

**CoCo AB109 Community Advisory Board (CAB):
Group Development and Annual Planning Retreat**
Day 2: Saturday, February 8, 2020, 8:00 AM to 12:00 Noon

Time	Topic/Activities	Lead
7:45	Arrive & Check-in	Group
LET'S GET STARTED!		
8:00	Welcome	Lisa and Michael
8:10	Check-in and Intros	Michael
8:25	Clarify Meeting's Goal and Process	Lisa
8:35	Recap Day 1	Donté
8:50	Brown Act Requirements	Donté
9:00	Review CAB Purpose and Functions	Patrice
9:10	Highlights from Prior CAB Terms	Jason and Patrice
9:30 BREAK		
9:40	Review CAB FY 20-21 Policy and Budget Recommendations and Committee Workplans	Lisa and Michael
10:00	What's Different Now, Compared to Feb. 2019?	Jason
10:20	Setting Goals for the 2020 CAB	Donté
10:40	Committee Assignments [VOTE] Committee Breakout Sessions	Lisa
11:15	What Have We Accomplished?	Lisa
11:30	Closing and Thank You	Lisa
11:35	Adjourn	

Contra Costa County: Organizational Structures and Authorities (2020)

Board of Supervisors (5 members, four-year terms, elected by district)
 District 1: John Gioia; District 2: Candace Andersen (Chair); District 3: Diane Burgis (Vice Chair); District 4: Karen Mitchoff; District 5: Federal Glover
 Note: Budget decisions by the Board of Supervisors requires a four-fifths vote, not a simple majority

Public Protection Committee (2 members, annual terms, appointed by BOS Chair)
 2020: Candace Andersen (Chair) and Federal Glover

Community Corrections Partnership (established by statute, with some statutory and some appointed members)

CCP Exec. Committee, 7 members, composed by statute	Probation Chief (Chair) Todd Billeci	Public Defender Robin Lipetzky	Social Service* Kathy Gallagher	District Attorney Diana Becton	Sheriff David Livingston	Court Jim Paulsen (designee)	Police Chief Rep. Tammany Brooks, Antioch PD (1/1/20-4/30/20) Brian Addington (5/1/20-12/31/20)
CCP additional members:	County Administrator David Twa	County Mental Health Suzanne Tavano	County Substance Use / AODS Fatima Matal-Sol	County Employment Donna Van Wert	County Education Lynn Mackey	Victim's Rep Shannon Mahoney	CBO Rep Patrice Guillory, HR360

Community Advisory Board (CAB) (governed by Operating Guidelines, members recommended by CAB, then approved by CCP)

*CCP Exec. Committee Representative can be from County Social Service, Mental Health, or Alcohol and Other Drugs as appointed by the BOS

Legend

County agency, agency head appointed by BOS, reports to CAO	Elected official, doesn't report to BOS	State agency, agency doesn't report to BOS
Municipal agency, agency doesn't report to BOS	County Administrator, reports to BOS	Other

Purpose and Functions of CoCo Community Advisory Board (CAB)

Developed at CAB Retreat, 2/4/17

1. **ADDRESS THE BIG PICTURE**
 - a. Advance county's consideration of the role, scope, and impact of the criminal justice system on individuals, families, and our local community
2. **ADVANCE JUSTICE REINVESTMENT**
 - b. Ensure Contra Costa is working to reinvest its criminal justice resources to support community/corrections programs and evidence-based practices
 - c. Ensure CCP and BOS are accountable to "justice reinvestment" principles
3. **PROVIDE POLICY AND BUDGET ADVOCACY**
 - a. Advance policy recommendations to foster best practices and innovations
 - b. Advance policy recommendations to foster restorative practices
 - c. Advance ways to reduce use of incarceration locally
 - d. Foster expansion of services
 - e. Foster compliance and fidelity in program implementation
4. **PROVIDE NECESSARY SPOTLIGHTS**
 - a. Protect/safeguard AB109 revenues and investments
 - b. Improve transparency (e.g. creating scorecard of CCP/AB109 implementation)
 - c. Question/examine/challenge the budgets (both as proposed and as spent/reported)
 - d. Advocate for better research and evaluation than we're getting
5. **PROTECT COMMUNITY INVESTMENTS**
 - a. Advocate for increased investment in CBOs
 - b. Protect AB109 investments in the community
 - c. Amplify community needs, interests, desires, goals
6. **GATHER/PROVIDE INFORMATION & COMMUNICATION**
 - a. Build stronger relationships with the community to educate them on what's happening with AB109, receive input
 - b. Improve public access to info on AB109 (e.g. easier access to documents)
 - c. Influence decision-makers to increase transparency of AB109 budgets, activities, and data
 - d. Influence decision-makers to reflect community priorities

Contra Costa County Community Advisory Board Policy Platform

[Adopted April 12, 2018]

1. Policy Statement:

We want a fair and effective justice system in Contra Costa County. Our approach to policy rests on four pillars:

- a. We want to invest in what works.
- b. We believe that true justice requires social justice.
- c. We believe that incarceration should serve as a last resort.
- d. We believe that safety for all depends on justice for all.

2. Policy Actions:

- a. Increase AB 109 budget transparency and accountability
 - i. Implement Recommendations presented in Key Findings and Recommendations report from December 2016.
- b. Strengthen and institutionalize Office of Reentry and Justice
- c. Expand Early Representation Program county-wide
- d. End current money-based justice practices and invest in restorative justice and diversion
 - i. e.g. Appoint an RJ czar
 - ii. e.g. Develop true community court program
 - iii. e.g. Abolish fees for Probation and CAF
- e. Implement equitable and effective juvenile justice practices

Policy and Budget Work Plan 2019-2020

Goal 1: Create Standard Budget to Actual Budgetary Reporting Process Pilot Program to support the County with increasing the transparency and fiscal management of the use of AB 109 funds

Key Action Steps	Timeline	Expected Outcome
<input type="checkbox"/> Schedule a meeting with County Administrator's Office to request audit of FY 18-19 AB 109 budget and seek development of budget to actual reporting template pilot program <input type="checkbox"/> Utilize CAB Ambassadors to outreach and endorse use of revised budget to actual reporting template	June-August	Develop backing to support the purpose of the use of the template and support for change in County oversight and transparency practices.
<input type="checkbox"/> Identify and partner with two compliant county agencies to pilot budget to actual template	July/August	Pilot, evaluate and improve program as needed prior to inform and provide experienced support to potential County adoption of practice.

Goal 2: Host Semi-Annual Budget Reporting Meetings to support the County with increasing the transparency of the use of AB 109 funds and inform CAB budget

Key Action Steps	Timeline	Expected Outcome
<input type="checkbox"/> Work with CAB to schedule semi-annual meeting standards and determine dates and agencies/community-based organizations, etc. to participate	July	Improve transparency of the use of AB 109 funds and inform CAB development of FY 19/20 budget
<input type="checkbox"/> Outreach/Invite to agencies/community based organizations to present at Budget Meeting	July/August	
<input type="checkbox"/> Host Semi-Annual Budget Reporting Meetings	Dates TBD	

Goal 3: Continue advocating for racial and gender equity in the Criminal Justice System in Contra Costa County

Key Action Steps	Timeline	Expected Outcome
<input type="checkbox"/> Conduct research focusing on the evaluation of Prop 47 and AB 109 impact on racial and gender disparities throughout the current criminal justice system and present findings to CAB to support policy statement or CAB stance on racial justice issues.	August-December	Identify areas of bias and disparity in the County's criminal justice system to inform the work of CAB and assist CAB with further developing a stance on racial and gender disparities apparent in the County's criminal justice system.
<input type="checkbox"/> Identify gaps in CoCo County's criminal justice system to CAB to support policy statement or CAB stance on racial and gender justice issues.	June - August	

Goal 4: Develop FY 19/20 CAB budget

Key Action Steps	Timeline	Expected Outcome
<input type="checkbox"/> Develop FY 19/20 budget	Oct/Nov	Develop an informed budget based off of relayed community based organization needs and community input

CAB Programs & Services Committee – 2019-2020 Work Plan

Initiative	Sub-Tasks/Benchmarks	Timeline	Responsible Persons/Resources
Research Projects and Advocacy in Support of CAB Policy Platform	Undertake priority research projects: <ul style="list-style-type: none"> ➤ White paper on Jail Inmate Release Process ➤ Expanding Restorative Justice (research best practice program models, governance structures, make recommendations) ➤ Expanding, sustaining Early Representation Program (research benefits to the County make recommendations) ➤ Community Courts (research best practice models compared to Contra Costa’s current model, make recommendations) ➤ Fines and Fees (FOIA request on fees and fines ordered, collected amounts and success rates, cost of enforced collection activity, etc.; make recommendations) 	October 2019 Complete research memos by November CAB Meeting	White Paper Lead: Harry Thurston Restorative Justice: Henrissa Bassey Community Courts: Dolores Williams Early Representation: Rolanda Wilson Fines and Fees: DeVonn Powers
Publish Reports On Existing Program and Services – Government and CBO	Program and Services Quantitative Survey <ol style="list-style-type: none"> 1. Develop Survey 2. We will disseminate to AB109 funded & those non funded agencies who work with reentry population 3. Analyze 4. Present CAB with findings/recommendations as related to budget/funds allocations, program success, challenges, etc. Program and Services Qualitative data collection: <ol style="list-style-type: none"> 1. Site visits to AB109 funded agencies 2. Conduct qualitative interviews with providers 3. Analyze 4. Present CAB with findings/recommendations as related to budget/funds allocations, program success, challenges, etc. 	Government agencies & CBOs: End of June 3 months to complete for each report: <ol style="list-style-type: none"> 1. Analyze and write up report (Sept 2019) 2. Present to CAB (Sept 2019) 	Committee Chair Committee Vice Chair All members
Promote a Comprehensive Needs Assessment	<ul style="list-style-type: none"> ➤ Look at local, regional, national needs assessment to reentry population/programs ➤ Coordinate with Policy and Budget to provide budget estimates/recommendations ➤ Write a memo to CCP with the recommendation and have an outreach campaign to support the initiative. 	Fall 2019 in time for inclusion in CAB’S 2019 Policy and Budget recommendations to CCP	Committee Chair Committee Vice Chair All members

CAB Outreach and Community Engagement Committee – 2019-2020 Work Plan

Objective(s): Community Outreach & Community Engagement

Task	Outcomes Goals	Timeline	Responsible Persons/ Resources
Membership Cultivation	Task 1 – Survey and advise CAB on the expertise of the current CAB members. To be used to evaluate prospective new member applications in terms of the voids in expertise of the current CAB membership. This will allow for the search for targeted expertise during recruitment process.	January – December	Committee members
	Task 2 - To have the Application listed on the appropriate Contra Costa County websites to recruit for current and future CAB member vacancies.	January – December	Assigned Committee members
	Task 3 – OCEC identifies County and/or City Boards/Commissions and CBOs to outreach to for the recruitment of current and future membership needs.	January – December	Assigned Committee members
	Task 4 – OCEC will work with ORJ in reviewing the CAB membership applications and follow the Bylaws to create an application pool.	January – December	Assigned Committee members
	Task 5 – Interview the prospective new CAB membership applicants and make recommendations to the full CAB for approval of any new CAB member(s).	January-December	Assigned Committee members
Community Outreach	Task 1 – Update the CAB outreach presentation PowerPoint to reflect the CAB 2019 Policy Statement and Platform	March	Assigned Committee members
	Task 2 – Identify and Log the County and City Boards/Commissions, CBOs and community meetings that directly affect the re-entry population. Seek community input, concern, and recommendations for reentry services.	February	Assigned Committee members
	Task 3 – A representative(s) of the OCEC will visit monthly a minimum of one County or City Boards/Commissions or COS or community meetings that directly affect the reentry population, in an effort to educate those organizations on the CAB’s purpose, activities, boards the CAB advises and what type of work the CAB is doing in relation to the reentry population. In addition, the OCEC is to report back to the CAB on the outreached organizations’ basic purposes and on their shared goals and objectives with the CAB.	January – December	Assigned Committee members
	Task 4 – Coordinate the CAB Ambassadors program to assign CAB members to be ambassadors to the BOS and CCP Executive Members in order to create a two way channel for sharing information between the CAB and the BOS and CCP.	January - June	Assigned Committee members