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

Thursday, November 8, 2018

10:00 a.m. to 12:00 p.m.
Probation Department, Sequoia Room
50 Douglas Dr., Martinez, CA 94553

# Agenda

| | |
|---|---|
| 10:00 am | Introductions and Announcements |
| 10:05 | Public Comment |
| 10:10 | Approve October Monthly and Special Meeting Minutes (Attachment 1) |
| 10:20 | Committee Updates - CCP, PPC, other |
| 10:40 | Approve Minor Revisions to CAB Budget Submission to CCP (Attachment 2) [Vote] |
| 10:50 | Amending the CAB Operating Guidelines (Attachment 3) (Jason/Harry) [VOTE] |
| 11:10 | CAB Membership –New Member Candidates (Attachment 4) (Jason/Harry) [VOTE] |
| 11:30 | CAB Committee Updates<br>- Outreach/Community Engagement Committee (Attachment 5) (Harry)<br>- Policy and Budget (Patrice)<br>- Programs and Services (Jason) |
| 11:40 | Recommendations to ORJ on Network Contracting Structure (Jason) [VOTE] |
| 11:50 | Timing of CAB Officer Elections (Jason) |
| 12:00 pm | Adjourn |

Next Meetings:

| CCP Exec Committee | Public Protection Committee | Community Advisory Board |
|---|---|---|
| Friday, Dec. 7, 2018<br>8 a.m.<br>Probation Dept., Sequoia Room<br>50 Douglas Drive, Suite 200<br>Martinez, CA 94553 | Special Meeting<br>Tuesday, Nov. 13, 2018<br>4:00 p.m.<br>County Admin. Bldg., Room 101<br>651 Pine Street<br>Martinez, CA 94553 | Thursday, Dec. 13, 2018<br>10 a.m. to 12 p.m.<br>Probation Dept., Sequoia Room<br>50 Douglas Drive, Suite 200<br>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**

**October Monthly and Special Meeting Minutes**

**[SEE NEXT PAGE]**

**Community Corrections Partnership (CCP)**

**Community Advisory Board (CAB) Meeting**

Thursday October 11, 2018 10:00am-12:00pm

Probation Department, Sequoia Room 50 Douglas Drive Martinez, CA 94553

**Attendees:** To Be Added

**Introductions and Announcements**

No announcements

**Public Comment**

Multiple members of the community present to speak in advocacy of an Ab109 client who they felt was treated unfairly. The community members urged the CAB to demand improvements within the AB109 Partner Network.

**Approval of August and September Meeting Minutes**

Approved pending changes in August and September minutes

**Committee Updates**

PPC Committee Update: there are currently multiple juvenile justice committees. The question was raised as to perhaps move the responsibilities over to an all-inclusive board rather than continue to have multiple committees? This motion was approved and the details will be announced at an upcoming meeting.

**CAB Policy and Budget Committee Update:**

Shall the ORJ should be moved to the same location as the Contra Costa County Health Department?

Shall there be a Housing Innovations Fund?

Shall there be recommendations for change in regard to the hours that an inmate is released? Currently it is between 4am-6am. A fund of $90,000 is being proposed to allocate for a vehicle, maintenance of it and staffing for transportation.

Shall there be services in place to address the clinical needs of those released from custody due to bail reform? Will additional administrative support needs arise?

The Policy and Budget Committee is also seeking AB109 funds for the remaining 3 months of the fiscal year to the expansion of behavioral health services including detoxification and SUD treatment aftercare funds. Another area of concern is the length of time a client is mandated by the courts for treatment does not correlate with the Drug Medical Waiver which reevaluates a client's need for continued SUD treatment every 30 days and is based upon medical necessity in order to remain in treatment.

Currently area (s) of need: 1) emergency shelter beds 2) jail release options for housing and post release transportation

**CAB Membership – Renewals and New Member Candidates (Vote)**

Chris Duncan states he will not renew. Patrice Guillory and Jason Schwarz will be coming to the end of their terms in December 2018. Each CAB applicant was given the opportunity to speak. Chala Bonner, Lisa Gregory and Devon Powers. There was a motion to approve all three to CCP for approval at next CCP meeting. Frank Hancock and Chala Bonner immediately, all other applicants for Jan 2019.

Motion was approved to extend the meeting by 15 minutes. A special CAB meeting has been set for Thursday 10/18 at 11:30 to discuss the sequential intercept mapping event report.

Adjourn

Community Corrections Partnership (CCP)

Community Advisory Board (CAB) Special Meeting

**Meeting date: Thursday October 18, 2018**

**Time: 11:30am-1:00pm**

**Location: Healthright 360**

**Attendees:** To Be Added

Call to order

**Introductions and announcements:**

Donte Blue: Racial Justice Oversight Body is currently accepting applications, reach out to him via email for info

Patrice Guillory: Reentry Network Summit November 7th 9am-3pm

**Public Comment:**

No public comment

**Review and approval of CAB Budget Submission for FY 2019-2020 (Vote)**

Items discussed:

Reach Fellowship has opted to no longer be an AB109 service provider. The $50,000 previously allocated to this agency needs to be re assessed?

Housing and employment continue to be barriers to self-sufficiency for those released from custody.

Should there be an $80,000 housing innovations fund and if so should the community based organizations go to bid in order to obtain the funding and operations of this program?

Currently AB109 funds are used for: 1) 90 day, emergency shelter, transitional housing and rental assistance. The current providers are: 1) Mz. Shirlez 2) Shelter Inc

Are the housing needs of the homeless who are non AB109 being addressed?

Should there be adjustments to the quality and quantity of jobs available to the formerly incarcerated? The current service providers in the AB109 Network are offering a base rate of pay below the poverty line as well as the market rate for housing?

Should there be an increase in funding for vocational training, tuition costs and union dues for union employment and apprenticeship programs?

What about the option of bringing on a provider that can use collaboration to integrate the need for housing and employment opportunities that lead to self-sufficiency?

After multiple proposal options the CAB voted for $200,000 increase in housing to help with the higher costs to obtain housing and $200,000 for increase in employment related services. This recommendation will be presented for approval at the CCP Executive Committee Meeting on Thursday November 2nd.

Meeting adjourned

*Next CAB Meeting is scheduled for Thursday November 8, 2018 at Martinez Probation Department

**Attachment 2**

**Revised CAB Budget Submission to CCP**

**[SEE NEXT PAGE]**

**Contra Costa County Community Corrections Partnership**
**2019/20 AB109 Budget Proposal Form**

**Department: Community Advisory Board**

| Description of Item | 2018-19 CONTRACTED PROVIDER | Ops. Plan Item # | 2019/20 Status Quo Allocation[1] | | 2019/20 Baseline Request[2] | | 2019/20 Program Modification Request[3] | | 2019/20 Total Funding Request[4] | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current Allocation | FTEs | Funding Request | FTEs | Funding Request | FTEs | Total Funding Request | FTEs |
| **REGIONAL SERVICES** | | | | | | | | | | |
| *Employment* | | 5.3b | | | 2,081,275 | | 201,725 | | 2,283,000 | |
| West/East County | Rubicon Programs | | 1,144,700 | 8.74 | | | | | | |
| Central/East County | Goodwill Industries | | 936,575 | 8.30 | | | | | | |
| *Housing* | | 5.3c | | | 1,071,855 | | 200,145 | | 1,272,000 | |
| Countywide Housing | Shelter Inc. | | 1,019,825 | 6.85 | | | | | | |
| Gender Responsive Housing | (unallocated) | | 52,030 | | | | | | | |
| *Peer Mentoring* | | 5.4a | | | 114,470 | | 530 | | 115,000 | |
| West County Service | Men and Women of Purpose | | 114,470 | | | | | | | |
| *Family Reunification* | | 5.4b | | | 93,660 | | 340 | | 94,000 | |
| Countywide Service | Center for Human Development | | 93,660 | | | | | | | |
| *Legal Services* | | 5.4c | | | 156,095 | | 905 | | 157,000 | |
| Countywide Service | Bay Area Legal Aid | | 156,095 | | | | | | | |
| *One Stops* | | 5.2b | | | | | | | | |
| East/Central County | Network System of Services | | *see below* | 6.00 | | | | | | |
| West County | Reentry Success Center | | *see below* | 3.22 | | | | | | |
| *CAB Support (countywide)* | Via Office of Reentry & Justice | | 5,000 | | 5,000 | | (1,969) | | 3,031 | |
| | | **subtotal** | **3,522,355** | **33.11** | **3,522,355** | **-** | **401,676** | **-** | **$ 3,924,031** | |
| **NETWORK SYSTEM OF SERVICES** | | | | | | | | | | |
| *Network Management* | | 3.3, 4.1, 5.1 | | | 978,200 | | 800 | | 979,000 | |
| Network Staff & Operations | HealthRIGHT360 | | 629,585 | | | | | | | |
| *Contracted Services* | | | | | | | | | | |
| Sober Living Homes | Mz. Shirliz | | 156,095 | | | | | | | |
| Auto Repair Training | Fast Eddie's Auto Services | | 67,640 | | | | | | | |
| In-Custody Engagement (men) | Men and Women of Purpose | | 62,440 | | | | | | | |
| Transition Planning (women) | Centerforce | | 62,440 | | | | | | | |
| | | **subtotal** | **978,200** | | **978,200** | | **800** | | **979,000** | |
| **REENTRY SUCCESS CENTER** | | | | | | | | | | |
| *Operation and Management* | Rubicon Programs | 3.3, 4.1, 5.1 | 546,335 | | 546,335 | | | | 546,335 | |
| | | **subtotal** | **546,335** | | **546,335** | | **-** | | **546,335** | |
| **OTHER EXPENSES** | | | | | | | | | | |
| *4% COLA Increase*[5] | | | | | 202,476 | | (202,476) | | - | |
| *Connections to Resources* | Rubicon Programs | | 15,000 | | 15,000 | | | | 15,000 | |
| | | **TOTAL** | **$ 5,061,890** | **33.11** | **$ 5,264,366** | **-** | **$ 200,000** | **-** | **$ 5,464,366** | |

1. FY 2019/20 Status Quo Request reflects the FY 2018/19 Funding Allocation.
2. FY 2019/20 Baseline Request should reflect the cost of continung programs in the FY 2018/19 Status Quo column in 2019/20 dollars.
3. FY 2019/20 Program Modification Request should reflect proposals for the cancellation of existing programs and/or funding of new programs for FY2019/20.
4. CAB Support line used to create round numbers to be used in RFP process.
5. $202,100 from the COLA is to be dedicated to Employment Services in FY 2019-20, and the rest to CAB Support

**PROGRAM NARRATIVE:**

*Please provide a narrative describing the programming is being proposed on the AB 109 Budget Proposal Form.*

**DEPARTMENT: Probation Department**

***2019/20 Baseline 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 this 2019/2020 AB109 Budget Request, we present status quo request with a modest increase as described below. 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 was allocated for each program during the current fiscal year. CAB further recognizes that the County will put all services out for bid through an RFP process this year and recommends that CCP endorse a plan to award five year contracts through that process.

*The recommended amounts of ongoing funding for FY 2019-20 are as follows:*

Reentry Success Center: $543,384
Center/Network Joint Communications Strategy $15,000
CAB support through ORJ $2,384

*The following amounts should be offered for these services through the impending RFP process:*

Employment Support and Placement Services: $2,280,000
Housing: $1,269,000
Peer Mentoring: $114,000
Family Reunification: $94,000
Civil Legal Services: $156,000
Network System of Services: $973,000

***2019/20 Program Modification Request***

Additional Funding Increase of Community-Based Housing Services - $1,269,000

The relationship between housing and employment is increasingly evident. A living wage is required to qualify for and maintain permanent housing through rental assistance or other programs. Stable housing is critical to individuals seeking to secure and maintain employment. CAB therefore strongly recommends that the County increase funding for community-based housing services, and design the next RFP process in a way that encourages bidders to propose integrated approaches to housing and employment. This could be done by giving preferential scoring to bidders that propose innovative approaches to linking employment and housing support and/or that have partnered with other organizations to offer an integrated and holistic approach.

**Attachment 3**

**Draft Changes to CAB Operating Guidelines**

**[SEE NEXT PAGE]**

Would like the CAB to review and vote to move forward to the CCP for approval edits (in red below) to Article 5, Section 4 of the CAB Bylaws.

A quorum of voting CAB members is required for a meeting of the full CAB to proceed. A quorum of CAB Members shall be a majority of the number of the seated voting CAB members. CAB may only take action by a simple vote of the quorum unless a more demanding majority is explicitly called for in these guidelines. Alternate members hold nonvoting seats on the CAB. Thus, they shall not participate in voting in regular or special CAB meetings unless designated by the CAB Chair or Vice Chair to represent an absent voting member during a CAB meeting. This voting designation shall apply only for the duration of the specific CAB meeting. Alternate members may represent any absent seated member. However, first priority shall be given to the seated alternate from the same county region (East, Central and West) as that of the absent seated voting member. If no seated alternate from the same county region of the absent seated voting member is present at the CAB meeting in question, the designation of a voting alternate will be at the discretion of the Chair or Vice Chair.

OPERATING GUIDELINES

of

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

## 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 three standing committees- (1) Policy and Budget, (2) Programs and Services, and (3) Outreach and Community Engagement (see committee charters in **Attachment 1**). All CAB working groups and committees must include at least one CAB Member to act as Chair.

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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) voting members and three (3) non-voting alternate members (collectively, the "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. The CAB's three (3) alternate members, whenever practicable, shall include representatives of West, Central, and East County. 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 two (2) years. In no event can a CAB Member serve for more than three (3) years in any five (5) consecutive terms.

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 Reentry and Justice (hereinafter referred to as 'ORJ') within the same ninety (90) day time period.

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Section 3. To fill a midterm CAB Member vacancy with a CAB alternate member, if any, or 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. In filling any vacancy, preference shall also be given to any alternate members who have a consistent record of meeting attendance and participation. 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.

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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 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 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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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Section 4. A quorum of CAB Members shall be a majority of the number of the seated voting CAB members. CAB may only take action by a simple vote of the quorum unless a more demanding majority is explicitly called for in the guidelines. Alternate members shall not participate in voting in the regular or special meetings unless they are replacing an absent, seated voting member who is unable to participate at a meeting. The voting alternate shall be designated by the Chair of the CAB with preference to the absent voting member's county region (East, Central or West).

**Deleted:** 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.

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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.

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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.

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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.

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**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.

OPERATING GUIDELINES

of

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

## 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 three standing committees- (1) Policy and Budget, (2) Programs and Services, and (3) Outreach and Community 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) voting members and three (3) non-voting alternate members (collectively, the "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. The CAB's three (3) alternate members, whenever practicable, shall include representatives of West, Central, and East County. 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 two (2) years. In no event can a CAB Member serve for more than three (3) years in any five (5) consecutive terms.

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 Reentry and Justice (hereinafter referred to as 'ORJ') within the same ninety (90) day time period.

Section 3. To fill a midterm CAB Member vacancy with a CAB alternate member, if any, or 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. In filling any vacancy, preference shall also be given to any alternate members who have a consistent record of meeting attendance and participation. 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 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 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.

## 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 the seated voting CAB members. CAB may only take action by a simple vote of the quorum unless a more demanding majority is explicitly called for in the guidelines. Alternate members shall not participate in voting in the regular or special meetings unless they are replacing an absent, seated voting member who is unable to participate at a meeting. The voting alternate shall be designated by the Chair of the CAB with preference to the absent voting member's county region (East, Central or West).

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 4**

**CAB New Member Applications**

**[SEE NEXT PAGE]**

CAB OCEC Recommendation on a 2019 Slate of New Voting Members

**Background:**

At the end of 2018, two voting members of the CCP Community Advisory Board (CAB) will be timing out and two voting members will be resigning from the CAB. This results in 4 open voting member seats on the 2019 CAB.

The CAB Outreach and Community Engagement Committee (OCEC) robustly recruited applicants to fill the 2019 CAB four voting member seat vacancies. The applicants to the open voting member seats were reviewed in the OCEC meetings on August 29, 2018, September 26, 2018 and October 25, 2018.

**Recommendation:**

The OCEC is recommending the CAB vote to move forward to the CCP for approval the following candidates to fill four voting member seat vacancies on the 2019 CAB:

1. Lisa Gregory
2. DeVonn Powers
3. Gretchen Logue
4. Michael Pitts

With the above appointments by the CCP, the voting member regional representation of CAB in 2019 will be as follows:

| **West County** | **Central County** | **East County** |
|---|---|---|
| Rolanda Wilson; resident (2018) | Keleana Johnson; Sheltering Inc. (2018) | Harry Thurston; resident (2017) |
| Ann Surapruik; Bay Legal (2018) | DeVonn Powers; resident (2019) | Shannon Skinner; resident (2018) |
| Frank Hancock; resident (2019) | Gretchen Logue; resident (2019) | Sandra White; resident (2018) |
| Chala Bonner; resident (2019) | | Lisa Gregory; resident (2019) |
| | | Michael Pitts; resident (2019) |
| **4** | **3** | **5** |

CAB OCEC Recommendation on a 2019 Slate of New Voting Members

**Discussion:**

**Lisa Gregory** is a 25 year resident of Antioch with a work location in Antioch. She currently works as a Diversion Navigator for CoCo Lead Plus giving her experience with the multiple issues in the realignment processes. . She has been a victim of crime and has experienced the incarceration process. She has been homeless, utilizing county services. Lisa brings a unique perspective to both the law enforcement and criminal side of realignment. Lisa has a strong desire to give back to the community, making it a better place for all residents.

**Michael Pitts** is a resident of Antioch. Michael has 21 years with the Contra Costa County Probation Department. During this time, Michael served at the Probation Department Boy's Ranch as a Probation Manage and later became the director of the facility. As director, he assisted with the department's implementation of evidence based practices including risk/needs assessments, motivational interviewing and cognitive behavior. Michael is now a Field Operations Coordinator with the Reentry Network at HealthRight360. In this role, he assists those residents returning from incarceration to connect with resources in the community. From his past and present work experience, Michael is keenly aware of the post incarceration needs of men and women. Michael looks forward to serving on the CAB, giving an opportunity to make an impact with realignment at the county level through his input to the CAB on realignment policy.

**DeVonn Powers** is a resident of Concord and works in Concord. DeVonn is a survivor of domestic violence. As a family member of incarcerated individuals, she understands the various points of view and importance of each person's voice while providing resources and support as the individual and family works through their circumstances. DeVonn understands the difficulties one can face when re-entering the community after incarceration, along with the struggles of being a victim of violence. DeVonn is the President and the CEO of Humanity Way, a nonprofit providing for people's basic needs. DeVonn has served on or engaged with several support groups including the Alameda Workforce Investment Board member, Community Advisory Board member, and the West County Reentry Success Steering Committee member.

**Gretchen Logue** is a resident of unincorporated Contra Costa County, located near San Ramon. Gretchen wants to server on the CAB because of her passion to help those whom society has historically marginalized. She wants to help those incarcerated and/or recently released who are the county's most fragile and vulnerable residents. Gretchen has had the opportunity to know people from many walks of life. She has heard the stories of those who hated what they had become and did not know how to lift themselves out of their situation. Gretchen believes that by serving on the CAB will help to better the life of those impacted by former incarceration. She currently serves on the Contra Costa County Sustainability Commission, Contra Costa County Pest Management Commission.

**Attachment 5**

**Sub Committee Reports**

**[SEE NEXT PAGE]**

# COMMUNITY ADVISORY BOARD SUB-COMMITTEE MEETING

| | | | |
|---|---|---|---|
| Sub Committee | Outreach & Community Engagement | Date 10/25/18 | |
| Chair | Harry Thurston | Time 10:30 am-12:30pm | |
| Recorder | Kaleana Johnson | HealthRight 360<br>5119 Lone Tree Way<br>Antioch, Ca | |

## Attendance

| | | |
|---|---|---|
| Harry Thurston - CAB | Kaleana Johnson - CAB | Sue Hamill - CAB |
| Donte Blue - ORJ | Frank Handcock – CAB 2019 Nominee | Gretchen Logue – Member of the Public |
| Lisa Gregory – CAB 2019 Nomine | Michael Pitts – HealthRight 360 | |
| | | |

| RECAP |
|---|
| • Introductions and Announcements<br>• Review of the Agenda<br>• Public Comment<br>• Identify Organizations for OCEC Outreach in the month of October (DISCUSSION)<br>• Review/Vote to Move Forward to the Full CAB an OCEC Recommendation for the 2018/2019 New Member Slate<br>• Schedule Next OCEC Meeting<br>• Adjourn |
| RECOMMENDATION |
| • Under Review of Agenda – Voted to added to the meeting documents for review the CAB membership application of Michael Pitts.<br>• The OCEC identified the Contra Costa Crisis Center and the Reenty Solutions Group as candidates for OCEC outreach in November.<br>• Reviewed the received applications for the 2018/2019 CAB voting membership. The OCEC voted to move forward to the full CAB an OCEC recommendation to add to the 2019 slate of new voting members Gretchen Logue and Michael Pitts. The CAB OCEC Recommendations on a 2019 Slate of New Voting Members will be attached to the CAB 11/08/18 meeting agenda for review and approval by the full CAB to move forward to the CCP for approval.<br>• Next OCEC meeting will be on 11/28/18, 10:30 am, at HealthRight 360, 5119 Lone Tree Way. |
| NEXT STEPS |

- *Please provide information about the direction the Subcommittee would like to take*

  Continue to preform educational outreach to CBOs, Contra Costa County Departments and local municipality groups on the purpose and activities of the CAB.

ACTION REQUESTED OF STANDING COMMITTEE

- Please list any items to be put on the agenda as a result of the Subcommittees recommendations
  - CAB 2019 Slate of New Voting Members
  - CAB bylaw amendments defining CAB Alternate Member role in the CAB
- Please list any items that could potentially be voting items
  - The CAB OCEC Recommendations on a 2019 Slate of New Voting Members will be attached to the CAB 11/08/18 meeting agenda for review and approval by the full CAB to move forward to the CCP for approval.
  - CAB Vote to move forward to the CCP a recommendation on CAB bylaw amendments defining CAB alternate members.

UPCOMMING SUBCOMMIITEE MEETING DATES

- **Please be advised that the Chair of the Subcommittee is responsible for ensuring that the Agenda for any upcoming meetings is created and sent to the CAB secretary and the executive body, so that the Agenda can be publish in accordance with Brown ACT guidelines*
- **Please note that a Subcommittee is open to the public and there must be less than a quorum of participating CAB members or the subcommittee would be violating the Brown ACT.*
  - Next OCEC meeting is planned for 11/28/18, 10:30 am, HealthRight 360, 5119 Lone Tree Way, Antioch