Procedures**

Committee members and leadership will be named by the Chair of the CAB and confirmed by a vote of the full CAB at the start of each calendar year promptly following election of CAB officers. Changes in Committee leadership will be voted on by the CAB and any Committee leadership vacancies will be filled at the next scheduled CAB meeting.

▪ **Voting and Decision-making**

Committee decisions shall be made by vote and governed by voting and quorum rules set forth in the CAB Operating Guidelines. Decisions and voting tallies will be recorded in the meeting summary report.

▪ **Authority/Limits to Authority**

Sections 2 or 3 of this Charter specify the scope of authority and range of activities the Programs and Services Committee is authorized to undertake. The Committee shall not engage in activities or projects that are not specifically authorized by this Charter or the full CAB and shall not engage in activities that conflict with the CAB Operating Guidelines or Purposes, State or local law, or policies that have been established by the CAB or the County's Board of Supervisors. The Committee may recommend policies and decisions falling within its scope of authority to the full CAB for approval however the Committee has no authority to establish policy, make decisions, hold non-public meetings, or create fiscal or other obligations of the CAB.

▪ **Conformance to Brown Act**

The Committee is subject to and shall fully comply with the Brown Act including announcing meeting agendas in advance, holding public meetings, and providing written summaries of committee discussions and decisions to the full CAB.

▪ **Committee Formation and Amendments**

This Committee Charter and any amendments hereto require CAB approval.

COMMUNITY ADVISORY BOARD SUB-COMMITTEE MEETING REPORT

| | | | |
|---------------|--|----------|---------------------------|
| Sub Committee | Program and Services; Charter Development Work Group | Date | February 27, 2017 |
| Chair | Pat Mims | Time | 5:30pm – 7pm |
| Recorder | Talia Rubin | Location | 101 Broadway, Richmond CA |

Attendance

| | | |
|-------------------------------|---|---|
| Talia Rubin – CAB member | Pat Mims – CAB member; Chair for this Workgroup | Kimberly Gamble – Community member with Safe Return Project |
| Mike Davila – CAB member | Jason Schwarz – CAB Chair | Darnell Wolf – community member with Safe Return Project |
| Candace Kunz-Tao – CAB Member | | |

• RECAP

Please provide a short recap of the meeting that can be presented at the CAB meeting

- Pat gave us an introduction to the purpose of the meeting and lead the discussion to develop a charter for the Program and Services Committee;
- Goals for today’s meeting were to outline the following for the committee:
 - Purpose
 - Responsibilities
 - Structure
 - Membership
 - Meeting Frequency
- Discussed the role, scope, structure, and ‘actions’ of the Program and Services Committee; the materials were drew from to guide and frame our discussion and ultimately our recommendations were largely from the notes in the summary report from the 2nd Annual Strategic Planning (pg. 5 & 6) as well as the CAB Purpose and Functions document developed in Feb. 2016 and updated in Feb. 2017.

RECOMMENDATION

Please provide any recommendation that the subcommittee has for the larger CAB body as it relates to what was discussed at the CAB meeting

- See attached recommendation for Committee Charter of the Program and Services Committee

NEXT STEPS

Please provide information about the direction the Subcommittee would like to take

- Begin to convene the Committee as recommended and develop tasks, assign roles, and create timelines for completion of projects for this year.

ACTION REQUESTED OF STANDIG COMMITTEE

- We recommend that the CAB vote to approve the committee charter as recommended.

UPCOMMING SUBCOMMIITEE MEETING DATES

- **Please be advised that the Chair of the Subcommittee is responsible for ensuring that the Agenda for any upcoming meetings is created and sent to the CAB secretary and the executive body, so that the Agenda can be publish in accordance with Brown ACT guidelines*
- **Please note that a Subcommittee is open to the public and there must be less than a quorum of participating CAB members or the subcommittee would be violating the Brown ACT.*

DRAFT

Charter for the Outreach and Community Engagement Committee
of the Contra Costa County
Community Corrections Partnership (CCP) Community Advisory Board (CAB)
March 4, 2017

▪ **Name of the Committee**

The name of this CAB standing committee shall be the Outreach and Community Engagement Committee (OCEC).

▪ **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 AB109, receiving community input, and improving public access to information on AB109.

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 citizens* and families. The OCEC will assist CAB's efforts in identifying potential audiences by connecting with both English speaking and non-English speaking communities.

▪ **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 with developing and recommending training/orientation for CAB members and interested members of the public to increase awareness of roles of the CCP and CAB, AB 109 initiatives and impacts, and other relevant topics by:
 - Conferring with the larger CAB body as to the content of proposed training.
 - Advising larger CAB body if external facilitators and/or technical assistance are required and obtaining such assistance to execute and implement training/orientation as needed.
- f. Work closely with the CAB secretary to monitor and update the CAB/Reentry Calendar.
- g. Other activities to advance the OCEC's purposes.

- **Structure & Membership**

The Committee will function with a Chair and at least one more CAB member. The 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 and other applicable State and County laws and policies.

The Vice-Chair shall act for the Chair in his or her absence, perform secretarial functions, and prepare written summaries of Committee meetings and activities.

The OCEC is open to the public and all are encouraged to attend.

- **Meeting Frequency**

The OCEC will meet at least four times per calendar year or when necessary at the call of the CAB Chair.

- **Appointment Procedures**

Committee members and leadership will be named by the Chair of the CAB and confirmed by a vote of the full CAB at the start of each calendar year promptly following election of CAB officers. Changes in Committee leadership will be voted on by the CAB and any Committee leadership vacancies will be filled at the next scheduled CAB meeting.

- **Voting and Decision-making**

Committee decisions shall be made by vote and governed by voting and quorum rules set forth in the CAB Operating Guidelines. Decisions and voting tallies will be recorded in the meeting summary report.

- **Authority/Limits to Authority**

Sections 2 and 3 of this Charter specify the scope of authority and range of activities the OCEC is authorized to undertake. The OCEC shall not engage in activities or projects that are not specifically authorized by this Charter or the full CAB and shall not engage in activities that conflict with the CAB Operating Guidelines or Purposes, State or local law, or policies that have been established by the CAB or the County's Board of Supervisors. The OCEC may recommend policies and decisions falling within its scope of authority to the full CAB for approval however the OCEC has no authority to establish policy, make decisions, hold non-public meetings, or create fiscal or other obligations of the CAB.

- **Conformance to Brown Act**

The OCEC is subject to and shall fully comply with the Brown Act including announcing meeting agendas in advance, holding public meetings, and providing written summaries of committee discussions and decisions to the full CAB.

- **Committee Formation and Amendments**

This OCEC Charter and any amendments hereto require CAB approval.

COMMUNITY ADVISORY BOARD SUB-COMMITTEE MEETING REPORT

| | | | |
|---------------|---|----------|---|
| Sub Committee | Outreach and Community Engagement Committee | Date | 3/4/2017 |
| Team Lead | Angelene Musawwir | Time | 10:00 am – 11:30 am *meeting ended at 11:15 am |
| Recorder | Talia Rubin | Location | 800 Ferry Street Martinez CA |

Attendance

| | | |
|------------------------------------|--|--|
| Angelene Musawwir – CAB Member | Talia Rubin – CAB member | Martine Blake – CAB Member |
| Harry Thurston - CAB member | Donte Blue- ORJ | Yuri Secoquian – Probation AB 109 manager (East) |
| David Seidner – Detention MH-Chief | Vincent Manuel – Supervisor Glover’s Office/ | Patrick Manuel – East County resident |

• RECAP

- *The group briefly discussed the purpose of the meeting. Goals for the meeting were laid out which to take steps to develop a charter for the OCEC. The group worked to outline the Purpose, responsibilities, structure, membership and meeting frequency.*
- The group reviewed page 5 of the orientation and planning summary report 2017 and Purpose and Function of CAB document (2/17) to help inform the process. Angelene shared a template to move the group forward and the group made edits, changes and suggestion to the charter template. (The draft is being shared with the CAB body on March 9th, 2017).
- During the discussion, there was language that members of the group had concerns with and wanted the larger CAB to discuss such as: “Returning Citizens” and also the need to include “family” as a group that the OCEC should target.
- Harry Thurston – suggested that CAB body might want to add in the bylaws for committee work group that: it is “preferable for Subcommittee Chairs to have at least one year of CAB experience”
- Donte Blue, Talia Rubin and Martine Blake expressed the CAB should consider electing a “Communications officers”. Also it was discussed if a Communications officer is elected should that person be the Chair of the OCEC.

RECOMMENDATION

- *The CAB review the Charter Draft along with the other Charters and make a decision on language and if the responsibilities for the OCEC listed on the Draft are in-line with what the CAB believes is appropriate.*

NEXT STEPS

- *Please provide information about the direction the Subcommittee would like to take*

- Present the Draft to the CAB at March 9th CAB meeting

ACTION REQUESTED OF STANDIG COMMITTEE

- *Please list any items to be put on the agenda as a result of the Subcommittees recommendations*

UPCOMMING SUBCOMMIITEE MEETING DATES

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- **Please note that a Subcommittee is open to the public and there must be less than a quorum of participating CAB members or the subcommittee would be violating the Brown ACT.*