

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

May 11th, 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 April 13 Meeting Minutes (Attachment 1) [VOTE]
- 10:20 Update on filling the CAB vacancy (Talia)
- 10:30 Establish a time to meet at ORJ to make recommendations for the Innovations Fund (Donte)
- 10:40 Committee updates: CCP/PPC (Donte)
- 10:50 Update on Reentry Success Center's Plan for Use of 4% Funding Increase (Nic Alexander)
- 11:00 Amendments to Operating Guidelines (Jason, Pat, Patrice, Harry) (Attachment 2) [VOTE]
 - Policy and Budget Committee Work Plan (Attachment 3)
- 11:20 Presentation: CAB Jail Proposal Workgroup – Review of Decision Points and Community Input (Harry)
- 11:45 Discuss whether CAB should develop a recommendation for the Board of Supervisors to accept or reject SB 844 State funding, if awarded
- 12:00 Adjourn

Next Meetings:

CCP Exec Committee

Friday Aug 4th, 2017
8 a.m.
Probation Dept, Sequoia Room
50 Douglas Drive, Suite 200
Martinez, CA 94553

Public Protection Committee

Monday, June 5, 2017
10:30 am
County Admin. Bldg., Room 101
651 Pine Street
Martinez, CA 94553

Community Advisory Board

Thursday, June 8, 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: Donté Blue, Committee Staff Phone (925) 313-4158 Donte.Blue@cao.cccounty.us

ATTACHMENT 1
MINUTES OF APRIL 13, 2017 CAB MEETING

CAB. Meeting Notes
April 13th, 2017

Jason Schwarz, Patrice Guillory, Candace Kunz-Tao, Harry Thurston, Pat Mims, Talia Rubin, Martine Blake
Jerry Elster, Rhody McCoy, Paul Taylor, Harlan Grossman, Charles Brown, Jill Ray, William Walker, Donté Blue, Ellen
McDonnell, Maria Alegria, Kevin Corrigan (CAO), Jeff Waters (Probation), Joe Summers, Doug Leich, Elia Ankushuanapa,
Racial Justice Coalition

1. Called to order at 10:06
2. Introductions
3. Public comment:
 - a. Maria Alegria on jail expansion: Passes out information on the jail project
 - b. Rebecca announces that she has been sworn onto the juvenile justice commission; Jason asks that Rebecca add the JJ Commission meeting information to the CAB calendar
 - c. Rebecca announces that the PPC will continue reviewing the question of past practices related to juvenile fees, asks CAB to participate in that effort
4. Item to approve minutes
 - a. Harry/Martine/all in favor
5. Chrystal Ellis was resigned due to the fact that she has taken a job in SF (she represented West)
 - a. Secretary appointment:
 - i. Jason nominates Martine to serve as secretary; she is willing to accept.
 - ii. No other members nominate/self-nominate.
 - iii. Vote: Unanimous
 - b. New member recruitment
 - i. Talia will lead this effort; she will disseminate application information to all BOS lists and CAB members.
 - ii. Donté will have documents ready by tomorrow for dissemination by Monday.
6. Item on amending Operating Guidelines
 - a. Jason reviews principal changes, including changes to quorum (# of sitting members, not total seats)
 - b. Question about modifying length of term to two years (reduces need for recruitment, increases institutional knowledge, makes staggering more consistent). Discussion regarding benefits and challenges. Decision is to defer for later study and consideration.
 - c. Section 4: Clarify language to ensure that it's clear that a meeting is not formally recognized until and unless a quorum is present.
 - d. Section 6: Remove quorum language.
 - e. Rebecca makes several comments:

- i. Change the title of the Budget Committee to include “Policy and...”
 - ii. Programs and Services: recommends replacing the phrase “service providers” to “stakeholders.”
 - iii. Outreach: Change “what is happening with AB109” to something like “justice.”
 - iv. Add the duty of maintaining the CAB Calendar to the duties of the Secretary.
 - f. Agreement is to make the changes, bring documents back to CAB for vote in May. Committees can still move forward with work in the interim, as ad hoc. Jason affirms this approach.
7. Item on appointing Chairs: Jason appoints the following for the ad hoc committees, for vote when Operating Guidelines are voted on.
 - a. Policy and Budget Chair is automatically Patrice and Vice Chair
 - b. Pat as Chair for Programs and Services
 - c. Harry as Chair for Outreach
8. Item on Work Plans
 - a. Reports:
 - i. Talia reports on Programs and Services work plan (pp. 11-12 of the packet)
 - ii. Harry reports on Outreach and Community Engagement work plan (pp. 9-10 of the packet)
 - iii. Patrice: Policy and Budget report aren’t in the packet (will be provided in May), but they did meet
 1. Rebecca suggests that this work group test their pilot budget/actual not only with Public Defender (whose budget to actual is pretty consistent) but with another agency that has more variation; she is happy to support that work.
 - b. Jason says he will start weaving the individual work plans into an annual work plan.
 - c. Committees will send out their meeting dates. CAB Committee Chairs and CAB members need to sort out who’s going to serve on which committee, and Secretary will record the outcome.
9. Item on CAB Ambassadors Program
 - a. Patrice and Mike met with John Gioia to discuss AB109 Budget Analysis & Key Findings analysis; Supervisor Gioia says he wants to hear back from the CAO in their review of the last two fiscal years, without specific timeline, and with no further outcome, except to reach out to the other supervisors.
 - b. Pat and Jason met with Federal Glover to discuss Key Findings analysis; he said about the same thing as Supervisor Gioia. Said that he didn’t think under-spent funds should be re-funded at status quo. Did say he would get back to CAB regarding some of CAB’s recommendations. Floated the idea of sending a follow-up letter regarding CAB’s asks.
10. Item on Jail Proposal work group
 - a. Harry reports. He and Martine will present pros and cons finding to the CAB meeting on 5/11. Handed out a summary project report, which is not in the packet.
11. Item on Reentry Network: Patrice presents a PowerPoint, including a summary of the proposed use of funds for incremental \$120K from AB109 allocation (\$75K for Mentor/Peer Support Coordinator, \$20K augmentation for Reach and MWP [\$10K each] for in-reach work, and \$25K for data sharing and integration) and the \$15K allocation for communication (shared with Reentry Success Center).
12. Meeting adjourned at 12:10 PM

Upcoming Meetings:

- a. PPC May 1, 10:30 AM
- b. CCP May 5, 8 AM
- c. CAB May 11, 2017

ATTACHMENT 2
REVISED OPERATING GUIDELINES
REDLINED

[SEE NEXT PAGE]

DRAFT

OPERATING GUIDELINES

of

CONTRA COSTA COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP)
COMMUNITY ADVISORY BOARD (CAB)
(as amended ~~January 8~~ May 11, 2017~~5~~)

ARTICLE 1

Name of Advisory Committee

The name of this Contra Costa County Community Corrections Partnership (hereinafter referred to as 'CCP') advisory committee shall be the Community Advisory Board on Realignment (hereinafter referred to as 'CAB').

ARTICLE 2

Duties and Powers

Section 1. CAB shall advise the Contra Costa County Community Corrections Partnership (CCP) by providing input on community needs; assessing implementation of the Contra Costa County Reentry Strategic Plan; reviewing data on realignment outcomes; advising the CCP on community engagement strategies; offering recommendations for ongoing realignment planning; advising County agencies regarding programs for implementation in the County; and encouraging outcomes that are consistent with the County's Reentry Strategic Plan.

Section 2. Members of the CAB agree to participate in up to two meetings per month, including a regular monthly meeting of the CAB as described in Article 5, Sections 2 and 3. CAB Members must also make a reasonable effort to attend at least half of the CCP meetings held in Martinez during their term of service.

In addition to attending CAB and CCP meetings, Members must participate in, and help complete projects for, at least one of the CAB ad hoc working groups or committees during their term of service. The CAB has ~~two~~ three standing committees- (1) Policy and Budget, (2) Programs and Services, and (3) Outreach and Data-Community and Evaluation Engagement (see committee charters in **Attachment 1**). All CAB working groups and committees must include at least one CAB Member to act as Chair.

Section 3. It is understood that the Board of Supervisors is the final decision making authority with respect to issues concerning realignment and that CAB shall serve solely in an advisory capacity. CAB may not, as a body, take positions on candidates for any public office.

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 member recruitment and 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-two (23) terms~~ years. In no event can a CAB Member serve for more than three (3) years in any five (5) consecutive 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 CAB Chair, CAB Vice Chair, or Office of ~~the Contra Costa County~~ Reentry and Justice Coordinator (hereinafter referred to as 'Reentry Coordinator~~ORJ~~') 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) regular meetings for any reason. Members who are absent from four (4) regular 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, CAB Vice-Chair or ~~Reentry Coordinator~~ORJ.

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 a 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.

ARTICLE 4 Officers

Section 1. The officers of CAB shall be the Chair, Vice-Chair, ~~and~~ 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 CAB Chair shall be responsible for conducting CAB meetings, developing and distributing agendas in collaboration with the ORJ Reentry Coordinator, and for the convening of any necessary working groups or ad hoc committees.

Additionally, the CAB 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 CAB 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 CAB Vice-Chair shall act for the Chair in his or her absence. The Vice-Chair shall also serve as the Committee Chair of the Policy and Budget Committee and will 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 CAB 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 and the CAB online calendar.

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 CAB Chair to facilitate this process, with assistance from the ORJ 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 CAB 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 CAB 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.

ARTICLE 5 Meetings and Notice

Section 1. Open public meetings shall be conducted in accordance with the provisions of the “Brown Act” (Government Code Secs. 54950 ff.) and the County’s Better Government Ordinance (‘BGO’) including the pre-meeting posting of the agenda.

Section 2. The regular meetings of CAB shall be held on the second Thursday of every month from January through December.

Section 3. The regular meetings shall be held at the Probation Department, located at 50 Douglas Drive, Second Floor, Martinez, CA, from 10:00 a.m. to 12 p.m., or as otherwise designated by the CAB.

Section 4. A quorum of CAB Members shall be a majority of the number of authorized sitting CAB positions members, whether or not those positions are filled. CAB may only take action by a simple majority vote of the quorum unless a more demanding majority is explicitly called for in these guidelines. A quorum is required for a meeting of the full CAB to proceed.

Section 5. Agendas for each meeting shall be emailed to the Community Corrections Partnership email list at least seventy-two (72) hours before each regular meeting.

Section 6. CAB shall hold special meetings as necessary to ensure timely and effective input on realignment related planning, or for other urgent matters. Special meetings may be called by the CAB Chair or by a majority of CAB Members, ~~but a quorum is required for any meeting to proceed.~~ Agendas shall be posted and emailed to the Community Corrections Partnership email list at least twenty-four (24) hours before each special meeting.

Section 7. A regular meeting may be rescheduled by any two Officers of CAB if

necessary to insure attendance by either the CAB Chair or CAB Vice-Chair. _____

ARTICLE 6
CAB Committees

Section 1. CAB Committees will meet no less than quarterly. Committee meetings will be open to the public.

Section 2. The CAB Vice-Chair shall serve as the Committee Chair for the Policy and Budget Committee. Other Committee leadership will be named by the CAB Chair and confirmed by a vote of the full CAB according to these Operating Guidelines.

Section 3. Committee decisions shall be made by vote and governed by voting and quorum rules set forth in these Operating Guidelines. Decisions and voting tallies will be recorded in the meeting summary report.

Section 4. CAB Committees shall not engage in activities that are not within the purpose and responsibilities outlined in their respective Charters (Attachment 1) or that conflict with these Operating Guidelines, State or local law, or policies that have been established by the CAB or the County's Board of Supervisors. The Committees may recommend policies and decisions falling within their scope of authority to the full CAB for approval, however the Committees have no authority to establish policy, make decisions, hold non-public meetings, or create fiscal or other obligations of the CAB.

Section 5. The Committee Charters and any amendments thereto require CAB approval in accordance with these Operating Guidelines.

Section 6. Each Committee will function with a Committee Chair, a Committee Vice-Chair, and at least one more CAB member. The Committee Chair shall be responsible for conducting Committee meetings, developing and distributing agendas, convening any necessary working groups, and ensuring compliance with the CAB Operating Guidelines, Brown Act, BGO, and other applicable State and County laws and policies.

The Committee Vice-Chair shall act for the Committee Chair in his or her absence, perform secretarial functions, and prepare written summaries of Committee meetings and activities.

ATTACHMENT 1

CAB Committee Charters

Policy and Budget Committee Charter

1. Name of the Committee

The name of this CAB standing committee shall be the Policy and Budget Committee.

2. Purpose

To assist the CAB in making Policy and Budget recommendations to advance effective uses of AB 109 funds and distribution.

3. Responsibilities

- a. Work collaboratively with CAB related work groups/committee.
- b. Develop a policy agenda and make a recommendation as it relates to Reentry programs, services and population.
- c. Assist CAB with developing an Annual Budget Request.
- d. Analyze and make recommendations to improve departmental budget development reporting and analysis.
- e. Identify financial needs for training and consultation for the CAB.
- f. Other responsibilities and functions that advance the Committee's and the CAB's purpose.

Program and Services Committee Charter

1. Name of the Committee

The name of this CAB standing committee shall be the Programs and Services Committee.

2. Purpose

To Advance Justice Reinvestment & Protect Community Investments.

This will be achieved through proactive and reactive tasks including development of reports, informing and presenting to CAB, CCP, and Board of Supervisors on any Committee findings and recommendations, engaging service providers and stakeholders, promoting and supporting increased use of community needs assessments, promoting evidence based practices, and participation in other county committees/offices as assigned by the CAB.

3. Responsibilities

- a. Recommend program related policy around both existing and new funding opportunities with a focus on evidence practices (local, regional, national), innovation, and recommendations for implementation.
- b. Publish periodic reports on existing programs and services.
- c. Engage providers to educate CAB and/or Committee Members about their work, outcomes, needs, and recommendations.
- d. Promote a structure for and implementation of a comprehensive needs assessment for the County's reentry population (what's working/what's needed) to inform future program recommendations/funding allocations.
- e. Participate in program and service related RFP development process and panels; by assignment from Committee Chair and/or CAB overall.
- f. As directed by the CAB, assign Committee members to serve as formal liaison to County programs, offices, and agencies.
- g. Other responsibilities and functions to advance the Committee's purposes.

Outreach and Community Engagement Committee Charter

1. Name Of The Committee

The name of this CAB standing committee shall be the Outreach and Community Engagement Committee (OCEC).

2. Purpose

To assist CAB to fulfill its stated purpose of gathering and providing information and communications on the County's efforts in criminal justice reinvestment, by building stronger relationships with the community to educate them on what is happening with reentry and criminal justice, receiving community input, and improving public access to information on reentry efforts.

The OCEC's purpose will be achieved through the development of outreach, community engagement, and communication strategies. The OCEC will aid CAB with developing and recommending communication and outreach plans to reentry stakeholders, returning residents and families.

3. Responsibilities

- a. Identify outreach methods to engage the communities regarding specific initiatives and platforms relating to public safety realignment. Advise CAB and coordinate efforts among the CAB body and delegate and monitor proposed outreach strategies.
- b. Improve public access to information regarding realignment and reentry efforts throughout the county and local areas.
- c. Develop strategies/implementation plan regarding membership cultivation and prepare board for succession planning of all board members.
- d. Maintain the structure and provide coordinated efforts of the CAB Ambassadors Program. Assist CAB in developing messaging of talking points related to the Ambassadors Program and other topics as directed by CAB and the CAB chair.
- e. Assist CAB to organize an annual new member orientation and strategic planning.
- f. Work closely with the CAB secretary to monitor and update the CAB/Reentry Calendar.
- g. Other activities to advance the OCEC's purposes.

REVISED OPERATING GUIDELINES

UNMARKED

[SEE NEXT PAGE]

DRAFT

OPERATING GUIDELINES

of

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COMMUNITY ADVISORY BOARD (CAB)
(as amended May 11, 2017)

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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 CAB 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 CAB 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.

ARTICLE 5 Meetings and Notice

Section 1. Open public meetings shall be conducted in accordance with the provisions of the “Brown Act” (Government Code Secs. 54950 ff.) and the County’s Better Government Ordinance (‘BGO’) including the pre-meeting posting of the agenda.

Section 2. The regular meetings of CAB shall be held on the second Thursday of every month from January through December.

Section 3. The regular meetings shall be held at the Probation Department, located at 50 Douglas Drive, Second Floor, Martinez, CA, from 10:00 a.m. to 12 p.m., or as otherwise designated by the CAB.

Section 4. A quorum of CAB Members shall be a majority of the number of sitting CAB members. CAB may only take action by a simple majority vote of the quorum unless a more demanding majority is explicitly called for in these guidelines. A quorum is required for a meeting of the full CAB to proceed.

Section 5. Agendas for each meeting shall be emailed to the Community Corrections Partnership email list at least seventy-two (72) hours before each regular meeting.

Section 6. CAB shall hold special meetings as necessary to ensure timely and effective input on realignment related planning, or for other urgent matters. Special meetings may be called by the CAB Chair or by a majority of CAB Members. Agendas shall be posted and emailed to the Community Corrections Partnership email list at least twenty-four (24) hours before each special meeting.

Section 7. A regular meeting may be rescheduled by any two Officers of CAB if necessary to insure attendance by either the CAB Chair or CAB Vice-Chair. _____

ARTICLE 6
CAB Committees

Section 1. CAB Committees will meet no less than quarterly. Committee meetings will be open to the public.

Section 2. The CAB Vice-Chair shall serve as the Committee Chair for the Policy and Budget Committee. Other Committee leadership will be named by the CAB Chair and confirmed by a vote of the full CAB according to these Operating Guidelines.

Section 3. Committee decisions shall be made by vote and governed by voting and quorum rules set forth in these Operating Guidelines. Decisions and voting tallies will be recorded in the meeting summary report.

Section 4. CAB Committees shall not engage in activities that are not within the purpose and responsibilities outlined in their respective Charters (Attachment 1) or that conflict with these Operating Guidelines, State or local law, or policies that have been established by the CAB or the County's Board of Supervisors. The Committees may recommend policies and decisions falling within their scope of authority to the full CAB for approval, however the Committees have no authority to establish policy, make decisions, hold non-public meetings, or create fiscal or other obligations of the CAB.

Section 5. The Committee Charters and any amendments thereto require CAB approval in accordance with these Operating Guidelines.

Section 6. Each Committee will function with a Committee Chair, a Committee Vice-Chair, and at least one more CAB member. The Committee Chair shall be responsible for conducting Committee meetings, developing and distributing agendas, convening any necessary working groups, and ensuring compliance with the CAB Operating Guidelines, Brown Act, BGO, and other applicable State and County laws and policies.

The Committee Vice-Chair shall act for the Committee Chair in his or her absence, perform secretarial functions, and prepare written summaries of Committee meetings and activities.

ATTACHMENT 1

CAB Committee Charters

Policy and Budget Committee Charter

1. Name of the Committee

The name of this CAB standing committee shall be the Policy and Budget Committee.

2. Purpose

To assist the CAB in making Policy and Budget recommendations to advance effective uses of AB 109 funds and distribution.

3. Responsibilities

- a. Work collaboratively with CAB related work groups/committee.
- b. Develop a policy agenda and make a recommendation as it relates to Reentry programs, services and population.
- c. Assist CAB with developing an Annual Budget Request.
- d. Analyze and make recommendations to improve departmental budget development reporting and analysis.
- e. Identify financial needs for training and consultation for the CAB.
- f. Other responsibilities and functions that advance the Committee's and the CAB's purpose.

Program and Services Committee Charter

1. Name of the Committee

The name of this CAB standing committee shall be the Programs and Services Committee.

2. Purpose

To Advance Justice Reinvestment & Protect Community Investments.

This will be achieved through proactive and reactive tasks including development of reports, informing and presenting to CAB, CCP, and Board of Supervisors on any Committee findings and recommendations, engaging service providers and stakeholders, promoting and supporting increased use of community needs assessments, promoting evidence based practices, and participation in other county committees/offices as assigned by the CAB.

3. Responsibilities

- a. Recommend program related policy around both existing and new funding opportunities with a focus on evidence practices (local, regional, national), innovation, and recommendations for implementation.
- b. Publish periodic reports on existing programs and services.
- c. Engage providers to educate CAB and/or Committee Members about their work, outcomes, needs, and recommendations.
- d. Promote a structure for and implementation of a comprehensive needs assessment for the County's reentry population (what's working/what's needed) to inform future program recommendations/funding allocations.
- e. Participate in program and service related RFP development process and panels; by assignment from Committee Chair and/or CAB overall.
- f. As directed by the CAB, assign Committee members to serve as formal liaison to County programs, offices, and agencies.
- g. Other responsibilities and functions to advance the Committee's purposes.

Outreach and Community Engagement Committee Charter

1. Name Of The Committee

The name of this CAB standing committee shall be the Outreach and Community Engagement Committee (OCEC).

2. Purpose

To assist CAB to fulfill its stated purpose of gathering and providing information and communications on the County's efforts in criminal justice reinvestment, by building stronger relationships with the community to educate them on what is happening with reentry and criminal justice, receiving community input, and improving public access to information on reentry efforts.

The OCEC's purpose will be achieved through the development of outreach, community engagement, and communication strategies. The OCEC will aid CAB with developing and recommending communication and outreach plans to reentry stakeholders, returning residents and families.

3. Responsibilities

- a. Identify outreach methods to engage the communities regarding specific initiatives and platforms relating to public safety realignment. Advise CAB and coordinate efforts among the CAB body and delegate and monitor proposed outreach strategies.
- b. Improve public access to information regarding realignment and reentry efforts throughout the county and local areas.
- c. Develop strategies/implementation plan regarding membership cultivation and prepare board for succession planning of all board members.
- d. Maintain the structure and provide coordinated efforts of the CAB Ambassadors Program. Assist CAB in developing messaging of talking points related to the Ambassadors Program and other topics as directed by CAB and the CAB chair.
- e. Assist CAB to organize an annual new member orientation and strategic planning.
- f. Work closely with the CAB secretary to monitor and update the CAB/Reentry Calendar.
- g. Other activities to advance the OCEC's purposes.

ATTACHMENT 3

CAB POLICY AND BUDGET COMMITTEE 2017 WORK PLAN

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"/> Develop and submit Budget-Actual Line Item budgeting template to CAB for feedback/approval	May	Development of standard tool to improve County transparency and oversight of the use of AB 109 funds.
<input type="checkbox"/> Schedule a meeting with County Auditor to request audit of FY 16-17 AB 109 budget and seek endorsement of budget to actual reporting template pilot program <input type="checkbox"/> Leverage CAP connections to BOS to endorse use of template <input type="checkbox"/> Meet with Lara DeLaney to endorse and approve use of template to test effectiveness	May/June	Develop political backing to support the purpose of the use of the template and support for change in County oversight and transparency practices on the front end.
<input type="checkbox"/> Submit final Budget-Actual Line Item budgeting template to CAB (if needed) and CCP for final approval	May/June	Adherence to protocol to officially launch pilot program
<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 Quarterly or 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 determine quarterly or semi-annual meeting standard and determine dates and agencies/community based organizations, etc. to participate	June	Improve transparency of the use of AB 109 funds and inform CAB development of FY 18/19 budget
<input type="checkbox"/> Outreach/Invite to agencies/community based organizations to present at Budget Meeting	July/August	
<input type="checkbox"/> Host Quarterly or Semi-Annual Budget Reporting Meetings	August/September Additional Dates TBD	
Goal 3: Develop a Policy Statement or Stance on Racial Justice Criminal Justice Reform		
Key Action Steps	Timeline	Expected Outcome
<input type="checkbox"/> Conduct research focusing on the evaluation of Prop 47 and AB 109 impact on racial disparities throughout the current criminal justice system and present findings to CAB to support policy statement or CAB stance on racial justice issues.	April - May	Identify areas of bias and disparity in the County's criminal justice system to inform the work of CAB and assist CAB with developing a stance on racial justice issues apparent in the County's criminal justice system.
<input type="checkbox"/> Research and identify main points of bias in CoCo County's criminal justice system and evidence based practices to address points of bias and present findings to CAB to support policy statement or CAB stance on racial justice issues.	June - August	
Goal 4: Develop FY 18/19 CAB budget		
Key Action Steps	Timeline	Expected Outcome
<input type="checkbox"/> Develop FY 18/19 budget	Oct/Nov	Develop an informed budget based off of relayed community based organization needs