

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

December 22<sup>nd</sup>, 2016  
9:00 a.m. to 10:00 a.m.

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

**Agenda**

- 9:00            Introductions and Announcements
- 9:05            Public Comment
- 9:10            Approval of CAB Meeting Minutes for Nov. 10 (Attachment A) [VOTE]
- 9:15            Approval of CAB Meeting Minutes for Dec. 8 (Attachment B) [VOTE]
- 9:20            CAB Membership Issues
- Review of Current CAB Membership [VOTE] (Attachment C)
  - Recap of working group's slate of recommendations to fill CAB vacancies (Jason)
  - Recommended 2017 CAB Slate [VOTE]
- 9:30            Timing of CAB Officer Election for 2017 (Attachment D)
- Process / timing of elections [VOTE]
  - Voting on CAB officers for 2017 [VOTE (if needed)]
- 9:40            Affirm Adam Poe as Reentry Success Center Representative [VOTE]
- 9:50            Budget - Determine how to allocate the "connection to resources" line item [VOTE] (Attachment D)
- 10:00            Adjourn

Next Meetings:

	<u>Public Protection Committee</u>	<u>Community Advisory Board</u>
<u>CCP Exec Committee</u>	TBD	Thursday, January 19, 2017
Friday January 13, 2016	County Admin. Bldg., Room 101	10 a.m. to 12 p.m.
8 a.m.	651 Pine Street	District Attorney's Office
Probation Dept, Sequoia Room	Martinez, CA 94553	Community Room
50 Douglas Drive, Suite 200		900 Ward Street
Martinez, CA 94553		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@prob.cccounty.us](mailto:Donte.Blue@prob.cccounty.us)

**ATTACHMENT A**  
**MINUTES OF NOVEMBER 10 CAB MEETING**

CAB

November 10, 2016, 10:00 AM

CAB members: Stephanie, Jason, Angelene, Adam, Patrice, Talia (by phone), Pat (by phone at 10:48)  
Ellen McDonnell, Derrick Evans, Melvin Russell, Charles Brown, Chrystine Robbins, Paul Taylor, Mike  
Davila, Martine Blake, Amanda Morris (Public Defender's office)

- 1) 1) Stephanie chairs, calls to order at 10:07 AM
  - a) Jason takes notes, since the usual note-taker will arrive late.
- 2) Announcements:
  - a) Ellen McDonnell (Public Defender):
    - i) There is immigration angst after the Election; PD has an immigration law expert able to speak to different groups/schools; open offer to CBOs etc.; has ACLU "know your rights" information
    - ii) Prop 64 – legalized marijuana – immediately increases number of people eligible for retroactive Clean Slate depending on level / type of conviction, etc. – please spread the word
    - iii) Contact Ellen if you need information
  - b) Donté:
    - i) Correction to Agenda – PPC is on December 12, not November 28<sup>th</sup>
    - ii) New provider for the Network: HealthRight 360 will act as reentry network manager. HR360 was present at the PPC meeting. They plan to hold a kick off meeting with funded network partners – Tuesday, Nov. 22 at 9am to 12 pm at Probation Dept. Sequoia Room. Discuss transition process, address concerns
- 3) Public Comment

None
- 4) Committee Updates:
  - a) CCP: Donté reports
    - i) CCP's most recent meeting packet includes a report with all the billings from the community programs and departments. Conversation about funding. Project funding is slightly less than expected due to economic situation.
    - ii) Validation of the VPRAI: A report for Contra Costa Contra prepared by the Crime and Justice Institute at Community Resources for Justice will be presented on December 9 (in advance of the CCP meeting on December 16) so that the report's findings can be considered in budget decisions.
    - iii) Reporting – discussion of whether we can do something to synthesize key points of reports as people don't have time to read through them all. Could it start with county departments – there should be a section with objectives and what was done to give more context in relation to what they committed to do?
    - iv) Next QAC is Monday, November 21, 3 PM

- b) c) Legislative Committee meeting: Donté reports
- i) Bail Reform – At the last CAB meeting, the CAB discussed idea of getting bail reform included as part of the legislative platform. Subsequently, Robin Lipetsky (public defender\_ included cash bail reform on the agenda, and it was scheduled for review by the Board of Supervisors around January
  - ii) New Supervisor for East County will likely be Dianne Burgess (replacing Mary Piepho, who did not run for reelection)
  - iii) BOS legislative subcommittee meets monthly to continuously talk about legislation
- c) PPC meeting: Donté reports
- i) CCP membership – non permanent seats appointed by PPC through an appointment process
    - CAB had proposed to alter the position typically reserved for a CBO rep, so that it would be designated for a CAB rep (CAB Chair or his/her designee)
    - CAB wasn't there to answer questions or follow up, but email from CAB (asking that the seat be converted to a CAB designee) was read aloud at the PPC. But since there was no one there to amplify the CAB's position, the PPC decided to change the seat from its current designation (CBO with experience working with the formerly incarcerated) to a "community member with experience with these populations." The CAB is encouraged to apply but application process will be open to entire community, for the first time, through a public application process. That the CAB's request went unfulfilled because there was no CAB member at the meeting to advocate for it is a good example of why it's important to attend these meetings.
  - ii) Juvenile Fees Moratorium
    - BOS voted on 10/25/16 to impose a moratorium on the assessment and collection of past fees or imposition of new fees.
    - Matter was directed back to the PPC for further study, including consideration by the Racial Justice Task Force. Further recommendations are due to BOS by May 31, 2017.
  - iii) Racial Justice Task Force RFP
    - RFP was issued to solicit bids to provide data analysis and facilitation support for Racial Justice Task Force, but no responses were submitted. No response to an initial request; potential respondents report concerns around vagueness of the implementation / follow-through.
    - Will have to be modified and disseminated again. May change it to an RFQ instead of an RFP. This may lead to a delay in start-up of the Racial Justice Task Force.
    - Rebecca: RFP was a wide scope and too much for Further The Work to take on. Feels that the Racial Justice Task Force does not have a big role in initial research and inquiry, but their role would kick in after the initial research, to review findings, identify priorities, and identify next steps.

- Jill Ray: Change can happen when you engage system leaders in discussing and learning about the problems
  - Rebecca: Agrees they benefit from additional information to support informed decisions
- iv) Donté: They want to move this forward quickly – may have new RFP/RFQ before next CAB meeting
- v) Stephanie: We will provide an update at next CAB meeting
- 5) Update from Programs and Services committee: Item is skipped
- 6) Update from Policy and Budget committee: Angelene reports
- a) Intention to review budget to actual
  - b) Discussed CoCo Crisis Center's 211 request for \$20K and whether that's the best way to achieve communication needs for people coming home
  - c) Workgroup will analyze budget at their meeting on 11/15
  - d) CAB wants at least to retain current allocations at \$4.685 million
  - e) CAB will have a special meeting the week after Thanksgiving
  - f) County due date for budget materials is 12/2/16
  - g) Donté asks what the process will be to develop a revised CAB recommendation;
    - i) Angelene says she doesn't know whether that's possible with a 12/2/16 due date
    - ii) Jill recommends that CAB be sure to announce the budget and policy meeting to all of the funded CBOs to ensure that they are aware of the 11/15/16 meeting and the CAB special meeting to allow their input
  - h) CAB didn't show up at PPC so the item to request CAB member on CCP was not advanced
    - i) PPC decided it would be open to all community members
    - ii) Policy and Budget work group suggested that the CAB identify a primary applicant, with Patrice as the candidate
    - iii) Patrice indicates her willingness to serve in this capacity; feels the representation is very important for CAB; Patrice leaves the room in order for CAB to discuss.
    - iv) Rebecca, Adam, Jason are strongly in favor of the general approach and the specific suggestion of Patrice
    - v) Stephanie invites any alternative approaches; none offered.
    - vi) Patrice returns to the room.

## vii) Stephanie entertains motions:

- Talia motions that Patrice join the CCP to be filled by CAB or community member
    - (a) Angelene seconds with a friendly amendment
    - (b) Discussion
    - (c) Angelene withdraws motion
  - Stephanie motions that this seat be reserved as a CAB seat, to be filled by Chair or by Chair's designee
    - (a) Talia seconds
    - (b) Vote: Jason, Patrice, Stephanie, Pat, Angelene, Adam, Talia: All in favor
    - (c) CAB agrees that CAB members will be at CCP to advance this notion; Patrice suggests that CAB might want to assign CAB members to various meetings
  - Adam motions to have Patrice apply as CAB's representative to fill that seat
    - (a) Jason seconds
    - (b) Discussion: none
    - (c) Vote: Jason, Stephanie, Pat, Angelene, Adam, Talia: Patrice abstains, motion carries
  - PPC 12/12/16 meeting: Who is available to attend? Patrice will be (to be interviewed), Adam commits, Jason tentative, Stephanie tentative. Jason says that as secretary he will send out an email to confirm who's attending all the different meetings.
  - CAB's letter of support: Stephanie will write and submit a letter of support, in the name of the CAB, and send to the PPC Supervisors
- i) Item to vote to accept the minutes for 9/8, with additions of participants' last names
- i) Stephanie motions, Angelene seconds
- All in favor
- j) Item to vote to accept the minutes for 10/13, with additions of participants' last names
- i) Jason motions/Angelene seconds
- All in favor, Adam abstains due to absence from that meeting
- 7) Stephanie calls item on voting on new members:
- a) Donté summarizes process of application, including initial page regarding confidential information, CAB subcommittee met last Friday to review.
- b) Donté also says that one application came through after the deadline (half hour late), but Donté didn't forward it to the committee to ask whether they want to waive the tardiness, so only five are in the packet and were considered by the committee, rather than six. He suggests that the committee suggests they decide now how to provide. Donté recommends that CAB consider all six, and the CAB can still make that determination by having a special committee meeting at the next CAB meeting on 12/8/16 at 9 AM. Talia says that there was a hard deadline to meet the necessary timeline, but that they also agreed to have an ongoing open recruitment.

- c) CAB decides that they want to consider the sixth application and that they will reagendaize it with a 9 AM Programs and Services meeting on 12/8/16 to review all six and make recommendations, and they will present the recommendations to the CAB's 10 AM on 12/8/16.
  - d) Patrice points out that the headers on the list of applicants in the packet are transposed and should be switched (West and East).
  - e) Jill points out that Central has light representation, and that Mike Davila might be eligible to be listed as a Central rep, since he's with HR360, which is Central and West
- 8) Item on innovations fund: Stephanie presents
- a) Budget for innovation is \$119,186 for use in 16/17.
  - b) Rebecca points out that at the September QAC meeting, there was also discussion of use of \$120K in training funds that could be used in conjunction with the Innovations funds.
  - c) This will be further discussed at the CAB Policy and Budget meeting on 11/15
- 9) Item on CAB calendar
- a) Jason is administrator, account is paid for the next 12 months
  - b) Jason demonstrates
  - c) Donté will work with probation to embed the link into the County pages, and he will also send out the link to everybody

Meeting adjourned at 11:50 AM

- CAB Policy and Budget: November 15, 2016 1:30-3:30 at Public Defender's Office
- QAC November 21, 2016, 3 PM
- CAB special meeting November 28, 2016
- RSG November 29, 2016, noon
- CAB meeting: December 8, 2016 at 10 AM

**ATTACHMENT B**  
**MINUTES OF DECEMBER 8 CAB MEETING**





CAB

December 8, 2016, 10-Noon

CAB members: Stephanie, Angelene, Patrice, Jason

Jill Ray, Rebecca Brown, Tracy Lindsey (Family and Community Reunification at CHD), Derrick Evans, Kelley Kalfsbekk (for Charles Brown, from WDB), Chelsea Brown (Goodwill), Chrystine Robbins, Paul Taylor, Ellen McDonnell arrives at 10:50

- 1) Stephanie chairs, calls to order at 10:05 AM
  - a) Correct the agenda: Next CCP meeting is Friday 12/16/16, not Monday, 12/12/16
- 2) Item on Public Comment
  - a) Patrice: Recently spoke with Jamie Jennett with Homeless Services regarding system redesign for homeless services; offered to make a presentation to CAB in January; Stephanie and Patrice will discuss to determine whether it should be on agenda.
  - b) Jill Ray: Suggests that David Seidner come make a presentation to CAB; he's now Director of Detention Mental Health
  - c) Office of Reentry and Justice and Youth Justice Initiative:
    - i) Positions are being created for ORJ and are going to the Board
    - ii) Rebecca will be serving as Transitional Manager for YJI, and YJI will be moving into the ORJ
- 3) Item on Committee reports:
  - a) Quality Assurance Committee: Patrice reports
    - i) Lara has suggested that the County combined Innovations funds with Probation training funds. No timeline determined for beginning the process of developing the RFP
    - ii) Reviewed some of the QTRly reports. What was clear was that data and demographic info was helpful rather than the narrative content; there was no system for how that info is being analyzed. Expects that metric data will be what gets presented to CCP. However, no specific changes will be made to the template.
  - b) Community Seat Appointment for CCP: Donté reports
    - i) Deadline was extended to December 6, for consideration at PPC at 12/12/16, and CCP meets on 12/16/16
    - ii) Two applications received: Patrice and Roosevelt
    - iii) Adam Poe was scheduled to attend PPC meeting, but he can't make the meeting on 12/12/16. Patrice will attend as applicant; Stephanie will be there as CAB Chair. Rebecca also plans to attend.
- 4) Item on End of Year Business
  - a) 2017 CAB slate: Programs and Services Committee met this morning, reviewed all six applications for the five anticipated vacancies (included consideration of the application that came in a little late). Reviewed the criteria and are recommending five of the six:
    - i) Slate would be 3 from East, 4 Central, 5 from West
    - ii) Candidates

- Recommended:
    - (a) Harry Thurston, retired East County Resident (East)
    - (b) Chelsea Brown, Goodwill (Central)
    - (c) Chrystal Ellis, Rubicon (West): Policy and grantwriting skills, some technical skills that they felt the CAB could use, had also applied to the RJC
    - (d) Mike Davila, HealthRIGHT (West County), doesn't work on the AB109 project in CoCo
    - (e) Martine Blake, Central
  - 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) Jill asks whether the CAB has ever considered creating a seat for an Alternate Member; guidelines are silent to that, but does specify 12 members; both elements could be reconsidered and decided upon by CAB in future
- iv) CAB can inform applicants that the Work Group has made a recommendation, CAB will then vote, CCP will then vote; can also let applicants know that this matter will likely be on the January 2017 CCP agenda. Jason asks whether it could be done by conference call; could be done if all CAB members post their call-in address as part of a public agenda.
- Donté and Stephanie will work together to create a CAB vote on the CAB slate for the week of 12/12 or 12/19, so CCP can vote on it in the January 13, 2017 CCP meeting.
  - Stephanie declares that the CAB meeting will be moved to January 19 instead of January 12; Jason will notice CAB members of that change.
  - Jason will reach out to the five candidates to confirm that they have clearance from their employers that they can take company time to come to CAB on company.
  - Jason will write a draft of the report on the slate to be submitted to CCP.
- b) CAB representative appointments:
- i) CAB to appoint rep to the Reentry Success Center; Adam is current rep from CAB, and Center has requested that he continue. Stephanie can appoint him and CAB has to vote within 90 days; Donté will agendize a vote at a subsequent CAB meeting.
- c) CAB Officer selection process:
- i) Should the CAB officer vote be done as the first action of a new slate in a new year, or should be a final action taken by the outgoing CAB slate? Angelene and Patrice concur with the idea that Officers should be elected by the outgoing slate.
  - ii) Donté points out the value that could be found if outgoing CAB members were willing to continue attending CAB meetings and serve almost as Emeritus members, to support the transition

- iii) Donté also points out the concern that new members may want a voice in their leadership, and in some cases might be good candidates for an Officer position. Talia, Adam, Angelene, Candace and Pat will time out at the end of 2017.
  - iv) Candace has reached her missed-meetings limit, and she's out on medical leave.
    - If she doesn't want to continue, that will affect the choice of slate.
  - v) What's the intersection of Officer election and new member orientation? Could orientation help accelerate the new members' knowledge of the Officers.
  - vi) Actions:
    - Donté and Stephanie will review bylaws related to membership and decide whether something needs to be agendized.
    - Stephanie will reach out to Candace and ask whether she plans to continue.
    - Both matters – vote on the selection process, and potentially vote for the Officers – will be agendized for the special CAB meeting.
- d) New-Member Orientation and Planning
- i) Orientation and planning session were conducted at the same set of meetings in Feb 2016, which included summary of CAB origin, history, role, and actions. Those meetings require time and effort, but there's no budget assigned for CAB to help institutionalize such resources in future.
  - ii) Jill thinks it's important to include the Advisory Body Handbook (wouldn't need to include the MAC section), and also there's a video, conflict of interest document, and ethics orientation.
    - Donté will make sure that this document is distributed to all CAB.
    - Stephanie will make sure that the Advisory Body Handbook and CAB Operating Guidelines will be included in the content of the Orientation.
    - Orientation is scheduled for February 3 and 4, 9 AM to 1 PM, location TBD, food TBD
- 5) Item on CCP Meeting Presentation on Policy and Budget
- a) Stephanie will be doing the presentation to CCP, but Angelene and others have been working on developing the documents.
    - i) The documents submitted to CCP last Friday, 12/2/16
    - ii) The two items will not be presented as two items at CCP; CAB will present on both documents in one agenda item
  - b) Rebecca walks people through the document; group identifies a couple of changes/corrections; Rebecca will submit to Angelene for distribution through Tim by CAB
- 6) Meeting adjourns at 12:09 PM

- CRJ presentation on VPRAI: December 9, 2016, 9-10:30
- PPC meeting: December 12, 2016
- CCP budget meeting: December 16, 2016, 8 AM
- BOS budget meeting: January 13, 2016
- CAB meeting: January 19, 2017

**ATTACHMENT C**  
**CAB OPERATING GUIDELINES ARTICLE 3 - MEMBERSHIP**

## ARTICLE 3 Membership

Section 1. CAB shall consist of twelve (12) Members, who shall be residents of or work in Contra Costa County, and who shall be appointed by the CCP upon nomination of the CAB. CAB membership should represent the geographic, gender, cultural, and ethnic diversity of the community. In addition, and to the extent possible, CAB membership should proportionally represent the target communities of Contra Costa most impacted by incarceration and reentry.

CAB Members will include representatives of community groups, service providers working with people with criminal backgrounds, members of the criminal justice system that includes advocates for alternative methods such as community courts and restorative justice, subject-matter experts, formerly incarcerated individuals and the families of incarcerated or formerly incarcerated people, crime victims and the families of crime victims, and other interested individuals. The selection process must encourage participation by formerly incarcerated individuals, as well as individuals impacted by crime.

CAB Members should represent a variety of areas of expertise relevant to reentry including physical and mental health, education, employment, housing, family reunification and legal services among others.

Section 2. Members shall serve one (1) year terms that begin January 1 and conclude December 31. A Member may renew their eligibility for CAB membership at the conclusion of each term. No CAB Member may serve for more than three (3) years without first giving up their CAB membership for at least three (3) terms. In no event may any Member serve for more than six (6) years in any nine (9) consecutive terms, or for more than nine (9) years in their lifetime.

Although years of service need not be consecutive, any year, or portion thereof, shall constitute a full year for purposes of calculating a Member's years of service, except those years where a Member is appointed to service on the CAB on or after July 1. Each year the CAB will nominate a slate of CAB Members and present this slate of nominees to the CCP for appointment no later than the first CCP meeting of the calendar year in which the nominated CAB slate is expected to serve.

Within the final ninety (90) days of a CAB Member's term of service, an eligible Member may renew their eligibility for CAB membership by verbal notice, during any regular or specially noticed CAB meeting, of the Member's intent to continue service on the CAB if appointed to an additional term by the CCP, and that the Member still lives or works in Contra Costa County; or may renew their eligibility by written notice of the same delivered to the Chair, Vice Chair, or Office of the Contra Costa County Reentry Coordinator (hereinafter referred to as 'Reentry Coordinator') within the same ninety (90) day time period.

Section 3. To fill a midterm CAB Member vacancy with a newly nominated individual, a 2/3 vote of a quorum of CAB Members during any regular or specially noticed CAB meeting is required before presenting the newly nominated individual to the CCP for appointment. A vote for the nomination of a person to fill a midterm CAB Member vacancy can be taken on the motion of any CAB Member. Following CAB approval, the newly nominated individual shall be presented to the CCP for appointment at the next regularly scheduled CCP meeting.

In filling any vacancy, CAB shall be guided by the criteria set forth in Article 3, Section 1 to ensure the balance of countywide representation and areas of expertise are maintained wherever possible. Whenever practicable, for any vacancy occurring within the first thirty (30) days of CCP appointing the annual CAB slate, individuals nominated for the vacancy should come from the most recent pool of CAB membership applicants.

Section 4. CAB Members are required to attend all regularly scheduled meetings. Members may miss up to three (3) meetings for any reason. Members who are absent from four (4) meetings will automatically be removed from CAB.

Any individual removed from the CAB under this section, or through the provisions of Article 3, Section 5, is eligible to pursue future membership on the CAB in the usual manner. Only individuals removed from the CAB through the provisions of Article 3, Section 6 will be deemed ineligible for future CAB membership.

Section 5. A Member may resign from any CAB appointment, including CAB membership, by written notice delivered to the CAB Chair, Vice-Chair or Reentry Coordinator.

Section 6. The CAB may remove any Member from any appointment, including CAB membership, for actions detrimental to the CAB or the Contra Costa County Reentry Strategic Plan by an approval of a removal action by 2/3 vote of a quorum of CAB Members during any regular or specially noticed CAB meeting. Before any vote on a removal action can be taken, there must be motion that clearly states a Member's alleged detrimental actions, and how these actions qualify the Member for removal under the provisions of this Section.



**ATTACHMENT D**  
**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.

**ATTACHMENT E**  
**BUDGET**

**Contra Costa County Community Corrections Partnership  
2017/18 AB109 Budget Proposal Form**

**Department: Community Advisory Board**

Description of Item	CONTRACTED PROVIDER	Ops. Plan Item #	2016/17 Allocation		2017/18 Status Quo Request <sup>1</sup>		2017/18 New Funding Request <sup>2</sup>		2017/18 Total Funding Request	
			Funding Allocation	FTEs	Funding Request	FTEs	Funding Request	FTEs	Total Funding Request	FTEs
<b>COUNTYWIDE SERVICES</b>										
Employment (West/East)	Rubicon Programs	5.3b	1,100,000	9.30	1,100,000	9.30			1,100,000	9.30
Employment (Central/East)	Goodwill Industries	5.3b	900,000	7.20	900,000	7.20			900,000	7.20
Housing	Shelter Inc.	5.3c	980,000	6.85	980,000	6.85			980,000	6.85
Female Housing (West)	Reach Fellowship International	5.3c	50,000	1.00	50,000	1.00			50,000	1.00
Peer Mentoring	Men and Women of Purpose	5.4a	110,000	2.25	110,000	2.25			110,000	2.25
Family Reunification	Center for Human Development	5.4b	90,000	1.40	90,000	1.40			90,000	1.40
Legal Services	Bay Area Legal Aid	5.4c	150,000	1.80	150,000	1.80			150,000	1.80
One Stops	<i>see below</i>	5.2b	<i>see below</i>	12.13	<i>see below</i>	12.13			<i>see below</i>	12.13
Reentry Resouce Guide	Contra Costa Crisis Center	5.2a	15,000	-	-	-			-	-
Connections to Resources	TBD	5.2a	-	-	15,000	-			15,000	-
<b>Subtotal</b>			<b>3,395,000</b>	<b>41.93</b>	<b>3,395,000</b>	<b>41.93</b>	<b>-</b>	<b>-</b>	<b>\$ 3,395,000</b>	<b>41.93</b>
<b>NETWORK SYSTEM OF SERVICES</b>										
Network Management		5.2b	484,436		505,000				505,000	
<i>Contracted Services</i>										
Sober Living Homes			150,000		150,000				150,000	
Auto Repair Training			65,000		65,000				65,000	
Emp. & Ed. Liason (women)			50,000		50,000				50,000	
Emp. & Ed. Liason (men)			50,000		50,000				50,000	
<b>Subtotal</b>			<b>799,436</b>		<b>820,000</b>		<b>-</b>	<b>-</b>	<b>\$ 820,000</b>	
<b>REENTRY SUCCESS CENTER</b>										
Operation and Management	Rubicon Programs	5.2b	465,000		465,000				465,000	
<b>Subtotal</b>			<b>465,000</b>		<b>465,000</b>		<b>-</b>	<b>-</b>	<b>465,000</b>	
<b>Total</b>			<b>\$ 4,659,436</b>	<b>41.93</b>	<b>\$ 4,680,000</b>	<b>41.93</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 4,680,000</b>	<b>41.93</b>

**DEPARTMENT: Community Advisory Board**

**PROGRAM NARRATIVE:**

***2017/18 Status Quo Request***

**Status Quo Request**

CAB continues to recommend that CCP invest significant funds in community programs to continue development of the local non-profit services sector. The CCP should therefore continue to support community based programs. Funding these programs is consistent with the nationwide effort of justice reinvestment. Staying this course will ensure our communities gain the capacity to provide reentry services with high levels of quality and fidelity, and is the best way to achieve lasting reductions in recidivism and long term enhanced public safety outcomes.

As CAB submits the 2017/2018 AB109 Budget Request, we have considered the previous budget increase and acknowledge that the funded agencies have only completed a single quarter of programming under their most recent contracts. As part of this status quo budget request, CAB recommends that the CCP Executive Committee fund each of the funded reentry service areas at an amount that is no less than what is being received in the current fiscal year, and establish this amount as the ongoing baseline budget for each of the services being provided in the community.

The recommended funding amounts are as follows:

Employment Support and Placement Services: \$2,000,000

Housing Services: \$1,030,000

Peer Mentoring: \$110,000

Family Reunification: \$90,000

Civil Legal Services: \$150,000

Network System of Services: \$820,000

Reentry Success Center: \$465,000

***2017/18 New Funding Request***

CAB is no longer convinced that continued production and support of the County's reentry resource guide in its current state is the best use of this funding. While CAB still believes that this funding should be utilized to enhance communication efforts to help ensure individuals are connected to the reentry resources they need, CAB recognizes a need to highlight both the Reentry Success Center (RSC) and the Network of Services (NOS) as a primary contact in for this process. CAB doesn't believe this is adequately being achieved with either the paper or electronic versions of the current resource guide. Because of this, CAB would like to further explore options that would best ensure the community is well informed about the pivotal role in reentry played by the RSC and NOS. While this funding is being earmarked for this purpose now, CAB's intention is to provide more explicit detail on how this will be accomplished prior to the Partnership's decision on 2017 budget recommendations.