

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

January 19th, 2017
10:00 a.m. to 12:00 a.m.

District Attorney's Office, Community Room
900 Ward Street, Martinez CA

Agenda

- 10:00 Introductions and Announcements
- 10:10 Public Comment
- 10:20 CAB Membership Issues
 - Introduction of New CAB Members
 - Voting on CAB Officers for 2017 [VOTE] (Attachment B)
- 10:40 Approval of CAB Minutes for Dec. 22 Special Meeting (Attachment A) [VOTE]
- 10:50 Committee Updates
 - CCP January 13 Meeting (Donte)
- 11:10 CAB Budget Increase Proposal – Discussion and VOTE (Donte)
- 11:20 Update on Office of Reentry and Justice (ORJ) (Donte)
- 11:30 Logistics for CAB New-Member Orientation and Planning Session Feb. 3/4 (All)
- 11:40 Developing a set of recommendations for the Innovations Fund (All)
- 12:00 Adjourn

Next Meetings:

CCP Exec Committee

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

Public Protection Committee

Monday, January 30, 2017
TBD
County Admin. Bldg., Room 101
651 Pine Street
Martinez, CA 94553

Community Advisory Board

Thursday, February 9, 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: Donte Blue, Committee Staff Phone (925) 313-4158 Donte.Blue@prob.cccounty.us

ATTACHMENT A
MINUTES OF DEC. 22, 2016 SPECIAL CAB MEETING

CAB Meeting Minutes

Special Meeting - December 22, 2016, 9-10 AM

CAB members: Stephanie, Angelene, Jason, Candace, Pat, Patrice (phone), Adam (phone) - quorum
Donte, Mike Davila, Tracy Lindsey (CHD), Ed Diokno, Jill Ray, Charles Brown, Rebecca Brown

- 1) Stephanie chairs, calls to order at 10:07 AM
- 2) Announcements
 - a) Rebecca mentions Prop 47 and Local Advisory Committee; will reach out to CAB to see how they would like to be involved.
- 3) Item to approve Minutes for November 10, 2016
 - a) Steph motions, Angelene seconds, roll call, all in favor
- 4) Item to approve Minutes for December 8, 2016
 - a) Steph motions, Pat seconds, roll call, all in favor
- 5) Review CAB membership question: Candace
 - a) Regarding Candace's continuing membership, per Article Three, Sections 4 and 6 of the Op. Guidelines, given her missed meetings. To reinstate as a mid-term appointment, need 2/3 majority. Stephanie says that Candace would like to renew, Candace affirms.
 - b) Stephanie motions, Angelene seconds, all aye (Candace not included, since she's not on CAB)
- 6) Item on slate of new members: Jason presents
 - a) Jason:
 - i) Recommended:
 - Harry Thurston, retired East County Resident (East)
 - Chelsea Brown, Goodwill (Central)
 - Chrystal Ellis, Rubicon (West): Policy and grantwriting skills, some technical skills that they felt the CAB could use, had also applied to the RJC
 - Mike Davila, HealthRIGHT (West County), doesn't work on the AB109 project in CoCo
 - Martine Blake, Central
 - ii) Erica Duggan, also strong, but like Chrystal works for Rubicon, which would increase Rubicon's representation; it's a standard practice for CAB to strive to balance the organizational representation, as well as representation of AB109-funded agencies
 - iii) Jason says that he's confirmed with all five applicants and they have permission from their employers
 - b) Stephanie says that CAB can agendaize a fuller discussion/vote on creating alternate members and modifying guidelines
 - c) Stephanie calls for motion: Slate would be the five, plus current seven (not Stephanie):
 - i) Angelene motions to accept the five applicants and advance the slate to CCP, Stephanie seconds, no discussion, roll call: all in favor
 - ii) Jason has submitted a report for consideration by CCP; Donte will forward it to CCP.

- d) Rebecca mentions that when they review Operating Guidelines, they may want to consider adding a clause about whether quorum remains once established.
- 7) Timing of CAB Officer election for 2017
- a) Discussion:
 - i) Donte refers members to Op Guidelines Article 4, especially Section 5, regarding Officers and Officer elections.
 - ii) Rebecca reminds the CAB that on 12/8, they considered working to ensure that outgoing members support the transition/orientation process for new members, to enhance the transfer of institutional knowledge
 - iii) Angelene expresses ambivalence, sees pros and cons of both; Stephanie concurs.
 - iv) Mike, speaking as a new member, thinks it would be nice to wait.
 - b) Stephanie welcomes a motion to vote on CAB officers today: No motion offered. No action taken.
 - c) Action:
 - i) Donte will send out prep packet for new members: Operating Guidelines, etc., with direction from CAB
 - ii) Donte will work with outgoing chair to ensure that item to elect officers will be agendized for the January meeting, and at that meeting the Vice Chair can handle the Chair's duties, given the absence of a Chair
 - iii) Angelene and Jason will renew their Officer status at least for January, so they can serve in those roles for the purposes of the January 2017 meeting
- 8) Item to renew Adam as CAB representative to the Center's Steering Committee
- a) Donte points out Article 4 Section 2, which gives Chair temporary power of appointment, with subsequent formal approval by CAB within 90 days
 - i) Note that the guidelines do not provide for an occasions in which CAB Chair appoints in recurring 90-day blocks
 - ii) Donte suggests that CAB form a small committee in 2017 to update guidelines (quorum, recurring appointments by Chair, Officer election process/timing, etc.)
 - b) Stephanie motions to affirm, Candace seconds, all in favor, Adam abstaining
- 9) Item on CAB budget recommendations for CCP, regarding \$15K for resource guide
- a) Discussion:
 - i) Rebecca reviews notes from 11/30 CAB discussion
 - ii) Donte had sent info about the 11/30 discussion and about today's meeting, to Crisis Center, and outlined their options for making request about this.
 - iii) The Center and the Network could be tasked by CAB with developing a recommendation for how to hold and use the funds.

iv) Process: Could approve the budget as is, tasking Center and Network with the duty to develop the recommendations, for inclusion in the packet by 1/6/17 for 1/13/17 CCP meeting.

b) Stephanie motions to task Center and Network with developing recommendations for how to hold and use the funds, to be sent to Donte no later than 1/5/17. Jason seconds. Vote: All in favor, Patrice abstains.

10) Meeting adjourns at 10:00 AM

- CCP budget meeting: January 13, 2016
- CAB meeting: January 19, 2017, at the DA Community Room, 900 Ward Street, Martinez

ATTACHMENT B
CAB OPERATING GUIDELINES ARTICLE 4 - OFFICERS

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

Additionally, the 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 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 Vice-Chair shall act for the Chair in his or her absence. The Vice-Chair shall also 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 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.

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 Chair to facilitate this process, with assistance from the Reentry Coordinator 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 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 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.