

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

Thursday, January 10, 2019

10:00 a.m. to 12:00 p.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 Officer Elections (Attachment 1, Excerpts from Operating Guidelines with Officer Descriptions and Election Procedures)
- 10:30 Appointed CAB representatives: QAC, Reentry Success Center Steering Committee, Pre-Release Planning Steering Committee, ORJ's RFP Development Workgroup (Temp Assignment)
- 10:40 Approve December Meeting Minutes (Attachment 2)
- 10:50 Updates on Transportation Services Program (Jenny Robbins)
- 11:00 Committee Updates
- 11:20 Plan for Finalizing Changes to CAB Operating Guidelines
- 11:30 Scheduling CAB Retreat/Planning Session
- 12:00 Adjourn

Next Meetings:

CCP Exec Committee
Friday, March 2, 2018

8 a.m. to 10 a.m.

Probation Dept, Sequoia Room
50 Douglas Drive, Suite 200
Martinez, CA 94553

Public Protection Committee
TBD

10:30 a.m. to 12:00 p.m.

County Admin. Bldg., Room 101
651 Pine Street
Martinez, CA 94553

Community Advisory Board
Thursday, February 9, 2018

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: Cindy Nieman, Committee Staff Phone (925) 313-4188 cindy.nieman@prob.cccounty.us

Attachment 1

Operating Guidelines Excerpts re Officer Voting

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 CAB Chair shall be responsible for conducting CAB meetings, developing and distributing agendas in collaboration with the ORJ, 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 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.

Attachment 2

December Meeting Minutes

[See next page]

CAB, 12/21/18

Jason, Shannon, Sue, Frank, Harry, Patrice, Rolanda, Chris
Janna, Charles, Morgan (Public Defender), Lisa Gregory (CAB 2019), Noramah Burch
(CAB 2019), Gretchen Logue (CAB 2019), Michael Pitt (CAB 2019), Kathleen Lowe

1. Introductions
2. Announcements
3. Public comment
4. Meeting minutes 11/8/18
 - a. Motion: Harry/Shannon, no discussion, unanimous
5. Committee updates
 - a. CCP, Jason summarizes: Rebecca asks that the CAB take a formal position to support the PD's request for social workers. This request could go to PPC and then to BOS. Patrice points out that it's already a request in the CAB recommendations, **so this is an opportunity for CAB to reiterate its recommendation**. Rebecca points out that the CAB could reiterate its request that the BOS and CAO direct departments to review their use of AB109 funds and determine opportunities to shift as appropriate; also points out that most innovation comes from the PD's office, and that it should not be penalized for making requests that are not really for its own benefit but as methods to advance justice reform.
 - b. QAC meeting: Jason reports, Rebecca and Donté contribute to the discussion about the County's increasing intentionality around reporting and evaluation. QAC also discussed Sequential Intercept Mapping and the report that PRA had produced. Rebecca recommends that CAB be sure to continue to pay attention and participate in CAB.
 - c. PPC: No meeting was held.
6. Amending Operating Guidelines:
 - a. Jason points out that Chief Swanger at CCP suggested that CAB make sure that the alternates still reflect geographic representation.
 - b. **This was voted on at last CAB meeting, so it's now for Jason to work with Donté to submit to CCP.**
 - c. Donté points out that the language does not include information on terms for Alternates, so this is something that the CAB should remedy. Rebecca points out that the term Member incorporates both voting and non-voting members. At some point the language may need to be changed.
 - d. Donté suggests that the term Member be listed as CAB Members, throughout the document, to help clarify elements of language and understanding. "CAB

Members” are 15, “voting members” are 12, and “non-voting members” are three.

- e. Rebecca suggests that the CAB put these revisions into the work plan for January, to review all language changes and approve in February or so.
- f. Decision: **Address in the new year.**

7. CAB membership update: Harry reports

- a. For 2019, we have 11 CAB members; need one voting member and three alternate members.
- b. Slate should go to CCP at March meeting, so it’s important to make sure that this **gets to their agenda.**

8. Transportation recommendation:

- a. Group discusses the proposal drafted by Kaleana, and it seems that there may be opportunities to revise the structure and purpose. Patrice mentions that Todd seemed to encourage the CAB to consider H3 and the CORE (Coordinated Outreach Referral, Engagement) as a way to leverage their existing capacities.
- b. Janna says that during regular M-F hours, she can get people from custody to where they need to go. It’s the non-business releases that are difficult, both in terms of transportation and of a place to go.
- c. Donté points out that there’s some legislation in the works to prohibit middle of the night releases, which may also affect this.
- d. Morgan points out that she’s in court every day and if somebody is going to get OR’d, the PD could help identify people who need release transportation.
- e. **Jason agrees that he will reach out to Jenny Robbins** at H3 to pose the question about whether they will take this on and if so, how to do it. He’ll report back to CAB at the January meeting.

10:15 AM: Chris has to leave early; offers appreciation to Jason and Patrice, and to the whole CAB and the new folks.

9. CAB Committee updates:

a. Outreach

- i. Harry reports. Committee met on 11/28. Rebecca says that they can present an outreach request at the RSG meeting on 2/26. Committee suggests that CAB create a policy and procedures manual. Donté says that the Officers have a shared drive, and there’s also a committee member handbook produced by the County, and **Donté can produce binders and will provide at the retreat.**
- ii. Sue is ambassador to Supervisor Mitchoff; thanks Patrice for the talking points she prepared, also reviewed the CAB budget recommendations

memo. Talking points: Budget, transparency, ORJ institutionalizing, establish CJCC.

- b. Policy & Budget: No meeting, no update
- c. Programs and Services: Rolanda reports. Met today, reviewed the survey that was sent to CBOs a couple of years ago; modifying the report and bring the proposed questions to the next CAB meeting. Donté says that he can provide access to Denise if CAB wants to solicit her thoughts on survey.

10. CAB transition:

- a. January 10 CAB meeting: Vote on Officers, Chair makes committee appointments (QAC, Reentry Center, RFP development and review panel)
- b. Retreat: Feb. 9th, 8-12 at 50 Douglas Drive, Martinez, and Feb. 10th, at HR360, 5119 Lone Tree Way, Antioch.
- c. Various members express appreciation for Patrice and Jason as Officers, Donté as ORJ, and for the experience of working on CAB.

11:58 AM. Meeting adjourns

Next meetings:

- CAB 1/10/19
- CCP 3/1/19