

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

Friday, December 21, 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 November Meeting Minutes (Attachment 1)
- 10:20 Committee Updates - CCP, QAC, PPC, other (Attachment 2)
- 10:50 Amending the CAB Operating Guidelines (Attachment 3) (Jason/Harry) [VOTE]
- 11:10 CAB Membership – Update (Jason/Harry)
- 11:20 Transportation Program Proposal (Kaleana/Patrice) (Attachment 4)
- 11:20 CAB Committee Updates
 - Outreach/Community Engagement Committee (Attachment 5) (Harry)
 - Policy and Budget (Patrice)
 - Programs and Services (Jason)
- 11:40 CAB Transition to 2019
- 12:00 pm Adjourn

Next Meetings:

CCP Exec Committee

Friday, March 1, 2019
8 a.m.
Probation Dept., Sequoia Room
50 Douglas Drive, Suite 200
Martinez, CA 94553

Public Protection Committee


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

Community Advisory Board

Thursday, January 10, 2019
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
November Monthly Meeting Minutes

[SEE NEXT PAGE]

CAB

November 8, 2018

Jason, Kalena, Rolanda, Harry, Frank, Shannon, Chala Bonner, Sue Hamill, Patrice (on phone),
Chris Duncan (on phone)

Jill, Rebecca, Gina Bills (CCCoE), Janna Evans, Lucy, Michael Pitts, Chrystine, Alicia Nuchols,
Tiffany, Henrissa Bassey, Paul Taylor, Charles Brown, Derrick Evans, Lisa Gregory

1. Called to order at 10:04 AM
2. Announcements:
 - a. Jill: Reentry Summit by HealthRIGHT 360 was yesterday
 - b. Harry: Reiterates appreciation for the summit.
 - c. Patrice: Appreciation for all who came to the summit, especially CAB members
 - d. Chrystine: Sheriff's Office has increased visiting hours at West County, for Thursday and Friday. All of the programs should have received a memo, but the hours are: Th: 7:15-9 AM (men), 9:15-11:00 (female), F: 10:30-12:30 (men), 1-2:30 (females). Also clarifying the policies about what people can/cannot bring into the jail: For contact visits, no one can bring anything into the facility. During the programs' visiting hours, individuals can bring in paperwork, which is then navigated through deputies.
 - e. Charles Brown: WDB is now new host for PACT meetings, will be every first Thursday, 9 AM -12 Noon, in Concord. Parole office is in Concord as well. WDB is working with the state on a grant to support prison to work. At the last PACT, they had 26 participants and 18 providers. Contact for PACT will be through parole (Kim Ward) at Concord Parole Office.
3. Public Comment: None
4. Minutes
 - a. October 11:
 - i. They need to insert the names of attendees, which is blank in the minutes.
 - ii. Kaleana motions, with addition of attendees; Harry seconds; all in favor, motion passes.
 - b. October 18:
 - i. Correction: Special innovation fund should be corrected to read \$800,000
 - ii. Shannon/Sue: unanimous
5. Committee updates:
 - a. CCP: Jason reports, discussion.
 - i. Jason says that Chief Billeci supports idea of increase for housing, but seems to want to make that commitment gradually.
 - ii. Rebecca comments on ORJ budget, which is drawing on AB109 funds for things that might better be applied to general fund (occupancy, county counsel).
 - iii. Jill mentions that BHD examined and revised its budget, consistent with CAB requests, which is important; Rebecca reiterated this important example, and encourages CAB to continue

to advance that approach for all CCP budgets. Encourages new members to review the 2016 Findings and Recommendations.

- iv. CCP budget meeting 12/7, in Board chambers.
- b. PPC: Jill reports:
 - i. Immigration lawsuits, gun shows, CCP nominations (Brooks for Police rep), Devorah stepping off (with suggestion that Susun Kim be appointed), RJ Task Force applicants 4 PM on 11/13.
 - ii. Patrice approved as continuing member of CCP for 2019.
 - iii. Rebecca asks that CAB appoint a representative to the PPC, and cites the importance of the role of PPC, and mentions the photograph in the RDA report which she has asked PPC to remove.
 - iv. Harry suggests that CAB appointments be addressed at the annual retreat in early 2019. Patrice reiterates; now that the CAB has developed a two-year strategy, which allows more opportunity for CAB strategic development in the 2019 year, including members appointed to other committee.
- 6. CAB budget request:
 - a. ORJ realized that CAB's budget did not include \$17K in salesforce licenses; need to vote on that change and then resubmit.
 - b. Motion: Kaleana/Shannon, unanimous.
 - c. Jason will work with Donté to be submitted to CCP for December meeting.
- 7. Amending CAB operating guidelines, including replacing Article 5, Section 4 with the language in page 11 of the packet.
 - a. Motion: Sue/Shannon, unanimous.
 - b. Jason will work with Donté to be submitted to CCP for December meeting.
- 8. New member applications. Harry
 - a. DeVonn Powers and Gretchen Logue are already approved.
 - b. Motion to approve Lisa and Michael: Harry/Rolanda, unanimous, to present recommendations at CCP for appointment beginning in January.
 - c. Rebecca points out that both Lisa and Michael work for HR360, and that HR360 is an AB109 contracted agency, and information like this should be included in the Outreach Committee's work and reporting.
- 9. CAB Committee updates:
 - a. Outreach: Harry reports. Jason asks about CAB Ambassador's Program; Harry proposes that CAB Ambassadors be addressed at CAB retreat.
 - b. Policy and Budget: Patrice reports: Appreciates CAB members who presented at CCP. Mentions that Robin Lipetzky asked that CCP agendize request to take action on CAB budget review process (semi-annual review). Asks CAB members to consider being willing to present again at the December meeting. Patrice says that re CAB Ambassador talking points be modified to include recommendation to reinforce ORJ staffing and also administrative home for ORJ. Patrice

says she can consolidate the key messages and send to Harry, and Harry will share with CAB Ambassadors.

i. Jason asks whether Patrice could submit a request to the CAB Chair to agendaize the item of ORJ budget ORJ home.

c. Programs and Services:

i. Jason reports on the meeting they had this morning: RJ, fines and fees, early rep, community courts.

ii. Rolanda reports on survey via survey monkey; intended to help tie questions of funding to outcomes.

iii. Next Programs and Services will be just before the next CAB meeting on 12/13.

10. Item on Network Contracting structure: Jason summarizes.

a. This FY, HR360 took on the contracting for all of the network providers, so HR360 didn't bid for that whole amount; it was later transferred to them. So the question is whether one entity should bid for the whole network amount and then manage the subcontracting process itself.

b. Question of five-year contracting: It's in the budget narrative in the request to CCP: It's a request of CCP to allow ORJ to contracts for five years, rather than three years, for all AB109 programs.

c. Rebecca points out pros and cons of both considerations.

d. Motion to recommend:

i. Rolanda motions that CAB recommends that County contract with a sole provider to provide AB109 Network Services and to manage all subcontracts necessary to execute those obligations/ Shannon seconds. Unanimous, with Patrice abstaining.

ii. Rolanda recommends that a CAB member sit on the Review Panel for AB109 network services, Sue seconds. Unanimous.

iii. Jason will pass this along to ORJ.

11. Timing of CAB officer elections:

a. Jason and Patrice term off as Officers in December; Rebecca outlines possibility that the CAB ask them to remain on for a few months into the new year, as Pro Tem.

b. Harry asks whether Jason and Patrice would be willing to serve as Pro Tem for the January meeting. Rolanda asks that the CAB review the Officer positions at the December CAB meeting, with the idea of elections in January.

Attachment 2
Committee Updates

QAC Meeting

Nov. 16 at Probation

Attendees: Todd Billeci, Rebecca Brown, Denise Lara Delaney, Kevin Corrigan

Attendee: Jason Schwarz

Agenda:

- AB 109 Quarterly Report Template
- Update on SAFE Database Administration
- Draft Sequential Intercept Mapping Report
- Capacity Building Project Update
- AB 109 Community Programs and Innovation Program Procurement

Notes:

Quarterly Report Template

- Attempt to simplify and keep information more useful
- Rebecca - focus on lessons learned and learning
- Outcome information - hard to define, can't trust information
- Align with what SAFE can automatically generate
- SAFE not being adopted quickly by CBOs beyond the Center
- Could roll out in phases by types of data sets
- Going back to the drawing board - Denise and Rebecca to work on it
- Work plan the issue of data collection and reporting improvement

Sequential Intercept Mapping Report

- Getting inputs back to PRA
- Dec 11 presentation to the board re this and Stepping Up progress
- Cryptic language throughout and errors - time needs to be spent to go through and make it accurate and complete and a clear road map
- Action planning was too rushed
- PRA needs to work with each agency to flush out the notes

Community Program RFP Process

- 5 year contracts
- Extend Fast Eddies
- Roll \$50k from Reach to innovation fund to get to \$220k - could use for housing experiment eg housing network

CCP

Dec. 7 at BOS Room, 651 Pine

Attendee: Jason Schwarz

Agenda:

- AB 109 Budget
- CAB Member Slate
- CAB Changes to Operating Guidelines

Notes:

PD asks for money for early rep and social workers who can help put together reentry plans which judges want to see before releasing someone at bail hearings

Rebecca Brown: wants balance sheet in public agenda documents to be easy to find

- Conviction integrity unit could be funded through a grant
- Not surprising we're having shortfalls - agencies should be carefully analyzing what they are doing with CCP funds - can't just say structural deficit prevents us from growing
- Todd recommends all agencies be funded at requested Amon to except DA, PD and Detention Health extra positions except COLA
- Oppty for DA and PD to make separate motions
- Chair doesn't support PD social workers - lack of funding, other sources of funding
- Tim Ewell said they were waiting to see if AB funds would be allocated before deciding on these other requests
- Bridge funding possibility would need a March vote - \$43k at issue
- PD motion failed 4 to 2
- DA - neighborhood courts - San Diego model - to resolve thousands of cases pre filing - \$150k
- Integrity unit - cases of innocence - \$553k
- Third - clerical support 26k for victim services
- Police chief - likes Nabe cts - brings community in - supports
- Sheriff - likes Nabe CTs
- The integrity unit is pricey and other funds
- Chair - anti integrity unit
- 2 of 3 passed

Attachment 3
Draft Changes to CAB Operating Guidelines

[SEE NEXT PAGE]

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.

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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.

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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.

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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.

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 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.

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

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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

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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.

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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.

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 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.

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
Transportation Program Proposal

[SEE NEXT PAGE]

TRANSPORTATION SERVICES DESIGN PROPOSAL

PURPOSE

The intended purpose is to increase attendance and engagement between recently released inmates and community services with the ultimate goal of reducing recidivism. It has been statistically proven there are approximately 65-75 inmates released on any given day, many of whom do not have transportation, housing or other community service arrangements from custody. It was also found through the Pre-Release Planning Pilot that a significant number of participants who were released with transition plans failed to connect to outside resources coordinated for them prior to release. One of the many contributing factors to the lack of connection is immediate access to transportation. Based on the County's Office of Education's observations – which is the agency implementing the Pre-Release Planning Pilot -- the bridge to services secured through pre-release planning is transportation. Often, services are coordinated prior to release, but participants are challenged with finding a way to get to them, and therefore access is severely limited.

Thank you in advance to all involved for your consideration.

PROPOSED HOURS OF OPERATION

The scheduled hours of operation will be Monday - Friday from 8:am-2pm for a total of 30 hrs. weekly.

PROPOSED SERVICE AREA (s):

West Contra Costa County

Hercules: Employment and Human Services

Richmond: West County Detention Facility, Richmond Social Security Offices, Brookside Adult Shelter, Social Services, Re Entry Success Center, West County Court, Rubicon Programs, Bay Area Rescue Mission, Richmond Bart Station, Richmond Probation, West County Health Center, El Cerrito DMV, Del Norte Bart Station

Central and East Contra Costa County

Antioch: Antioch Bart Station, Antioch Social Security, Antioch Probation Department and Social Services.

Pittsburg: Pittsburg Heath Center, Pittsburg BART Station, Pittsburg DMV

Clayton/Concord: Marsh Creek Detention Facility, Concord BART Station, Monument Crisis Center, Concord Adult Shelter, Concord DMV, Pleasant Hill Human Services, La Clinica De La Raza

Martinez: Martinez Detention Facility, Contra Costa Regional Medical Center

DRIVER JOB DESCRIPTION

The driver shall operate a free of cost shared passenger route that operates within two target area (s) 1) Central/East Contra Costa County and 2) West Contra Costa County. The transportation shuttle shall operate within a designated travel zone with one-way special needs transportation in addition to a set travel route. The transportation service shall pick up and drop off released or recently released inmates to public locations only and will not provide service to any person's private home, relative or other confidential location. **The transportation service is to be used solely for the above purposes.**

POSITION REQUIREMENTS

- compassion for the population served
- ability to set boundaries and to minimize any distractions in the vehicle at all times
- excellent driving skills and knowledge of traffic and regulations
- good customer service and clear communication skills
- an assertive but polite approach with difficult passengers
- good geographical knowledge and ability to use navigation
- attention to detail and use of agency issued cell phone
- ability to remain calm in an emergency
- driver is responsible for fueling the vehicle returning it to storage location each day

PHYSICAL REQUIREMENTS

- ability to operate a vehicle for extended periods of time
- ability to sit and stand as needed
- ability to evacuate the vehicle safely and to assist others to evacuate if needed

CERTIFICATIONS REQUIRED

- Current California Driver License in good standing
- Current CPR and First Aid certification

- Completion of a defensive driving training course annually

OTHER REQUIREMENTS

- Ability to pass a drug screening and background check
- Ability to be insured under the contract company insurance company in a driving position

SAFETY PROCEDURES

DRIVER REST PERIODS

The driver shall be permitted 2 non-driving (two) 15 (fifteen) minute rest periods during the 6-hour shift.

PROHIBITED ITEMS:

Passengers may not bring the following items onto the shuttle van:

Additional passengers

Open containers of food or beverages

Weapons of any kind

Large items exceeding the size of a suitcase

Animals except for service animals

Passengers who appear to be impaired or are a safety risk to the driver or other passengers may be declined services. There is no substance use permitted on the shuttle van and the driver has the authority to refuse services or to ask passengers to leave the shuttle at any time. The driver will call for EMS for any passenger denied shuttle services who requires medical attention.

PASSENGER SAFETY

The vehicle passengers shall not exceed the number of fully operable seatbelts that are available at any time. The driver is not to allow passengers to enter the vehicle until any passengers exiting the vehicle have completed offboarding the vehicle. The driver is not to allow passengers to play music while riding in the vehicle. Passengers may not eat, drink or smoke while on the shuttle. The passengers are not to operate the radio in the vehicle. The driver shall not leave vehicle keys accessible to passengers at any time. The driver is also prohibited from wearing any form of clothing, footwear or other items that impede work related abilities.

SAFETY AND WEATHER-RELATED DRIVING

The driver must obey all traffic safety regulations and signs that are posted. The driver is also responsible to change travel routes, use defroster, windshield wipers, vehicle head lights/tail lights and to reduce driving speed as needed when hazards or other unsafe conditions are present.

DAILY VEHICLE INSPECTION

Driver will conduct a daily vehicle inspection report of the vehicle each day prior to driving and notify management of any safety issues that are identified. Please also see attachment: (DAILY VEHICLE INSPECTION REPORT). The Vehicle Inspection Report Shall be turned in at the end of each day.

VEHICLE FUEL AND CLEANLINESS

The driver will also be responsible for the fuel of the vehicle and for monthly cleaning. The driver will be responsible to have the vehicle cleaned additionally if there are any health and safety hazards in the vehicle or any spills. The driver will be responsible for disposal of trash and debris from the vehicle at the end of each day.

VEHICLE MAINTENANCE

Vehicle maintenance will be provided by Fast Eddies Automotive of Oakley for Central and East County and J&E Auto Repair Shop of Richmond for West County

VEHICLE COLLISION

In the event of a vehicle collision the driver is to immediately move the vehicle off the road to a safe location and contact the other driver and contact law enforcement. The driver is responsible to monitor the safety of any passengers and to report to management any possible injuries. The driver will call EMS if requested or as needed to attend to themselves, the passengers and other driver. If any party involved is unresponsive it is implied consent for CPR, First Aid and assistance of emergency medical personnel. The driver is to give emergency one-way bus passes to any passengers for the remainder of their trip if the vehicle becomes inoperable and to will notify emergency road assistance provider for vehicle tow or other assistance as needed.

TRANSPORTATION PROPOSAL

VEHICLE PURCHASE (2X VANS)	16,000.00
FUEL (WEST)	8,000
FUEL (CENTRL/EAST)	8,000
VEHICLE MAINTENANCE	6,000.00
MISC.	1000
STAFF WAGES @ \$16/hr	46080
VEHICLE ROADSIDE SERVICE X 2	100
VEHICLE INSURANCE	6,000
VEHICLE REGISTRATION	1000
DRIVER CELL PHONE X 2	650
BUS TICKETS	1500

TOTAL PROJECTED ESTIMATED COSTS 94,330.00

Attachment 5
Sub Committee Reports

[SEE NEXT PAGE]

COMMUNITY ADVISORY BOARD SUB-COMMITTEE MEETING

Sub Committee	Outreach & Community Engagement	Date: 11/28/18	
Chair	Harry Thurston	Time: 10:30 am-12:30pm	
Recorder	Kaleana Johnson	Location: HealthRight 360 5119 Lone Tree Way Antioch, Ca	

Attendance

Harry Thurston CAB	Kaleana Johnson CAB	Sue Hamill CAB
Lisa Gregory CAB 2019 Nomine		

RECAP

- Introductions and Announcements
- Review of the Agenda
- Public Comment
- Identify Organizations for OCEC Outreach in the month of December (DISCUSSION)
- Discussion on developing a CAB Processes and Procedures Manual for CAB Members
- Schedule 2019 OCEC Meetings
- Schedule December 2018 OCEC Meeting
- Adjourn

RECOMMENDATION

- No Announcements, No Changes to the Agenda, No Public Comments
- The OCEC identified the Contra Costa Crisis Center and the Reentry Solutions Group as candidates for OCEC outreach in December. Experiencing difficulties in arranging dates due to holiday season.
- The OCEC agreed on a need for a CAB Processes and Procedures Manual for CAB Members.
 - a. Examples of possible subjects; meeting procedures, flow of information and recommendations to and from the CAB between the ORJ, the CCP, PPC and BOS, attendance requirements, data storage and access, updating the CAB web site, understandings of the Brown Act, scheduling of CAB and committee meetings, etc.
 - b. Question: What would be the proper CAB Committee to oversee the effort to create a CAB Process and Procedures Manual?
- The OCEC decided standard meeting dates in 2019 would be the third Wednesday of each month with the standard meeting time of 10:30am to 12:30am.
- Next OCEC meeting was to be on 12/19/18, 10:30 am, at the Antioch office of HealthRight360, 5119 Lone Tree Way. Cancelled due to the reschedule of the December CAB meeting to 12/21/18.

NEXT STEPS

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

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

Continue to recruit for vacant voting and alternate CAB positions,.

ACTION REQUESTED OF STANDING COMMITTEE

- Please list any items to be put on the agenda as a result of the Subcommittees recommendations
 - Creation of a CAB Process and Procedures Manual for CAB members
- Please list any items that could potentially be voting items
 - CAB Vote to create a CAB Process and Procedures Manual for CAB members and to designate which CAB committee (Outreach and Community Engagement, Policy and Budget, Program and Services) to oversee this effort?

UPCOMING SUBCOMMITTEE 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 published 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 1/16/19, 10:30 am, Location TBD