

CAB General Meeting
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
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- 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