

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

September 14, 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 Approve August 10 Meeting Minutes (Attachment 1) [VOTE]
- 10:15 CCP/PPC/QAC Updates
- 10:25 Presentation Project Second Chance – CCC Adult Literacy Program (Laura Seaholm, Adult Literacy Program Manager)
- 10:55 CAB Committee Meeting Updates including status of work plan implementation (Patrice, Harry, Pat) (Attachment 2)
- 11:05 Discussion and VOTE on Program and Service Committee Survey Summary and Recommendations (Attachment 3) (Talia) [VOTE]
- 11:20 Legislative Digest (Adam)
- 12:00 Adjourn

Next Meetings:

CCP Exec Committee

Friday, November 3, 2017  
8 a.m.  
Probation Dept, Sequoia Room  
50 Douglas Drive, Suite 200  
Martinez, CA 94553

Public Protection Committee

Monday, October 2, 2017  
10:30 am  
County Admin. Bldg., Room 101  
651 Pine Street  
Martinez, CA 94553

Community Advisory Board

Thursday, October 12, 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.

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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: Donté Blue, Committee Staff Phone (925) 313-4158 [Donte.Blue@cao.cccounty.us](mailto:Donte.Blue@cao.cccounty.us)

**ATTACHMENT 1**  
**MINUTES OF AUGUST 10, 2017 CAB MEETING**

CAB. Meeting Notes  
August 10, 2017

1. Called to order at 10:08 AM
2. Public comment and announcements:
  - a. Talia: Public process for selecting the new DA, August 15, 1027, there's a link where you can post comments, the final decision will be after September Board of Supervisors meeting. Jill adds that there will be an independent interviewer (Steve Weir), and the selection will be either first or second BOS in September, and appointee will begin immediately after that. Rebecca mentions that there are other meetings being held across the county.
  - b. Rebecca reports that Rubicon has been selected to continue the contract for running the Center
3. Item to approve June minutes
  - a. Talia motions/Angelene seconds, all in favor
4. Item on presentation from CCCoE
  - a) Lynn presents, with Janna Evans; she has a PowerPoint (Note that CAB secretary should ask for a copy of the PPT for official record)
    - a. CCCoE handles expulsion appeals
    - b. Court schools: Delta Vista at the Ranch (usually 40 kids): Mt. McKinley at the Hall
      - i. Average enrollment is 100, average class size is 20 (same as when the enrollment was 125-140)
      - ii. RB: How has education changed under the terms of the lawsuit brought against the County
    - c. Community Schools: Golden Gate in Pittsburg (now a charter school), Ovick in Brentwood, Rodeo, Martinez, serving students 18-24, and WIOA services; used to need referral from Probation or DA, now you can self-refer.
    - d. Parolee Education
      - i. Such programs operate throughout the state
      - ii. Programs throughout the state, including STAR, Day Reporting Centers, parole offices, through a very long-term contract with CDCR. Today, CDCR has lots of other programs, as well as CCCOE. More info at [https://dev-1.cccoe.k12.ca.us/stsvcs/ace\\_parolee\\_ed.html](https://dev-1.cccoe.k12.ca.us/stsvcs/ace_parolee_ed.html)
    - e. Jail education (locally)
      - i. 42% have less than a 6<sup>th</sup> grade education at intake with CCCoE, 25% have 12<sup>th</sup> or above.
      - ii. DEUCE is often court-ordered, which affects completion rates
      - iii. The numbers she presents are duplicated.
      - iv. Janna is the new CCCoE Reentry Transition Specialists (seven in the whole County Consortium); she started in January. She's the Transition Specialist who works in the three jails. She connects people to the local adult school to complete a GED test, for example, with a fee waiver. She's created 67 transition plans to date, of whom 50 have been released with a plan. Transition Specialist's number is 800-949-0496 x 504.

- v. She's housed in West County (3 days/week, Marsh Creek 2 days/week).
- vi. People are identified only through self-referral/request.
- vii. She's been meeting people at the Reentry Success Center after they are released. She's now using the SAFE database, which has proven very useful; she can send referrals and goals, track documents available and those needed.
- viii. Challenges: Access to post-release residential treatment is a problem.

f. Questions

- i. Kids who are in-custody, have trouble getting re-enrolled, often end up getting referred to independent study. Lynn says that there are transition specialists on staff at CCCoE, and Youth Justice Initiative are also working on that, and the Public Defender has a staffer who's working on this with districts as well.
- ii. What's the status of girls in custody? Lynn says while overall JJ population has decreased, number of girls has stayed the same.
- iii. Rebecca and the effect of the Consent Agreement: CCCoE says that their primary result is that they are being monitored, and that it allowed them to hire more special ed staff. Increases their integration with probation regarding Positive Behavioral Intervention System. They now have a learning center as well, with a smaller group. They say that the PBIS is reducing infractions and suspensions. They also have a designated teacher for anybody who can't be taught in class settings.
- iv. What do they do when they're suspended? No clear structure, although probation institutional staff may be dealing with the problematic behavior.
- v. Rebecca asks for a full presentation, in future, by Probation, on the lawsuit and consent agreement.

5. Item on CCP meeting of 8/4/17: Angelene reports on the CAB portion

- a. Patrice reported to CCP about CAB's work this calendar year.
- b. Rebecca summarizes other elements of the meeting, and suggests that CAB ask for a presentation on Ceasefire in Central/East

6. Committee Reports:

- b) Outreach and Community Engagement Committee: Harry reports. Will have seven vacancies in 2018; see committee report. (Note that CAB secretary should ask for a copy of the committee report for official record.)
  - i. Martine : Can we promote via social media? Yes.
  - ii. Rebecca: Makes recommendations for modifications to the report, including spell-check and progress status chart
- b. Programs and Services: Talia
  - i. No meeting since last CAB; they surveyed 11 AB109 contractors with eight responses;
  - ii) completed 8 site visits. Next CAB meeting the committee will have an analysis and recommendations for CAB's consideration
  - iii) P&S will continue to work with Budget and Policy Committee to inform the B&P work.
  - iii) P&S had a CAB Intern during the summer.
  - iv) The site visits have had benefit in terms of developing relationships between AB 109 grantees and CAB; piggybacks on the Outreach and Communications committee's work. Also found that the grantees don't know who CAB is or what the CAB does. Gave the grantees an opportunity to have a new audience,

someone to listen to their successes and challenges, especially given that CAB makes budget recommendations regarding funding; helps them feel like somebody's actually looking at the data in their quarterly reports. Also helps break the geographic divide from East/West.

- v) Chrystine: Will you be packaging the information you're gathering? Talia says yes, with a summary report. Similar to what CAB did in August 2015 (date?).
- c) Policy and Budget hasn't met:
  - i) Martine will reach out to Tim Ewell and reach out to PPC to get on PPC agenda.
- 2) Item on Budget to Actual Reporting Template
  - a) Need to include an instructions summary.
  - b) Rebecca has a variety of suggestions for the template and will be happy to help.
  - c) Decision is to send the template back to committee to make additional changes in response to recommendations
- 3) Item on CCP's decision to meet quarterly and its impact on CAB's work (Martine)
  - a) Rebecca suggests that Martine reach out to Tim Ewell to propose that CAB can take issues directly to PPC on months when CCP doesn't meet. And if CCP meets only quarterly, then PPC must be lobbied to make decisions in timely and meaningful fashion.
  - b) Kevin: Family Economic Security Partnership: The Committee has a precedent that if there's something urgent that's time-sensitive and can't wait till the Committee meets again, they queried the Committee's Executive Team by email for approval.
- 4) Item on CAB's use of AB109 quarterly reports: Martine
  - a) As watchdogs of AB109, how can we better use the AB109 quarterly reports?
  - b) Chrystine offers to send Rebecca their quarterly reports so Rebecca can ask questions.
- 5) Item on CDCR public comment for Prop 57
  - a) Adam offers comments on the basic legislation.
  - b) Rebecca suggests that CAB might ask for a regular summary on legislation, legislative outcomes for the year, and legislative process, like a status and synopsis, and the correspondence with the County's own legislative positions.
  - c) Adam will develop a legislative digest and will present to the next CAB meeting.
- 6) Meeting adjourned at 11:52 AM.

**ATTACHMENT 2**

**PROGRAMS AND SERVICES COMMITTEE SEPTEMBER 5, 2017 MEETING REPORT**

[SEE NEXT PAGE]

## COMMUNITY ADVISORY BOARD SUB-COMMITTEE MEETING

Sub Committee	Programs and Services Workgroup	Date	9/5/17
Team Lead	Talia Rubin	Time	9am
Recorder	Talia Rubin	Location	Reentry Success Center 912 Macdonald Ave, Richmond, CA 94801

### Attendance:

Talia Rubin – Program & Services Committee Vice Chair/CAB member

Jason Schwarz – CAB Chair; by phone

NOTE: Charles Brown arrived at 9:30, he was the only person who came & I was already on my way out...

<ul style="list-style-type: none"> <li>• RECAP</li> </ul>
<ul style="list-style-type: none"> <li>• Briefly discussed the purpose of the meeting.</li> <li>• Goals for the meeting were to:             <ul style="list-style-type: none"> <li><i>a.</i> Finalize the Survey Analysis and Recommendations report for the CAB 9/14 meeting</li> </ul> </li> </ul>
<p style="text-align: center;"><b>RECOMMENDATION</b></p>
<ul style="list-style-type: none"> <li>• Two edits made in the final page, agreement that this will be brought to the full CAB for review and vote to accept the report as written.</li> </ul>
<p><b>NEXT STEPS</b></p>
<ul style="list-style-type: none"> <li>• Present the final draft at the 9/14/17 CAB meeting and recommend that the CAB vote to accept the report as written.</li> </ul>
<p><b>ACTION REQUESTED OF STANDIG COMMITTEE</b></p>
<ul style="list-style-type: none"> <li>• Accept the draft of the Survey outcomes, summary, and recommendations as written.</li> </ul>
<p><b>UPCOMING SUBCOMMITTEE MEETING DATES</b></p>
<ul style="list-style-type: none"> <li>• No meeting dates on calendar at this time.</li> <li>• 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</li> <li>• 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.</li> </ul>

**ATTACHMENT 3**  
**PROGRAMS AND SERVICES COMMITTEE SURVEY SUMMARY & REPORT**

[SEE NEXT PAGE]

### **General information:**

The Program and Services Committee put together a work plan in March 2017 that included an initiative to “Publish Reports on existing Program and Services”. The tasks for this initiative were identified to be data/information gathering – qualitative and quantitative – from Community Based organizations that are funded by AB109. The purpose of the survey was 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. In addition, our goal was to provide a most up-to-date snap shot of what is happening on the ground, give the providers an opportunity to express their own views & recommendations, have on-site experience of the programs, and build relationships between CAB members and providers. The Program and Services Committee would analyze the data and present the findings to the full AB109 Community Advisory Board (CAB) and would make recommendations to CAB and its respective committees.

### **Survey:**

This survey consisted of 25 total questions.

- Questions 1-18 were closed ended quantitative questions administered via Survey Monkey related to funding, areas of service, outcomes, etc. for the 16/17 fiscal year.
- Questions 18-25 were open ended qualitative interview questions that were intended to be administered during on-site face-to-face visits made by CAB members. NOTE that some responded to the qualitative questions online only, some at the on-site visits only, and some did both.
- All respondents could review the open-ended questions ahead of site visits, and we encouraged everyone to review them.
- All 11-community based AB109 funded providers – as identified by the Office of Reentry and Justice – were sent the survey and as well as outreached to for on-site visits by phone and/or emails.

**The agencies are: Reentry Success Center, Reach Fellowship, Bay Area Legal Aid, Men and Women of Purpose, Shelter Inc., Goodwill Industries, Center for Human Development, Reentry Network/HealthRIGHT 360, Mz. Shirly Transitional Housing, Fast Eddies’ Auto Tech Training Program, and Rubicon.**



- The survey was first sent out on 7/3/17, reminders sent out 7/10/17, additional requests from CAB chair 7/12/17, and various additional attempts via Program & Services Committee members assigned to that specific agency.
- 8 providers completed the quantitative on-line survey.
- 10 providers completed qualitative survey; 7 of which completed on-site visits.

QUANTITATIVE DATA SUMMARY:

Summary data for the 18 quantitative questions are below; individual agency answers will be provided for CAB/Budget Committee to review.

**1. Agency Name:**

**Reentry Success Center**  
**Bay Area Legal Aid**  
**Men and Women of Purpose**  
**Shelter Inc.**  
**Center for Human Development**  
**Mz. Shirly Transitional Housing**  
**Fast Eddies' Auto Tech Training Program**  
**Reentry Network/HealthRIGHT 360**

**2. CBO or Governmental?**

- CBO = 100%

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

- West: 62.50%
- Central: 87.50%
- East: 7 respondents, 100%
- Other: detained inmates.

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

- Average 3.25 years.
- The range goes from 7 months to 5 years.

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

- Total \$2,558,382.00
- Average \$319,798
- The range is lowest at \$65,000 to highest being \$980,000

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

- 5 of 8 respondents gave us exact numbers; 3 respondents stated there was no specified goal of the number of clients they were contracted to serve.
- Average 56; with range of 10 to 130.

**7. During the 16/17 fiscal year, how many clients have you served?**

- Men average 154.
- Women average 32.
- No youth (under the age of 18) were identified.

**8. Of those individuals served, how many have successfully completed the programs? (please break down by gender, and program if you have more than one funded by AB109) -- Due to the variances in the answers given we will provide the exact answer for each responding agency:**

- *Reentry Success Center:* We are a hub, so most individuals are not enrolled in a specific RSC program. 16 people graduated from the Alpha program this year (5 were women)
- *Bay Area Legal Aid:* 75 received legal services.
- *Men and Women of Purpose:* need to follow up on 16/17 fiscal year data
- *Shelter Inc.:* Of the 98 participants enrolled 28 will continue into the next fiscal year
- *Center for Human Development:* Male = 6, Female = 2
- *Mz. Shirlz Transitional Housing:* (1) White Male
- *Fast Eddies' Auto Tech Training Program:* 7 men

- *Reentry Network/HealthRIGHT 360*: The Network defines successful program completion by completion of a client's Individual Service Plan (ISP) that is developed between an FOC and the client. Our team began receiving referrals to initiate service officially in late March, and since that time we cannot report that any Network participant has fully completed their ISP. However, several clients are either nearing completion of ISP or have completed various ISP goals.

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

- The average age reported is 34.
- Range from 18 years old to 55 years old.

**10. What is the racial/ethnic make-up of your client population?**

- African American, Hispanic/Latino, White, Native American, Asian, and Multiracial are being served in all reporting agencies.
- Specific data is quite varied across agencies and we will provide a more detailed break down at another time.

**11. How does your agency receive client referral?**

- Court: 25%
- Probation: 100%
- Another agency: 75%
- Another Department within your agency: 37.5%
- Other: 37.5%; Pre-release in custody programs, self-referred, agency promotion and community engagement.

**12. How many referrals has your agency received from each referral source?**

- Another Department within your agency: Average 154; total 768
- Probation: Average 99; total 790
- Courts: Average 60; total 300
- Another agency: Average 40; total 281
- Other: Average 11; total 57

**13. How many referrals has your agency made to other agencies?**

- Average is 75.
- Range from 4 to 300.

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

The most common responses:

- Rubicon – Men & Women of Purpose – Goodwill – Reentry Success Center

**15. What are the methods your agency uses to communicate with other agencies/providers (not exclusively AB109)?**

- Phone: 100%
- Email: 100%
- Face to face meetings: 85%
- Sharing information through databases: 57%
- Regional meetings such as CAB, etc.: 42%

**16. Does your agency offer pre-release planning?**

- Yes: 71%
- No: 28%

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

- Housing: 28%
- Mentoring: 14%
- Family Reunification: 14%
- Legal Representation: 14%
- In-Custody: 14%
- Life Skills: 14%
- Other: service coordination, clean and sober transitional housing.

**18. What is the secondary category of services your agency offers?**

- Mentoring: 40%

- Employment: 20%
- Restitution: 20%
- Life Skills: 20%
- Other: case management.

DRAFT

QUALITATIVE DATA SUMMARY:

Summary data for the 7 qualitative questions are below; individual agency answers will be provided for CAB/Budget Committee to review. 10 total agencies responded to the Qualitative portion and are listed below.

**NOTE: completed on-line responses only/no on-site visit are indicated with a \*\*:**

**Reentry Success Center**

**Bay Area Legal Aid \*\***

**Men and Women of Purpose**

**Shelter Inc.\*\***

**Center for Human Development**

**Mz. Shirlz Transitional Housing**

**Fast Eddies' Auto Tech Training Program**

**Reentry Network/HealthRIGHT 360**

**REACH \*\***

**Rubicon**

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

- Seven respondents wrote that the personal relationships created between service provider and client is one of their greatest strengths.
- Two respondents wrote that the referral process is a strength.
- Two respondents wrote that the ability to provide a wide range of services is one of their strengths.
- Two respondents wrote that programming inside jails is one of their strengths.

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

- Four respondents wrote that a lack of sufficient funding is a challenge.
- Four respondents wrote that a lack of referrals/problems with the referral system is a challenge for their program.
- Three respondents wrote that connecting with post-release clients is a challenge.
- Three respondents wrote that they have trouble finding enough volunteers (and they depend on volunteers because they don't have the funding to hire as many employees as they would like).

- Two respondents wrote that Program Awareness is a challenge.
- Two respondents wrote that funding/support is needed specifically for transportation to/from the program.

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

**NOTE: One respondent skipped this question.**

- Five respondents wrote that having a stable housing situation is a part of successful completion.
- Four respondents wrote that a pro-social support system is a part of successful completion.
- Four respondents wrote that the client not returning to custody for a defined period of time is a part of successful completion (although it should be noted that one such respondent expressed difficulty with acquiring recidivism data).

**22. Beyond program completion, how do you measure outcomes/impacts of each AB 109 funded program, if at all? NOTE: Two respondents skipped this question.**

- Two respondents wrote that they keep in contact with participants after program completion and track their progress.
- Two respondents wrote that they use pro-social support systems to measure outcomes/impacts of their program.
- Only one respondent wrote that they currently do not track clients after program completion.

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

- Four respondents wrote that Thinking for a Change is one of their most promising practices.
- Two respondents wrote that Restorative Practices is one of their most promising practices.
- Two respondents wrote that Motivational Interviewing is one of their most promising practices.
- Two respondents wrote that Cognitive Behavioral Therapy is one of their most promising practices.

- One respondent: “Impact Coach Program” – intensive case manager (35 cases per case manager max), trained in coaching skills. Let people come up with own solutions. Role is accountability. Move from transactional to transformative approach. Simulations / immersions. Values and empathy skills. Relationship is the intervention and vice versa. Lot of time was spent developing it leveraging knowledge of people that went through the process.”

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

- Eight respondents wrote that housing is one of the most important areas of focus for the returning resident’s success.
- Four respondents wrote that gainful employment/income support is one of the most important areas of focus.
- Three respondents wrote that increasing communication/cohesion within the contracted providers and county agencies is one of the most important areas of focus.
- Two respondents wrote that substance abuse treatment is one of the most important areas of focus.
- One respondent wrote: “mentoring in between events and while on wait lists could help keep people engaged – there is a lot of impatience among returnees which leads to frustration”

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

**NOTE: Three respondents skipped this question.**

- Four respondents wrote that there needs to be more communication/information sharing amongst service providers in the county. (Referrals, etc.)
- Three respondents wrote that there needs to be more collaboration/communication between jails and CBOs, i.e. prerelease programs in prison, accurate release dates to be provided to CBOs, etc.
- One respondent wrote: “First 72 hours is key to getting someone involved in outside services – waitlists at the start are a huge barrier and cause for low success – need constant support at the start.”



- Another respondent also mentioned the first 72 hours being critically important in the process of reentry and suggest a transitional site for the first 72 hours (while the person gets Probation, food stamps, benefits, etc.)

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### **Observed Themes:**

Items that were commonly brought up and/or observed by the analysis team and where possible incorporated into the final recommendations.

- Communication and coordination between/across agencies (CBO/Governmental); referrals, information sharing, etc.
- Broad range of provider types/capacities in agencies; a varied service landscape.
- Evidence Based Practices are being applied.
- Need more funding.
- East County receiving all services available.

### **Recommendations:**

1. Increase the pre-release planning and expand to include tangible supports in place for the first 72-hours of post-release; emergency shelter, case management, etc. This to ensure the referrals and services are immediately accessible to consumers, stabilizing services are available without any gaps.
2. Housing resources need to increase; could be achieved by greater engagement with the County's larger housing/homeless services, increase property inventory available, and greater access to current housing providers.
3. Data systems; create uniform systems for information gathering and information sharing across agencies to allow for real-time client data; this will enable, greater support for consumers in terms of needs assessments, matching to correct agencies, tracking, etc.

### **Process recommendations:**

1. Positive relationship building realized as part of our on-site visits/qualitative survey model; this can/should be replicated.
2. Greater response rates from our 2015 effort; indicates need for/success of ongoing efforts to engage service agencies.
3. Capacity for data analysis was greatly enhanced by the support of volunteer intern; this can/should be replicated.
4. Expanding survey to governmental agencies.