

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

Thursday, January 11, 2018

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

Probation Dept., Sequoia Room
50 Douglas Drive, Martinez CA

Agenda

- 10:00 Introductions and Announcements
- 10:10 Public Comment
- 10:20 Approve November Meeting Minutes (Attachment 1)
- 10:30 CCP and Committee Updates
- 10:40 QAC Update (Jason)
- 10:50 CAB Officer Elections (Jason) (Attachment 2, Excerpts from Operating Guidelines with Officer Descriptions and Election Procedures)
- 11:20 Scheduling CAB Retreat/Planning Session (Jason)
- 12:00 Adjourn

Next Meetings:

CCP Exec Committee

Friday, March 2, 2018
8 a.m. to 10 a.m.
Probation Dept, Sequoia Room
50 Douglas Drive, Suite 200
Martinez, CA 94553

Public Protection Committee

TBD
10:30 a.m. to 12:00 p.m.
County Admin. Bldg., Room 101
651 Pine Street
Martinez, CA 94553

Community Advisory Board

Thursday, February 9, 2018
10 a.m. to 12 p.m.
Probation Dept, Sequoia Room
50 Douglas Drive, Suite 200
Martinez, CA 94553

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: Cindy Nieman, Committee Staff Phone (925) 313-4188 cindy.nieman@prob.cccounty.us

Attachment 1

November Meeting Minutes

[See next page]

Community Advisory Board Meeting Notes**Date:** 11/9/2017**Attendance:** Patrice Guillory, William Edwards, Melissa Barragan, Ellen McDonnell, Jeff Waters, Chrystine Robbins, David Fraser, Janna Evans, Lindy Khan, Jill Ray, Paul Taylor, Kevin Corrigan, Shannon Skinner, Sue Hamill, Ursula Taylor, Karen McNary, Donte Blue, Kaleana Johnson, Harry Thurston, Jason Schwartz (phone) Adam Poe (phone), Martine Blake (phone joined late)**I. Announcement**

- Donte Blue spoke about DC

II. Public comment

- Jill Ray: District 2 had a community event - Racial Justice Task force, the DA, and Dr. Walker
- Jill made updates on the agenda packet about the CCP:
 - o Correction date is December 1
 - o Budget request PPC meeting has not been confirmed. Donte said that CCP is the second week

III. CCP update

- Patrice overviews of the proposals made AB109 funding.
- Sheriff's had a concern about the process of rewarding contracts. Recommends extending contracts to two years instead and have the life of contracts extended to five years.

IV. Discussion about budget request

- CAB presented policy recommendations, CAB highlighted the need to expand prerelease services, and to look at the first 72 hours, and request of additional staff for prerelease planning
- CAB also highlighted how data is shared and the data base sharing, as well as expanding the capacity for the ORJ budget recommendation about process and reporting information.
- Remarks from CCP members:
 - o Wants Cab input on how the pre-release person could be utilized or where this person would be housed. CAB recommendation on housing: The Office of Ed rep
 - o CCP asked if CAB thought housing Resources should be increased. CAB highlighted the need for more beds for general re-entry population and need to look at other models for housing
 - o Suggestion made by Office of ED rep: CAB, CCP and H3 would like to be a part of housing conversation and there should be a working group conversation
- CCP agenda - approved all applicants for the upcoming slate
- Jill: Patrice you did a phenomenal job. The professional Concise presentation and believed that it was derived
- Donte- similar accolades to Patrice. Donte would like to know CAB's process to as to follow through on some of the request.
 - o Jill suggests communication with Tim Ewelll regarding clarification around inquiries. Patrice said she agreed that communication with Tim is appropriate. WE don't know what the process is but want to ensure follow through happens.
 - o Patrice suggests that we request that CAB wants these policy recommendations to be endorsed or adopted by County.
- Donte asked if these inquires will change the budget request. Patrice said at this time we don't know but conversation around the 4 percent cola might also impact recommendation.

- Talia believes that the four percent cola is a standalone.
 - Patrice says that we have not agreed how to apply it.
 - Earmark for a later conversation.
- Talia re Housing - Don't want to see CAB recreating the wheels. There are already committee and boards doing that work. She thinks that CAB just needs a seat at those tables, but there should not be a parallel process for CAB. Agrees that a working group is a starting point. (Capacity is important to think about)
- Patrice suggest that the 1.5 pre-release planning can be a focus point because that is something that it could happen.
- Lindy Khan - suggested the county office could provide a dollar amount and they have the information to follow up.
- Christine asks who makes the recommendation for the dollar amount? CAB or the agency who makes the request. Lindy also has the same questions. Patrice clarified we did not want to assign who should take this on. We want to highlight the need and we need another agency to take this on.

V. Minutes Approved

Attachment 2

Excerpts from CAB OPERATING GUIDELINES on Officers and Election Procedures

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

Additionally, the CAB 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 CAB 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 CAB Vice-Chair shall act for the Chair in his or her absence. The Vice-Chair shall also serve as the Committee Chair of the Policy and Budget Committee and will 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 CAB 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 and the CAB online calendar.

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 CAB Chair to facilitate this process, with assistance from the ORJ 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 CAB 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 CAB 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.