

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

July 13th, 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
- 10:05 Public Comment
- 10:10 PPC Meeting Update
- 10:30 CAB Committee Meeting Updates including status of work plan implementation (Attachment 1) (Patrice, Harry, Pat)
- 10:50 Discussion and VOTE on budget to actual reporting template (Patrice)
- 11:10 Discussion on Site Visits to AB 109 Funded Programs and Services (Pat)
- 11:30 Discussion and VOTE on recommendations to CCP & PPC regarding meeting frequency and follow up to CAB's policy recommendations (Patrice)
- 11:50 Discussion re organizations to present at future CAB meetings (Jason)
- 12:00 Adjourn

Next Meetings:

CCP Exec Committee

Friday August 4, 2017
8 a.m.
Probation Dept, Sequoia Room
50 Douglas Drive, Suite 200
Martinez, CA 94553

Public Protection Committee

Monday, August 7, 2017
10:30 am.
County Admin. Bldg., Room 101
651 Pine Street
Martinez, CA 94553

Community Advisory Board

Thursday, August 10, 2017
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: Donté Blue, Committee Staff Phone (925) 313-4158 Donte.Blue@cao.cccounty.us

ATTACHMENT 1
SUB-COMMITTEE MEETING REPORTS

COMMUNITY ADVISORY BOARD SUB-COMMITTEE MEETING

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|---------------|------------------------------------|----------|-----------------------------|
| Sub Committee | Programs and Services Committee | Date | 6/19/2017 |
| Team Lead | Pat Mims – Committee Chair | Time | 5:30pm – 7:00pm |
| Recorder | Talia Rubin – Committee Vice Chair | Location | 101 Broadway Richmond CA |

Attendance

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| Pat Mims – Committee Chair |
| Talia Rubin – CAB Member / Committee Vice Chair |
| Jason Schwarz – CAB Chair |
| Candace Kunz-Tao – CAB Member |

• RECAP

Briefly discussed the purpose of the meeting.

Goals for the meeting were to:

- a. Review the Annual Timeline; see what remains to do, what is next...
- b. Finalize our Survey Structure
- c. Finalize the operational plan/timeline for survey distribution, site visits, and analysis:
 1. Survey will be finalized into two portions; quantitative based on the 2015 Survey and then a qualitative portion that will be completed on site with providers. P & S Committee will finalize by 6/23 – Talia lead
 2. Get contact information for all Governmental and Non-Governmental AB10 funded agencies by 6/23 – Pat lead
 3. Draft a formal request and send out email to AB109 funded agencies no later than 6/30 – Pat lead
 4. Schedule on-site visits at which time Qualitative interviews will be completed – all; this will be done in July

5. Assign CAB members to participate in qualitative interviews to be completed during site visits – Jason lead
6. Compile data, write up a summary of findings – meeting 8/1.
7. Present report to CAB at 8/10 CAB meeting.

RECOMMENDATION

The Program and Services recommends that the Ambassador program be activated to complete site visits during the month of July.

NEXT STEPS

See above

ACTION REQUESTED OF STANDING COMMITTEE

None at this time

UPCOMING SUBCOMMITTEE MEETING DATES

August 1, 2017; location TBD.

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.

AB109 Provider Survey - Community Advisory Board - Program and Services Committee

Welcome to the Community Advisory Board - Program and Services Committee - 2017 Survey

We would like to invite you to participate in our survey and provide us with your perspectives.

The purpose of this survey is to receive a consolidated report-back from AB109 service providers on how operations are going, status of delivery systems, and the outcomes/impacts on the lives of returning residents. The Program and Services Committee seeks to hear directly from AB109 funded agencies to learn more as to how we can support your work, create a streamline system of services, and how to best serve returning residents. The survey is not confidential; however, it is not necessary to disclose the individual who is completing this survey. The Program and Services Committee will analyze and aggregate the data and present the findings to the full AB109 Community Advisory Board (CAB). The CAB will utilize the results of this survey, along with other documented sources, to provide up-to-date recommendations on process and content for AB109 policy and funding.

This inquiry will be in two parts; a survey instrument with closed ended questions and site visits during which we will ask more open-ended questions and dialogue about what is happening for your agency in this work. Please keep an eye out for follow up and request to meet.

This survey consists of 25 total questions. Questions 1-17 are closed ended questions and we ask that you complete these no later than Thursday July 6, 2017. Questions 18-25 are open ended and are the ones we will ask during site visits; they are optional in this survey instrument and we encourage everyone to review them.

We ask that you please complete the survey (questions 1 - 17) no later than Thursday July 6, 2017.

We thank you for your time and efforts participating in our survey.

We deeply appreciate all the amazing work you do and looking forward to meeting in July.

Thank you,
Program and Services Committee 2017
AB109 Community Advisory Board

NOTE: Please respond for the time period of July 1, 2016 - June 30, 2017.

AB109 Provider Survey - Community Advisory Board - Program and Services Committee

Please respond for the time period of July 1, 2016 - June 30, 2017.

* 1. Agency Name?

AB109 Provider Survey - Community Advisory Board - Program and Services Committee

Please respond for the time period of July 1, 2016 - June 30, 2017.

* 2. Is your agency (choose one)

- Community Based Organization
- Governmental Department/Agency

* 3. Do you serve persons in (choose all that apply)

- West County
- Central County
- East County

Other (please specify)

* 4. How long has your agency been receiving AB109 Funding?

* 5. During the 16/17 fiscal year, how much AB109 funding did your agency receive?

* 6. During the 16/17 fiscal year how many clients were you contracted to serve?

* 7. During the 16/17 fiscal year how many clients have you served? Note: we are looking for your actual clients served not what you were contracted to do.

Men

Women

Youth Boys (under 18)

Youth Girls (under 18)

* 8. Of those individuals served, how many have successfully completed the programs? (Please break these numbers down by gender, and by program if you have more than one in your agency being funded by AB109)

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AB109 Provider Survey - Community Advisory Board - Program and Services Committee

Please respond for the time period of July 1, 2016 - June 30, 2017.

* 9. What is the average age and/or age range of your AB109 client population?

* 10. What is the racial/ethnic make-up of your client population? Note: breakdown percentages, approximate if you are unable to track exactly.

AB109 Provider Survey - Community Advisory Board - Program and Services Committee

Please respond for the time period of July 1, 2016 - June 30, 2017.

* 11. How does your agency receive client referrals?

- Court
- Probation
- Another Agency
- Another Department within your agency
- Other (please specify)

* 12. How many referrals has your agency received from from each referral sources? Note: give an approximation if you do not track this data routinely.

| | |
|---------------------|----------------------|
| Courts? | <input type="text"/> |
| Probation? | <input type="text"/> |
| Another Agency? | <input type="text"/> |
| Within your Agency? | <input type="text"/> |
| Others? | <input type="text"/> |

AB109 Provider Survey - Community Advisory Board - Program and Services Committee

Please respond for the time period of July 1, 2016 - June 30, 2017.

* 13. How many referrals has your agency made to other agencies in the time period of 7/1/16 to 6/30/17? Note: give an approximation if you do not track this data routinely.

* 14. What THREE agencies do you most often collaborate and/or make referrals to?

* 15. What are the methods your agency uses to communicate with other agencies/providers? (not exclusively AB109, but all agencies that you work with)

- Sharing information through databases
- Phone
- Email
- Face-to-face meetings
- Regional meetings such as CAB, RSG, etc.

Other (please specify)

AB109 Provider Survey - Community Advisory Board - Program and Services Committee

Please respond for the time period of July 1, 2016 - June 30, 2017.

* 16. Does your organization offer pre-release planning for returning citizens?

YES

NO

Other (please specify)

AB109 Provider Survey - Community Advisory Board - Program and Services Committee

Please respond for the time period of July 1, 2016 - June 30, 2017.

* 17. What is the primary/general category of services your agency offers?

Other (please specify)

18. What is the secondary category of services your agency offers, if any?

Other (please specify)

AB109 Provider Survey - Community Advisory Board - Program and Services Committee

Please respond for the time period of July 1, 2016 - June 30, 2017.

19. What are the TWO greatest strengths of your program?

20. What are the TWO greatest challenges/areas of growth of your program?

21. How do you define successful completion of each program/service in your agency?

Please consider/address how success/goals are measured and tracked. For example, no return to custody for a defined period of time as reported by probation; time of sobriety as reported by client; services attended on a regular basis as reported by the agency or client; completed groups/sessions as reported by the agency or client, etc.

22. Beyond program completion, how do you measure outcomes / impacts of each AB 109 funded program, if at all?

Please respond for the time period of July 1, 2016 - June 30, 2017.

23. What identified best/promising practices are used in each of your AB 109 funded programs?

24. Moving forward what are the most important areas of focus for the returning resident's success?

PLEASE LIST NO MORE THAN TWO

25. What else would you like the CAB's Program and Services Committee to know????