

AGENDA  
Joint Meeting of the  
**COMMUNITY CORRECTIONS PARTNERSHIP/  
COMMUNITY CORRECTIONS PARTNERSHIP  
EXECUTIVE COMMITTEE**

September 6, 2019

8:00 A.M. to 11:00 A.M.

50 Douglas Drive, 2nd Floor, Martinez  
Probation Department

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1. Welcome / Announcements
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. CONSIDER approving Record of Action from the June 7, 2019 meeting. **(Page 4)**
4. CONSIDER directing staff of the Office of Reentry & Justice (ORJ) to conduct the procurement process for a Central-East County Ceasefire Program Coordinator in spring 2020 for a 3-year contract period of July 1, 2020 through June 30, 2023. **(Lara DeLaney, ORJ Acting Director) (Page 19)**
5. CONSIDER accepting a report of findings from the implementation of the Pre-Release Planning Pilot program. **(Donte Blue, ORJ Deputy Director) (Page 21)**
6. CONSIDER recommendations from the Community Advisory Board (CAB) regarding the use of the Local Innovation Fund balance. **(Donte Blue, ORJ Deputy Director) (Page 53)**
7. CONSIDER accepting a report on the creation of the Reentry Task Force. **(Donte Blue, ORJ Deputy Director) (Page 56)**
8. CONSIDER appointing a member of the Community Corrections Partnership to the Quality Assurance Committee. **(Paul Reyes, Committee Staff) (Page 126)**

9. CONSIDER accepting the FY 2018/19 Fourth Quarter Financial Report for the Community Corrections allocation of AB 109 Public Safety Realignment revenue. **(Paul Reyes, Committee Staff) (Page 127)**
10. Next meeting - Friday, November 1, 2019 at 8:00 AM
11. Adjourn

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The Community Corrections Partnership (CCP) will provide reasonable accommodations for persons with disabilities planning to attend CCP 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 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

<https://www.contracosta.ca.gov/3113/Community-Corrections-Partnership-CCP>

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: Robin Otis, Committee Staff, Phone (925) 313-4188, [robin.otis@prob.ccounty.us](mailto:robin.otis@prob.ccounty.us)

**Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):**

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

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<b>AB</b>	Assembly Bill	<b>HIPAA</b>	Health Insurance Portability and Accountability Act
<b>ABAG</b>	Association of Bay Area Governments	<b>HIV</b>	Human Immunodeficiency Syndrome
<b>ACA</b>	Assembly Constitutional Amendment	<b>HOV</b>	High Occupancy Vehicle
<b>ADA</b>	Americans with Disabilities Act of 1990	<b>HR</b>	Human Resources
<b>AFSCME</b>	American Federation of State County and Municipal Employees	<b>HUD</b>	United States Department of Housing and Urban Development
<b>AICP</b>	American Institute of Certified Planners	<b>Inc.</b>	Incorporated
<b>AIDS</b>	Acquired Immunodeficiency Syndrome	<b>IOC</b>	Internal Operations Committee
<b>ALUC</b>	Airport Land Use Commission	<b>ISO</b>	Industrial Safety Ordinance
<b>AOD</b>	Alcohol and Other Drugs	<b>JPA</b>	Joint (exercise of) Powers Authority or Agreement
<b>BAAQMD</b>	Bay Area Air Quality Management District	<b>Lamorinda</b>	Lafayette-Moraga-Orinda Area
<b>BART</b>	Bay Area Rapid Transit District	<b>LAFCo</b>	Local Agency Formation Commission
<b>BCDC</b>	Bay Conservation & Development Commission	<b>LLC</b>	Limited Liability Company
<b>BGO</b>	Better Government Ordinance	<b>LLP</b>	Limited Liability Partnership
<b>BOS</b>	Board of Supervisors	<b>Local 1</b>	Public Employees Union Local 1
<b>CALTRANS</b>	California Department of Transportation	<b>LVN</b>	Licensed Vocational Nurse
<b>CaiWIN</b>	California Works Information Network	<b>MAC</b>	Municipal Advisory Council
<b>CaiWORKS</b>	California Work Opportunity and Responsibility to Kids	<b>MBE</b>	Minority Business Enterprise
<b>CAER</b>	Community Awareness Emergency Response	<b>M.D.</b>	Medical Doctor
<b>CAO</b>	County Administrative Officer or Office	<b>M.F.T.</b>	Marriage and Family Therapist
<b>CCCFPD</b>	(ConFire) Contra Costa County Fire Protection District	<b>MIS</b>	Management Information System
<b>CCHP</b>	Contra Costa Health Plan	<b>MOE</b>	Maintenance of Effort
<b>CCTA</b>	Contra Costa Transportation Authority	<b>MOU</b>	Memorandum of Understanding
<b>CDBG</b>	Community Development Block Grant	<b>MTC</b>	Metropolitan Transportation Commission
<b>CEQA</b>	California Environmental Quality Act	<b>NACo</b>	National Association of Counties
<b>CIO</b>	Chief Information Officer	<b>OB-GYN</b>	Obstetrics and Gynecology
<b>COLA</b>	Cost of living adjustment	<b>O.D.</b>	Doctor of Optometry
<b>ConFire</b>	(CCCFPD) Contra Costa County Fire Protection District	<b>OES-EOC</b>	Office of Emergency Services-Emergency Operations Center
<b>CPA</b>	Certified Public Accountant	<b>OSHA</b>	Occupational Safety and Health Administration
<b>CPI</b>	Consumer Price Index	<b>Psy.D.</b>	Doctor of Psychology
<b>CSA</b>	County Service Area	<b>RDA</b>	Redevelopment Agency
<b>CSAC</b>	California State Association of Counties	<b>RFI</b>	Request For Information
<b>CTC</b>	California Transportation Commission	<b>RFP</b>	Request For Proposal
<b>dba</b>	doing business as	<b>RFQ</b>	Request For Qualifications
<b>EBMUD</b>	East Bay Municipal Utility District	<b>RN</b>	Registered Nurse
<b>ECCFPD</b>	East Contra Costa Fire Protection District	<b>SB</b>	Senate Bill
<b>ECCRPC</b>	East Contra Costa Regional Planning Commission	<b>SBE</b>	Small Business Enterprise
<b>EIR</b>	Environmental Impact Report	<b>SRVRPC</b>	San Ramon Valley Regional Planning Commission
<b>EIS</b>	Environmental Impact Statement	<b>SWAT</b>	Southwest Area Transportation Committee
<b>EMCC</b>	Emergency Medical Care Committee	<b>TRANSPAC</b>	Transportation Partnership & Cooperation (Central)
<b>EMS</b>	Emergency Medical Services	<b>TRANSPLAN</b>	Transportation Planning Committee (East County)
<b>EPSDT</b>	State Early Periodic Screening, Diagnosis and Treatment Program (Mental Health)	<b>TRE or TTE</b>	Trustee
<b>et al.</b>	et alii (and others)	<b>TWIC</b>	Transportation, Water and Infrastructure Committee
<b>FAA</b>	Federal Aviation Administration	<b>VA</b>	Department of Veterans Affairs
<b>FEMA</b>	Federal Emergency Management Agency	<b>vs.</b>	versus (against)
<b>F&amp;HS</b>	Family and Human Services Committee	<b>WAN</b>	Wide Area Network
<b>First 5</b>	First Five Children and Families Commission (Proposition 10)	<b>WBE</b>	Women Business Enterprise
<b>FTE</b>	Full Time Equivalent	<b>WCCTAC</b>	West Contra Costa Transportation Advisory Committee
<b>FY</b>	Fiscal Year		
<b>GHAD</b>	Geologic Hazard Abatement District		
<b>GIS</b>	Geographic Information System		
<b>HCD</b>	(State Dept of) Housing & Community Development		
<b>HHS</b>	Department of Health and Human Services		

**County of Contra Costa**  
**OFFICE OF THE COUNTY ADMINISTRATOR**  
**MEMORANDUM**

**COMMUNITY CORRECTIONS PARTNERSHIP**

**3.**

**Meeting Date:** 09/06/2019  
**SUBJECT:** RECORD OF ACTION - June 7, 2019  
**FROM:** David Twa, County Administrator  
**DEPARTMENT:** County Administrator

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**RECOMMENDATION:**

APPROVE Record of Action from the June 7, 2019 meeting.

**BACKGROUND:**

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

**DISCUSSION:**

Attached for the Partnership's consideration is the Record of Action for its June 7, 2019 meeting.

**FISCAL IMPACT (if any):**

No fiscal impact. This item is informational only.

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**Attachments**

June 2019 - Record of Action

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**\*\*\*RECORD OF ACTION\*\*\***

**AGENDA**

Joint Meeting of the

**COMMUNITY CORRECTIONS PARTNERSHIP/  
COMMUNITY CORRECTIONS PARTNERSHIP  
EXECUTIVE COMMITTEE**

**June 7, 2019**

**8:00 A.M. to 11:00 A.M.**

**50 Douglas Drive, 2nd Floor, Martinez  
Probation Department**

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**Present:** Todd Billeci, County Probation Officer  
Timothy Ewell (for Twa), Chief Assistant County Administrator  
Patrice Guillory, Community Based Programs Representative  
Diana Becton, District Attorney  
Matt Schuler (for Livingston), Assistant Sheriff  
Donna Van Wert, Executive Director-Workforce Dev  
Jim Paulson, Superior Court representative  
Lynn Mackey, County Superintendent of Schools  
Robin Lipetzky, Public Defender  
Matthew White, Acting Behavioral Health Services Director

**Absent:** Fatima Matal Sol, Alcohol & Other Drugs Director  
Kathy Gallagher, Employment & Human Services Director  
Tammany Brooks, Antioch Police Chief

**Staff Present:** Paul Reyes, Committee Staff  
Lara DeLaney, Acting Director - ORJ  
Donte Blue, Deputy Director - ORJ

1. Welcome / Announcements

**Convene - 8:05 AM**

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

**No public comment.**

3. APPROVE Record of Action from the December 7, 2018 meeting. Attached for the Partnership's consideration is the Record of Action for its December 7, 2018 meeting.

**Approved as presented.**

District Attorney Diana Becton, Public Defender Robin Lipetzky

AYE: County Probation Officer Todd Billeci, Superior Court representative Jim Paulson, Assistant Sheriff Matt Schuler (for Livingston), Chief Assistant County Administrator Timothy Ewell (for Twa), Community Based Programs Representative Patrice Guillory, County Superintendent of Schools Lynn Mackey, District Attorney Diana Becton, Executive Director-Workforce Dev Donna Van Wert, Public Defender Robin Lipetzky, Acting Behavioral Health Services Director Matthew White

Other: Alcohol & Other Drugs Director Fatima Matal Sol (ABSENT), Antioch Police Chief Tammany Brooks (ABSENT), Employment & Human Services Director Kathy Gallagher (ABSENT)

Passed

4. RECEIVE the status report on the Central-East County Ceasefire Program; provide direction to staff as needed. See attached.

**This was an informational item. No vote was taken.**

5. ACCEPT the FY 2018/19 Third Quarter Financial Report for the Community Corrections allocation of AB 109 Public Safety Realignment revenue.

Below is a summary of FY 2018/19 Third Quarter Revenue, Expenditures and Fund Balance for the community corrections portion of AB 109 Public Safety Realignment funding:

#### Revenue

To date, the County has received **ten allocations** of community corrections funding from the State totaling **\$19,962,319** and the **FY 2017/18 Growth allocation** of **\$2,375,791**. Of the Growth Amount, **\$237,579, or 10% of the amount received, was transferred to the Local Innovation Sub-Account** pursuant to statute. In Contra Costa County, the Office of Reentry and Justice makes recommendations to the Board of Supervisors as to how the Local Innovation Sub-Account is allocated. The County began the year

with a fund balance of **\$25,244,644.**

### Expenditures

To date, **\$9,299,735** in expenditure reimbursements have been made for AB109-related programming and capital projects. A summary of claim requests by department is included in Attachment A. The individual reimbursement requests have also been included as Attachment B.

### **Approved as presented.**

Chief Assistant County Administrator Timothy Ewell (for Twa), District Attorney Diana Becton

AYE: County Probation Officer Todd Billeci, Superior Court representative Jim Paulson, Assistant Sheriff Matt Schuler (for Livingston), Chief Assistant County Administrator Timothy Ewell (for Twa), Community Based Programs Representative Patrice Guillory, County Superintendent of Schools Lynn Mackey, District Attorney Diana Becton, Executive Director-Workforce Dev Donna Van Wert, Public Defender Robin Lipetzky, Acting Behavioral Health Services Director Matthew White

Other: Alcohol & Other Drugs Director Fatima Matal Sol (ABSENT), Antioch Police Chief Tammany Brooks (ABSENT), Employment & Human Services Director Kathy Gallagher (ABSENT)

Passed

6. 1. ACCEPT a presentation on the recommendations to award three year contracts that will be effective July 1, 2019 through June 30, 2022 for the AB 109 Community Programs

Stage 1 of the solicitation process consisted of four Request for Interest (RFI) that sought responses from agencies with interest in providing the services to the County with the following funding amounts over for three fiscal years (a three-year total of \$16,004,000):

- a. Employment and Housing Services - \$10,715,000
- b. Family Reunification and Mentoring - \$1,881,000
- c. Central-East Network - \$2,937,000
- d. Civil Legal Services - \$471,000

The RFI process began when the solicitations were announce on February 15, 2019, and responses were due from vendors on February 28, 2019. Only agencies that expressed interest in Stage 1 of the process were eligible to participate in Stage 2's Request for Proposals (RFP). ORJ received 18 responses to the RFIs with 12 expressing interest in providing Housing or Employment Services and four expressing interest in providing Mentoring or Family Reunification Services. Bay Area Legal Aid was the only vendor that expressed interest in providing the County with Civil Legal Services, and HealthRIGHT 360 was the only one that expressed interest in providing the County with Services

for the Reentry Network. Because each of these two agencies have previously provided the solicited services to the County in a satisfactory fashion, the ORJ did not request proposals for either of these two services and recommends each agency be awarded a contract for the provision of the respective service. All other responders to the RFI were deemed qualified and subsequently invited to participate in Stage 2 of the solicitation process.

Stage 2 began when ORJ announced the beginning of the RFP process to eligible agencies on April 3, 2019. One RFP was distributed for Housing and Employment Services, and a second for Mentoring and Family Reunification Services. A mandatory bidder's conference was held April 9, 2019, and all eligible responders attended. A required Notice of Intent was due on April 19, 2019, and only one eligible agency did not submit a timely notice. All but three of the eligible agencies submitted a timely response package by the due date of May 1, 2019, with two agencies submitting a joint response. There were a total of seven proposals received for Housing and Employment Services (with two proposals for both service areas), and four proposals received for Mentoring and Family Reunification Services (with one proposal for both services). Review Panels were constructed for each RFP with proposal evaluations and interviews occurring the week of May 13, 2019. Panel recommendations for Employment Support and Placement Services were announced on May 15, 2019, and all other Panel recommendations were announced May 17, 2019.

#### RFP Review Panels

The RFP Review Panels were convened by the ORJ and included subject matter experts, formerly incarcerated individuals, and representatives of organizations that either work with the reentry population directly or support agencies that provide services to the reentry population. Donté Blue, ORJ Deputy Director, facilitated the work of each review panel. The Review Panels utilized a "Consensus Scoring Methodology" for proposal evaluation and rating, and all members were required to return an Impartiality Statement before serving in order to ensure there were no individuals with conflicts of interest. Each panel made an independent determination of whether to invite any proposers for an interview prior to making its recommendation. The review panels invited the top two scoring agencies for interviews in each of the RFP services areas, except for the Employment Support and Placement Services award recommendation that the panel made without an interview.

The Review Panel for the Housing and Employment Services RFP responses was as follows:

- Charles Brown III, Business Services Representative, County Workforce Development Board
- Katie Kramer, Chief Executive Officer, The Bridging Group
- Lonnie Tuck, Regional Director, Center for Employment Opportunities
- Joseph Villarreal, Executive Director, Contra Costa County Housing Authority
- Denise Zabkiewicz, Research and Evaluation Manager, Office of Reentry and Justice

The Panel scored the proposals as follows [countywide services proposed unless

otherwise noted]:

- A. Short- and Long-Term Housing Access
  1. Lao Family Community Development (77.5 pts.)
  2. Shelter Inc. (70 pts.)
- B. Employment Support and Placement Services
  1. Rubicon Programs (97.5 pts.)
  2. Richmond Workforce Development Board (86.5 pts.) [West County services proposed]
  3. Contra Costa County Office of Education (84.5 pts.)
  4. Goodwill Industries (83.5 pts.)
  5. Fast Community Development (81 pts.) [East or Central County services proposed]
  6. Lao Family Community Development (77.5 pts.) [West County services proposed]
  7. Shelter Inc. (57 pts.)

The Review Panel for the Mentoring and Family Reunification Services RFP responses was as follows:

- Dieudonné Brou, Managing Associate, Alameda County Children of Incarcerated Parents Partnership
- Lara DeLaney, Director, Office of Reentry and Justice
- Oscar Flores, All of Us or None National Organizer, Legal Services for Prisoners with Children
- DeVonn Powers, Chief Executive Officer, Humanity Way (Community Advisory Board Member)

The Panel scored the proposals as follows:

- A. Mentoring Services in West County
  1. Rubicon Programs (71.5 pts.)
  2. Men and Women of Purpose (68.5 pts.)
- B. Countywide Family Reunification Services
  1. Centerforce (74.5 pts.)
  2. Center for Human Development (61.5 pts.)
  3. Men and Women of Purpose (54 pts.)

## **Summaries of Recommended Proposals and Panel Comments**

### **MENTORING AND FAMILY REUNIFICATION SERVICES**

#### Family Reunification Services

##### **Centerforce**

The Review Panel recommended an award of up to \$282,000 for Countywide Family Reunification Services [\$282,000 requested]

Centerforce has been in operation for over 40 years and provides direct services to more than 400 clients annually to support, educate, and advocate for

individuals, families and communities impacted by incarceration. For the past 15 years, Centerforce has provided family reunification services that include parenting classes and case management. In conjunction with Rubicon Programs, Centerforce currently operates a Back to Family program focused on supporting the efforts of parents to reunite with their children and partners. Centerforce staff includes individuals and family members of individuals who are formerly incarcerated, men and women of color, and that speak both English and Spanish. The program will be staffed by a Program Manager and three Parenting Coaches/Case Managers totaling .8 FTE, and will include the administrative support of the ED at .1 FTE. Services will be provide in space provided by Rubicon Programs in each of the County's three regions.

The program is based on the "Parenting Inside Out" curriculum and intends to enroll at least 45 participants for services annually. Within a month of enrollment, program participants will be expected to complete a series of 10 classes dealing with parenting and relationship issues that include the management of stress in relationships, co-parenting, and discipline. Once completed, participants will begin to receive to receive intensive case management services that begin with the development of a Family Reunification Plan. The Plan will identify the need for coaching, mediation, education, and support of pro-social familial interactions. Services provided to participants may also include the provision of in-person and written support for a family court matter, advocacy with Children and Family Services if a child is in the foster care system, and other reunification support as necessary.

Centerforce intends to utilize the Level of Service/Case Management Inventory to identify the needs of participants and their risk for recidivism. This tool will be used to target resources at the highest risk participants. The program is designed to enhance the intrinsic motivation of participants to engage with children, partner/spouse, and pro-social community supports. Participants will not only be trained to develop critical communication skills, but also offered the opportunity to engage with family using tickets to local entertainment events (sports, museums, theatre, etc.) provided by the Community Access Ticket Service (CATS).

### Mentoring Services in West County

#### **Men and Women of Purpose**

The Review Panel recommended an award of up to \$345,000 for West County Mentoring Services [\$345,000 requested]

Men and Women of Purpose (MWP) have been in operation since 2011, and provided mentoring services to the County for the past six years. During this time, the organization has met with over 5,400 justice involved individuals 60% of whom are Black men and approximately 10% have been women. They utilize the Insight Prison Project curriculum, and work with individuals both while they are in custody, and upon their release. The program will be operated by a Mentor Manager, three paid Peer Mentors, and an Addiction Specialist for a total of 1.6 FTE. Administrative support from the agency's CEO, COO, Administrative

Assistant, and Data Clerk an additional .95 FTE assisting the program. Three volunteer Peer Mentors will also each provide 8 hrs. a week to the program.

MWP will begin working with individuals while they are still incarcerated in a local jail when possible and provide two 90 minute out of custody support groups to program participants each week. Mentoring Services will be provided to 120 program participants annually who will also have access to weekly one-on-one mentoring sessions according to their individual needs plan. Participants will participate in mentoring services for six months. Services are expected to be provided at MWP's offices and the Reentry Success Center, both in Richmond. During program participation, MWP mentors will be expected to help connect participants to the resources needed to overcome barriers to their reintegration.

### Panel Comments

The panel recognized that MWP scored less than Rubicon Programs, and usually this would suffice in recommending the County fund Rubicon Programs for these services. However, the Panel agreed to recommend the contract for Mentoring Services be awarded to MWP for the following overriding considerations.

1. When looking at the financial information of Rubicon and MWP, the panel believed that terminating the contract with MWP would be a significant financial blow to the agency and could likely be fatal. Because the County indicated that MWP had satisfactorily performed on its current and previous contract for similar services, the panel did not believe that the potential incremental gain in service provision Rubicon might provide outweighed the substantial loss of potentially having one less agency providing services to the local reentry population.
2. Based on the RFP language and scoring Rubric, the Panel believed the County had an express interest in investing in local organizations. While Rubicon is a local agency, the Panel recognized that there is a recommendation pending that would seek to invest more than \$2.5 million in AB 109 revenue alone in the agency during FY 2019-20. MWP on the other hand could be labeled as an indigenous agency because it is not only local to Contra Costa but was also founded by County residents. The Panel believed continued investments in such indigenous organizations was consistent with the County's interests.
3. Lastly, the Panel believed Rubicon's proposal was well written and worthy of being considered for funding under different circumstances. However, since current funding levels could only support a single award, and the Panel was convinced that recent changes in MWP leadership provided an opportunity to invest this single award in the strategic growth of MWP.

The Panel further recommends that in managing the contract for these services, ORJ hold MWP accountable for building its organizational capacity to compete and perform, while also diversifying its revenue sources in a way that will better ensure the agency's long-term viability. This recommendation is based on the Panel's belief that MWP can be an increasingly productive partner with some support.

## **EMPLOYMENT AND HOUSING SERVICES**

### Employment Support and Placement Services

#### **Rubicon Programs**

The Review Panel recommended an award of up to \$6,849,000 [\$6,848,999 requested]

Founded in 1973, Rubicon is a non-profit recognized for its integrated housing, mental health, relapse prevention, legal, financial education and employment services whose participant base includes a significant percentage of individuals with a history of justice involvement. Rubicon has been providing employment services as part of the AB 109 community programs since 2013 and proposes to continue providing a comprehensive suite of employment and career services through its program. Services will be provided in Rubicon service sites in East and West County, and at the Mount Diablo Adult Education Loma Vista site in Central County.

The program design targets 200 participants per year (125 in East County, 75 in Central County and 100 in West County). Phase 1 includes: Intake and Assessment, a 50 hour Job Readiness and Financial Literacy Training, Small Group Job Search Support and Digital Literacy Training, Benefits Screening and Application Assistance, and both Subsidized and Transitional Employment. Phase 2 includes Vocational Assessment and Career Advising, Vocational Skills Training, and Individualized Job Placement and Retention Services. These retention services will be provided for up three years along with job advancement support. The average length of engagement with the program is 15 to 24 months.

Rubicon's employment program offers a full range of grant-funded and leveraged employment services and also offers access to other Rubicon services including domestic violence screening and counseling, as well as anger management training by STAND!, GED prep through Liberty Adult Education, and adult basic literacy support through Literacy for Every Adult Program (LEAP). In addition the staffing for the proposal included just over 22 FTEs, leveraging a number of existing staff with about ten new staff to be hired. Total FTEs dedicated to the project: 5.98 FTEs for West County, 6.85 FTEs for Central County, 7.83 FTEs for East County, and 1.55 FTEs in program administration roles.

### Short- and Long-Term Housing Access

#### **Shelter Inc.**

The Review Panel recommended an award of up to \$2,576,000 for Housing Services [\$3,866,000 requested]

Shelter Inc. (SI) has been the County's contracted provider of AB 109 Housing services since 2013, having provided 518 clients (unduplicated) with housing assistance services. SI has at least 19 years of experience providing services

requested in the RFP. SI proposes to offer intensive case management with Sober Living Environments (SLE) used to provide short term housing support, and long-term housing rental assistance. Case management will not only help individuals address their housing barriers, but also access needed behavioral health, legal, and family reunification services. The program is designed to help clients work towards self-sufficiency.

SI is proposing a step-down model of subsidized housing support where the program will target covering 100% of housing costs will be paid during the first month, 80% during the second month, 60% in month three, 40% in month four, 20% will be covered in the fifth month, and 10% in the sixth month. Participants will be expected to cover their own housing costs in month seven and beyond, but may be eligible for additional months of subsidized costs in some situations. The program will also provide support for rental assistance, security deposits, and utilities. About 75 individuals will receive housing assistance across the county at the recommended funding levels.

### **Lao Family Community Development**

The Review Panel recommended an award of up to \$1,290,000 [\$3,866,000 requested]

LFCD has provided to “hard to reach” groups for almost 40 years. They have recently began to provide Career Technical Education services to the AB 109 population in Alameda County. They are proposing a project they call the My Action Plan 2 Jobs and Housing (MAP 2 JH). This program attempts to build from a housing program they have previously utilized for resettled immigrant refugee populations. MAP 2 JH seeks to leverage Workforce Investment and Opportunities Act funding through its present relationship with America’s Job Centers of California, current and future LFCD real estate holdings, and the agency’s ongoing relationships with landlords and the San Pablo Economic Development Center.

The project will provide up to 24 months of long term housing support with beds for at least 14 individuals annually at the recommended funding levels. Initially participant needs will be assessed. This process will include a financial evaluation, health survey, and other screening as appropriate. These early assessments will be used to develop each participants individualized MAP. MAPs will include referrals to established partners to address needs, vocational interests and trainings needed, and a long-term plan to achieve the income needed to maintain independent housing. Services to provided as part of the program include cognitive behavioral training, life skills education, and support with money management and budgeting.

Once enrolled in the program, the first three months housing will be full subsidized by LFCD during which time participants will be supported in finding employment. During months 4 – 12 participants will be required to save up to a third of their income in an individual development account, and also pay up to 30% of their income towards their housing costs. Months 13-24 participants will continue to be supported and case managed, but will not have any of their housing costs subsidized. During this time they expect to ensure all residents retain employment and make progress toward the goals identified on their MAP.

By month 24 the program expects participants that have adequately progressed through the goals of their MAP to have achieved placement in some form of permanent housing.

### Panel Comments

The panel recognized that LFCD scored had the higher overall score. The two proposed programs are very different with SI's program based on the utilization of SLEs and LFCD seeking to lease new properties directly. The Panel believes that SI has the greater experience in providing services to this population but seeks to provide LFCD a portion of what they requested to see if models the organization has used with other populations can be adjusted to be successful with the reentry population. Furthermore, the panel sees value in supporting the growth of experience in multiple agencies that provide housing for the reentry population. Because what LFCD is proposing has not yet been proven to be successful with the reentry population, the Panel felt it would not be prudent to award LFCD the entire funding allocation at this time. Instead, the Panel is recommending that LFCD be awarded approximately one-third of the available funding, be directed to either work with Rubicon or leverage other outside funding for employment services, and the success and value of the program be taken into consideration during future funding cycles. In the meantime, the County should award the remainder of the funding allocation to SI to provide housing access services similar to those currently provided.

### **Approved as presented.**

County Probation Officer Todd Billeci, Superior Court representative Jim Paulson

AYE: County Probation Officer Todd Billeci, Superior Court representative Jim Paulson, Assistant Sheriff Matt Schuler (for Livingston), Chief Assistant County Administrator Timothy Ewell (for Twa), Community Based Programs Representative Patrice Guillory, County Superintendent of Schools Lynn Mackey, District Attorney Diana Becton, Executive Director-Workforce Dev Donna Van Wert, Public Defender Robin Lipetzky, Acting Behavioral Health Services Director Matthew White

Other: Alcohol & Other Drugs Director Fatima Matal Sol (ABSENT), Antioch Police Chief Tammany Brooks (ABSENT), Employment & Human Services Director Kathy Gallagher (ABSENT)

Passed

7.
  1. ACCEPT the FY 2017/18 AB 109 Annual Report; provide input to staff on any additional information to be included; and
  2. RECOMMEND its acceptance by the Public Protection Committee.

The AB 109 Annual Report provides an overview of AB 109-related activities undertaken in Contra Costa County during the fiscal year 2017/18, with a focus on understanding the impact of AB 109-funded County departments, divisions, programs, and contracted service providers. Toward this end, this report describes the volume and type of services provided by all of the County's AB

109 partners over the course of the year. The FY 2017-18 Annual Report is Attachment A.

Contra Costa County has responded to AB 109 Public Safety Realignment in a manner that has allowed the County to provide supervision and services to the AB 109 population, while building a collaborative reentry infrastructure to support the reentry population's successful reintegration into the community. The County has followed best practice models in establishing access to services through the West County Reentry Success Center's "one-stop" model and the Central & East County Reentry Network's "no wrong door" approach.

During the 2017/18 Fiscal Year, a number of key changes and investments further refined the County's approach to AB 109, as well as reentry more generally. These included:

- Comprehensive planning process to update the County's 5-year Reentry Strategic Plan (2018-2023);
- Development of the County's Law Enforcement Assisted Diversion Plus ("CoCo LEAD+") project to divert individuals with behavioral health needs and multiple recent low-level arrests from the justice system into a supportive array of programs including cognitive based teaching, restorative programs, employment and housing assistance;
- Launch of the Stand Together Contra Costa pilot project by the Public Defender's Office to provide no-cost rapid-response support, civil deportation defense legal services and clinics, immigrant rights education and training, and direct-service support for immigrant individuals and families in the county;
- Completion of the Final Report from the Board of Supervisors' 17-member Racial Justice Task Force (RJTF) identifying racial disparities in the local justice system and providing the BOS with a set of recommendations on how these disparities might be addressed and reduced;
- Development of a state funded "Sustainable Occupational Advancement and Reentry Success" (CoCo SOARS) program to provide employment training for individuals on formal probation and to host three Fair Chance Employer Summits;
- Launch of the Smart Reentry Pilot aiming to serve 100 moderate to high risk transition aged youth (TAY) who are returning to East County after a period of incarceration;
- Establishment of the FAST START automotive training program to provide distance learning opportunities for individuals incarcerated in the County's local jails and to provide post-release hands-on training at Fast Eddie's automotive repair shop;
- Launch of the Richmond Workforce Development Board's 60-hour "Accelerating Careers through Essential Skills" (ACES) Academy to improve participants' ability to attain and retain gainful employment through vocational training courses; and
- Launch of the Central-East Ceasefire program seeking to reduce firearm violence through a focused deterrence model that uses law enforcement data to direct program resources to individuals at the highest risk of being

perpetrators or victims of gun violence.

**Approved as presented.**

County Probation Officer Todd Billeci, Chief Assistant County Administrator Timothy Ewell (for Twa)

AYE: County Probation Officer Todd Billeci, Superior Court representative Jim Paulson, Assistant Sheriff Matt Schuler (for Livingston), Chief Assistant County Administrator Timothy Ewell (for Twa), Community Based Programs Representative Patrice Guillory, County Superintendent of Schools Lynn Mackey, District Attorney Diana Becton, Executive Director-Workforce Dev Donna Van Wert, Public Defender Robin Lipetzky, Acting Behavioral Health Services Director Matthew White

Other: Alcohol & Other Drugs Director Fatima Matal Sol (ABSENT), Antioch Police Chief Tammany Brooks (ABSENT), Employment & Human Services Director Kathy Gallagher (ABSENT)

Passed

8. APPOINT the following individuals to the CCP Community Advisory Board (CAB) as Voting Members with an effective starting service date of July 1, 2019:
  1. Anthony Hailey
  2. Dolores Williams
  3. Jessica Jollett
  4. Henrissa Bassey

Here are short biographies of the individuals nominated to fill the four Voting Member seats.

**Anthony Hailey** is a resident of Brentwood with a work location in Pittsburg. He has a graduate degree in criminal justice from San Jose State University and had been a criminal justice practitioner for 20 years prior to becoming an educator. As part of those twenty years, he was a deputy sheriff in Santa Clara County working mostly in corrections and specifically correctional programs and classification. He has worked in or led criminal justice educational programs at several institutions and has taught correctional courses at the graduate and undergraduate level. His main interest is the elimination of harmful civil disabilities that people face after their release from custody that contributes to higher rates of recidivism.

**Dolores Williams** is a resident of Pittsburg. She is a clinical therapist with over 15 years in forensics with individuals within the prison in Vacaville, CA. She has experienced the shift in behavioral health services from community to institution and how this shift increased recidivism due to lack of supportive safety nets once released. She has 20+ years' experience working within the homeless, forensic, LGBTQ and other culturally diverse populations. She had personal experience growing up homeless, child of domestic violence/addiction and has family

members who have spent time in prison and struggled with mental illness. She is a licensed therapist (LCSW) for 10 years and has a private practice and works part time as the Cognitive Behavioral Services Coordinator for the CoCo LEAD Plus project.

**Jessica Jollett** is a resident of Oakland working in Pittsburg as the Campaign Director for Lift Up Contra Costa (LUCC). LUCC is a group of economic, labor, environmental and racial justice organizations that form a countywide engagement table, to lift up the voices of people of color, workers, tenants, formerly incarcerated and immigrants in safe communities, so they can have influence on the issues that impact their lives. She has worked at the ACLU as the Communications Manager for the statewide criminal justice policy team. She also worked for the ACLU of California’s Voting Rights team, where her area of focus was eradicating felony disenfranchisement. She has a deep knowledge of policy, a history of working with various stakeholders, and an investment in safe communities for Contra Costa’s most vulnerable population.

**Henrissa Bassey** has spent the majority of her life working with those most affected by racist, ableist, sexist, bigoted, and xenophobic policies. As a first generation American and sibling to a young man of color with intellectual disabilities, she has experienced the mechanism by which a person’s very existence is criminalized. She has worked as a civil attorney, representing formerly incarcerated youth with disabilities to connect them to mental health services and funding streams that would bring housing or economic stability. Through this work, she has spent much of her time in juvenile halls and witnessed young people transition from a youth in the juvenile delinquency system to an adult in the criminal justice system. She co-founded a youth advocacy collective, with young people living in Alameda, San Francisco, and Contra Costa County, affected by the reentry, mental health, and foster care systems. She is currently working with older adults as a housing and reentry attorney.

If each of these four individuals are appointed, the 2019 CAB regional representation will be:

<b>West County</b>	<b>Central County</b>	<b>East County</b>
Rolanda Wilson; resident (2018)	DeVonn Powers; resident (2019)	Harry Thurston; resident (2017)
Frank Hancock; resident (2019)	Gretchen Logue; resident (2019)	Lisa Gregory; resident (2019)
Chala Bonner; resident (2019)	Henrissa Bassey; resident (2019)	Michael Pitts; resident (2019)
		Anthony Hailey; resident (2019)

		Jessica Jollett; employment (2019)
		Dolores Williams; resident (2019)
Alternate Member [VACANT]	Alternate Member [VACANT]	Alternate Member [VACANT]

**Approved as presented.**

Public Defender Robin Lipetzky, Community Based Programs Representative Patrice Guillory

AYE: County Probation Officer Todd Billeci, Superior Court representative Jim Paulson, Assistant Sheriff Matt Schuler (for Livingston), Chief Assistant County Administrator Timothy Ewell (for Twa), Community Based Programs Representative Patrice Guillory, County Superintendent of Schools Lynn Mackey, District Attorney Diana Becton, Executive Director-Workforce Dev Donna Van Wert, Public Defender Robin Lipetzky, Acting Behavioral Health Services Director Matthew White

Other: Alcohol & Other Drugs Director Fatima Matal Sol (ABSENT), Antioch Police Chief Tammany Brooks (ABSENT), Employment & Human Services Director Kathy Gallagher (ABSENT)

Passed

9. Next meeting - Friday, September 6, 2019 at 8:00 AM
10. Adjourn

**Adjourned 9:05 am**

The Community Corrections Partnership (CCP) will provide reasonable accommodations for persons with disabilities planning to attend CCP 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 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/3113/Community-Corrections-Partnership-CCP>

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: Robin Otis, Committee Staff, Phone (925) 313-4188, [robin.otis@prob.cccounty.us](mailto:robin.otis@prob.cccounty.us)

**County of Contra Costa**  
**OFFICE OF THE COUNTY ADMINISTRATOR**  
**MEMORANDUM**

**COMMUNITY CORRECTIONS PARTNERSHIP**

**4.**

**Meeting Date:** 09/06/2019  
**SUBJECT:** Central-East County Ceasefire Program: Program Coordination Contract  
**FROM:** David Twa, County Administrator  
**DEPARTMENT:** County Administrator

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**RECOMMENDATION:**

CONSIDER directing staff of the Office of Reentry & Justice (ORJ) to conduct the procurement process for a Central-East County Ceasefire Program Coordinator in spring 2020 for a 3-year contract period of July 1, 2020 through June 30, 2023.

**BACKGROUND:**

In October 2016, the County Administrator's Office issued Request for Qualifications #1610-200 to secure the provision of "Ceasefire Program Coordination services" for the period of December 1, 2016 through June 30, 2017, for the purpose of establishing the Central & East County Ceasefire Program.

The funding for this program was initially provided in the adopted FY 2016-17 AB 109 Public Safety Realignment Budget, as an allocation of \$110,000 that had been requested and received by the District Attorney's Office. Upon the establishment of the Office of Reentry & Justice in January 2017, the allocation was transferred to the CAO/ORJ budget for contract administration and management.

After the conclusion of the RFQ process to secure services, the County developed an interagency agreement with the Pittsburg Police Department in the amount of \$50,000 for Captain Michael Perry to provide the program launch services for the period of January 1, 2017 through June 30, 2017. Subsequent contracts for the provision of program implementation services for FY 2017-18, FY 2018-19, and FY 2019-20 with Pittsburg were developed and approved by the Board of Supervisors.

Program management is provided by the Office of the Reentry & Justice. Pittsburg Police Department has transferred the responsibility for program coordination and implementation services to acting Lieutenant Cassandra Simental. The CCP received a status report on Program implementation at its June 7, 2019 meeting (item 4).

Over the past 15 years, numerous cities across the country have reduced relatively high rates of gang and youth gun violence through a strategy that brings together – and assigns specific roles to – stakeholders including criminal justice agencies, organizations that provide employment training and placement, social service agencies, community and faith leaders, and gang outreach programs. This strategy, based upon extensive research and experience, has evolved from a primary focus on deterring serious gang and youth gun violence, to a comprehensive approach that combines deterrence with workforce training, employment, and other social services; it is also known as "Group Violence Intervention.

The Ceasefire program, which is a form of Group Violence Intervention (GVI), has been implemented in several cities throughout the country and the state, including Modesto, Stockton, Oakland, Salinas, Oxnard, Union City and Richmond.

GVI has demonstrated that violence can be dramatically reduced when a partnership of community members, law enforcement, and social service providers directly engages with the small and active number of people involved in street groups and clearly communicates a credible moral message against

violence, prior notice about the consequences of further violence, and a genuine offer of help for those who want it. A central method of communication is the call-in, a face-to-face meeting between group members and the strategy's partners.

The aim of the GVI strategy is to reduce peer dynamics in the group that promote violence by creating collective accountability, to foster internal social pressure that deters violence, to establish clear community standards against violence, to offer group members an "honorable exit" from committing acts of violence, and to provide a supported path for those who want to change.

**DISCUSSION:**

The County has a policy regarding procurement with community-based organizations for health and human services for multi-year contracts established in Administrative Bulletin 613. The policy stipulates for contract term that a contract with a one-year term may not be renewed more than two times, for a total of three years, without a competitive bidding process. Contracts with a term exceeding one year may not exceed three years in length and may not be renewed or extended without a competitive bidding process.

In addition to this policy, the Board of Supervisors adopted "AB 109 Community Programs: Contractor Procurement Policies" on March 13, 2018 (C. 85), which stipulated that "contract periods may be established for up to two years of service (either calendar or fiscal year), with 3 additional one-year renewal options, subject to funding availability, satisfactory performance, and Board of Supervisors authorization for contracts over \$100,000.

Although the last procurement process for the Ceasefire Program was conducted in fall 2016, which would indicate that a procurement should be conducted in the fall of 2019, conducting a procurement process on this schedule would result in a calendar year contract (instead of a preferred fiscal year contract basis), potential service interruption of the current Program, and an administrative challenge for the staff of the Office of Reentry & Justice, who will be conducting another procurement process in the fall of 2019 related to the AB 109 Innovation Fund.

Given these considerations, staff of the ORJ recommends that the Central-East County Ceasefire Program procurement process be conducted in the spring of 2020, and that a three-year contract be issued at the conclusion of the process for the period July 2020 through June 30, 2023. For FY 2019-2020, the Board of Supervisors authorized \$119,000 in AB 109 Public Safety Realignment funding to support the Program.

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**Attachments**

No file(s) attached.

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**County of Contra Costa**  
**OFFICE OF THE COUNTY ADMINISTRATOR**  
**MEMORANDUM**

**COMMUNITY CORRECTIONS PARTNERSHIP**

**5.**

**Meeting Date:** 09/06/2019  
**SUBJECT:** REPORT on the PRE-RELEASE PLANNING PROJECT  
**FROM:** David Twa, County Administrator  
**DEPARTMENT:** County Administrator

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**RECOMMENDATION:**

ACCEPT the report developed by the Office of Reentry and Justice, in collaboration with the Contra Costa County Office of Education, regarding relevant findings from the implementation of the Pre-Release Planning Pilot program.

**BACKGROUND:**

Since the creation of the 2011 Reentry Strategic Plan, Contra Costa County has continuously recognized the establishment of a formal pre-release planning process as a critical component of its overall intent to develop a well-coordinated countywide reentry system. In furtherance of this objective, during FY 2015-16 Resource Development Associates (RDA), facilitated a planning process with the County to develop a plan to implement a pre-release planning process for individuals incarcerated in Country Costa County's detention facilities. The planning process resulted in a proposed pilot that was consistent with best practices, designed in a manner that acknowledged existing capacity constraints, would be sustainable with limited additional resources, and provided a foundation for future expansion to the broader jail population. The plan that resulted from this planning process is included as Attachment B.

In August 2015 this Partnership accepted the RDA plan and directed staff to convene a Steering Committee for implementation as recommended by the plan. Staff was further directed to include a representative of the CAB, District Attorney's Office, and the Employment and Human Services Department on the Steering Committee. In response a Pre-Release Planning Steering Committee was first convened in September 2016, and met continuously through July 2019 to support the implementation of the Pre-Release Planning pilot.

The Steering Committee was comprised of representatives from:

1. Sheriff's Office
2. County Administrator's Office
3. Probation Department
4. Public Defender
5. Health Service's Forensic Mental Health
6. Health Service's Alcohol and Other Drug Services
7. Health Services Health Housing and Homelessness
8. Health Services Detention Health Services
9. Reentry Success Center
10. East/Central Reentry Network
11. Employment and Human Services Department
12. District Attorney's Office
13. CCP Community Advisory Board

During its first year, the Steering Committee used the RDA plan to inform the group's agreements on the structure of the pilot program, the data system that would be utilized, and the resources that would be

committed to support the pilot project until at least June 2019. In September 2017 the Operations Workgroup of the Steering Committee was formed to bring other partners into the discussion of how the various elements of the pilots will function, develop forms and processes required by the pilot, and determine how the pilot would integrate with existing community based programs. By February 2018, the Pre-Release Planning pilot began working with program participants.

Included as Attachment A is a joint report from the Office of Reentry and Justice and Contra Costa County Office of Education (CCCOE) on the implementation of the Pre-Release Planning Pilot program, and a summary of findings. CCCOE is presently in the process of expanding this program to all of the jails in the County, and with better integration in-custody programming. This expanded program will be called Game Plan for Success.

**DISCUSSION:**

See Attachment A.

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**Attachments**

[Attachment A - Report on Pre-Release Planning Pilot Findings](#)

[Attachment B - Proposed Plan for a Pre-Release Planning Pilot](#)

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# Pre-release Planning Pilot: Implementation and Findings Report

August 29, 2019



*This report has been prepared by the Office of Reentry and Justice in collaboration with the Office of Education for the Community Corrections Partnership. For further details, please email [Denise.Zabkiewicz@cao.cccounty.us](mailto:Denise.Zabkiewicz@cao.cccounty.us), Research & Evaluation Manager, ORJ.*

## Background for the Pre-Release Planning Pilot Program

Contra Costa County's 2011 Reentry Strategic Plan and 2012 AB 109 Operational Plan both identified the establishment of a formal pre-release planning process as a critical component of the County's efforts to develop a coordinated countywide reentry system. Resource Development Associates (RDA), the County's contractor for data collection and program evaluation efforts, recommended that the County engage in a planning process to develop a plan for pre-release planning for individuals incarcerated in the County's detention facilities. The Quality Assurance Committee (QAC) and Community Corrections Partnership (CCP) agreed with this recommendation and RDA, in coordination with the Senior Deputy County Administrator and County's Reentry Coordinator, convened a multidisciplinary workgroup to meet and develop a program proposal for pre-release planning. The planning process resulted in a pre-release planning pilot program aligned with best practices and that provided a foundation for future expansion of the program across the County.<sup>1</sup>

Upon CCP approval of the pilot proposal, two governing bodies were established that comprised the Pre-release Planning governing structure—a Steering Committee and a smaller Operations Workgroup. The Steering Committee was convened and first met in September 2016. Throughout July 2017, the Steering Committee met regularly to define responsibilities, and ensure accountability among the pilot team members as well as sustainability of the pilot. During this time period, the Steering Committee and Operations Workgroup gained agreement among its members on how pre-release planning would be structured, considered potential measurable outcomes, and decided the SAFE database would be used to track program information. Overall, the Steering Committee maintained the following governance responsibilities:

- Identified involved stakeholders, their roles and responsibilities, and communication method(s)
- Built linkages to out of custody services
- Identified a process for recording/communicating day-to-day implementation learnings

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<sup>1</sup> The RDA proposal for a Pre-Release Planning Pilot program was accepted by the CCP on August 5, 2016, and begins on page 17 of that meeting's agenda packet which can be retrieved from: <https://www.contracosta.ca.gov/DocumentCenter/View/41909>.

- Identified the stakeholders involved in measuring the pilot's fulfillment of its stated objectives
- Provided oversight for the Operations Workgroup.

The smaller Operations Workgroup met regularly to actively support the pilot's implementation and development of program processes, particularly during the implementation phase. Operations Workgroup meetings focused on pilot activities, learnings, and necessary course corrections. In addition, the Operations Workgroup meetings provided a venue for program-related communication between team members and where operational problem solving could occur real time, as needed. The Operations Workgroup regularly reported its activities to the Steering Committee and escalated issues to the Steering Committee, when necessary.

The balance of this report documents the pilot program implementation, outcomes, and limitations.

### **Pilot Program Implementation**

In a manner that acknowledged existing capacity and provided a framework for expansion into the broader jail population, the Contra Costa County Office of Education (CCCOE) began the pilot program in February 2018 focused on pre-release planning for individuals being detained in the West County Detention Facility (WCDF). Given funding and staffing limitations, the WCDF was selected as the pilot detention facility as it is the largest of the County's three detention facilities, and because it was the only facility where both men and women were housed. The belief was that process and protocols designed to work at the WCDF could more easily be adapted to the rest of the jail population than if the pilot began at a different facility. Ultimately, it was determined that individuals detained at the WCDF with an anticipated length of stay of two weeks or more, but not being held pending transfer to other institutions, were eligible for participation in the pilot program. This included sentenced individuals with at least two weeks until their projected release date and pre-trial individuals who self-reported an expectation that they would spend at least two weeks in custody.

Program outreach and recruitment across the WCDF included announcements in the jail's school classrooms as well as flyers that were posted in the housing units. The announcements and flyers informed program candidates about the program's availability and transition services. All individuals seeking transition services were routed to the pilot program for screening.

Further, candidates could indicate their interest in the program through the jail's written Inmate Request process. The CCCOE's Reentry Transition Specialist (RTS) was notified of Inmate Requests and prioritized all candidates for further screening based on pilot capacity and remainder of stay in custody.

Interested individuals were then invited to participate in a 90 minute group orientation to further discuss the pilot program and complete intake forms. During the group orientation, the RTS also conducted a short screening interview with each individual surrounding their service needs. If, during the screening process, the RTS identified that a participant had an urgent need for in-custody services, the RTS made an immediate referral for the services needed. For example, individuals who identified a mental health need would be referred to in-custody services and given appropriate assessments by qualified professionals so that treatment plans could be developed by Detention Health Services (DHS), and necessary health related services provided while individuals were in custody. Upon entry to the jail system, DHS screens all individuals for immediate health and mental health needs. The screening for this pilot provided an additional opportunity to identify individuals who were missed during the DHS process, were not initially reported to DHS, or had developed a need since their initial DHS screening.

The group orientations were led by the RTS and were conducted twice weekly; one orientation per week for each men and women. Reach, Centerforce and Men and Women of Purpose also attended weekly orientations in order to identify potential clients for their gender-specific programs and to develop relationships with clients prior to release. A maximum of 12 pilot participants were allowed to attend each weekly orientation. Most importantly, the orientations allowed the RTS to determine the level of planning necessary for each individual based on their needs and time remaining in custody. In addition, the orientations were used to encourage participation in educational programs and other programs offered in the jail. As soon as possible, upon completion of the orientation, the RTS scheduled a private meeting with the participant to further review their needs and develop an individualized pre-release transition plan. Upon completion of this Pre-Release Plan, release of information forms were also completed and referrals were made to community-based service providers. At this time, participants not only received their written plan, but were also provided with contact information for the service providers included in their plan in the event the person was released from custody unexpectedly or a warm hand-off to community-based Service Navigators was not feasible.

All participants received primary service navigation support from the RTS while in custody, and secondary service support was provided by community-based Service Navigators. As needed, and prior to release, the RTS assisted program participants with completing the Medi-Cal application process, phone based assessments for substance use disorders, and necessary coordination with community based treatment programs. Upon release, the community-based Service Navigators took over the primary service navigator role and further support of each person's according to their Pre-Release Plan.

The RTS and community-based Service Navigators worked in partnership to: collaborate with the participant in creation of each Pre-Release Plan, establish clear roles and expectations for the plan's goals and objectives; complete referrals for in-custody and community based services; address barriers to completion of the Pre-Release Plan's activities, and ensure program participants had a clear path to Service Navigators and needed services upon release. The community-based Service Navigator provided a critical component of pre-release planning. Service Navigator assignments were made with the intention of fostering an on-going relationship between the Service Navigator and program participant that would encourage the person's engagement with services post-release. If this in-custody connection was not possible, all efforts were made by the RTS to ensure each program participant had the information they needed engage the community-based service providers identified in their plan.

Referrals for most community-based services were made via the SAFE database platform that is currently used for referrals between AB109 community program providers. The SAFE pre-release planning referrals indicated what the individuals' needs were and when the individual was expected to be released. With the expected release date provided, community based service providers had the option to visit the jail during visitor hours for a non-contact meeting to begin their relationship development with program participants prior to their release. With the primary objective of reducing recidivism via enhanced connections to post-custody services, all pre-release pilot participants received a SAFE referral to either the West County Reentry Success Center or the Central/East County Reentry Network, according to the person's region of residence. This was done to ensure that each person in the program had on-going access to service navigation in the community.

To further support agency collaboration and service coordination, Needs Conferences were held by the RTS as needed. Conferences included representatives from CCCOE; DHS; in-

custody education; as well as Service Navigators from community-based partners including Reentry Success Center, Reentry Network, Men and Women of Purpose, Reach and Centerforce. The purpose of the Needs Conference was to review Pre-Release Plans and make necessary changes, identify or confirm levels of need and service, assign Service Navigators to program participants, and make referrals to appropriate in-custody services. The RTS presented cases to the conference and discussed progress or barriers program participants were experiencing. Together the Needs Conference collaborative worked to resolve identified issues, and subsequently the RTS made new service referrals when required.

### **Pilot Program Outcomes**

There are a number of ways to assess the pilot's success. One way is to examine the number of participants who were successfully connected to community-based services post-custody. Another approach is to track participant markers that speak to successful or negative outcomes over time. For example, employment has been found to be associated with lower rates of recidivism. Thus, a participant who obtained employment post release can be considered to have experienced a successful outcome while a participant who returned to custody over a specified period of time could be considered to have experienced a negative outcome. This report focuses on measures available from the RTS as well as data drawn from the SAFE database to assess these outcome markers.

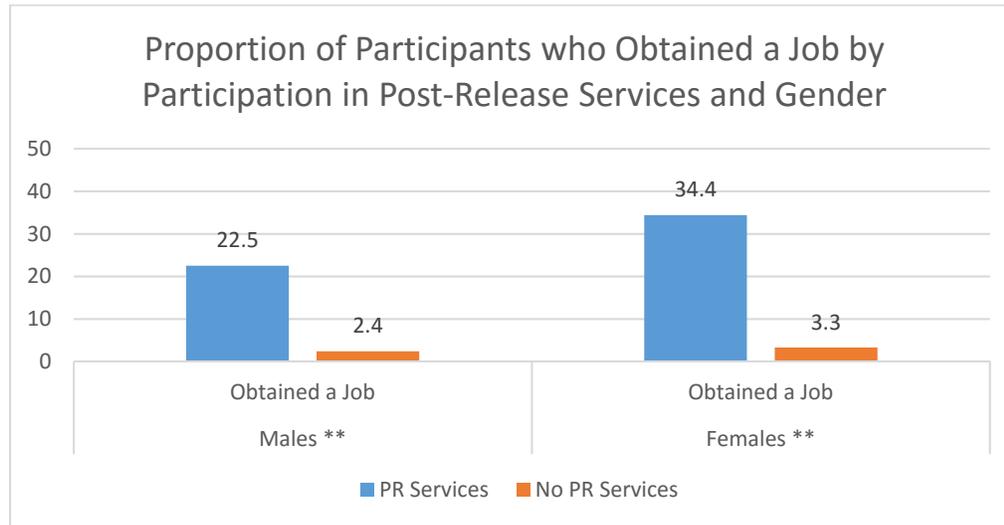
The RTS provided supplemental data to the Office of Reentry and Justice (ORJ) in an excel spreadsheet format that contained information on the sex of the participant, domain of referrals, returns to custody, and whether the participant obtained employment post-custody. Data drawn from the SAFE database included whether or not the participant engaged in the referred community-based services, post-release. These data were merged for purposes of the analyses presented here. All analyses were conducted by the Research and Evaluation Manager at the ORJ. Unfortunately, the data from the SAFE database had quality and integrity issues due to inconsistent patterns of usage. Further, there is no data that documents the amount of time participants were in custody, nor were all participants followed post-release for a structured period of time. In addition, the small sample size of the pilot is not sufficient to warrant strong analytical conclusions. Given that these issues may bias the findings, results presented here

should be interpreted with caution, and used to inform future analyses before any substantial application of the findings are implemented.

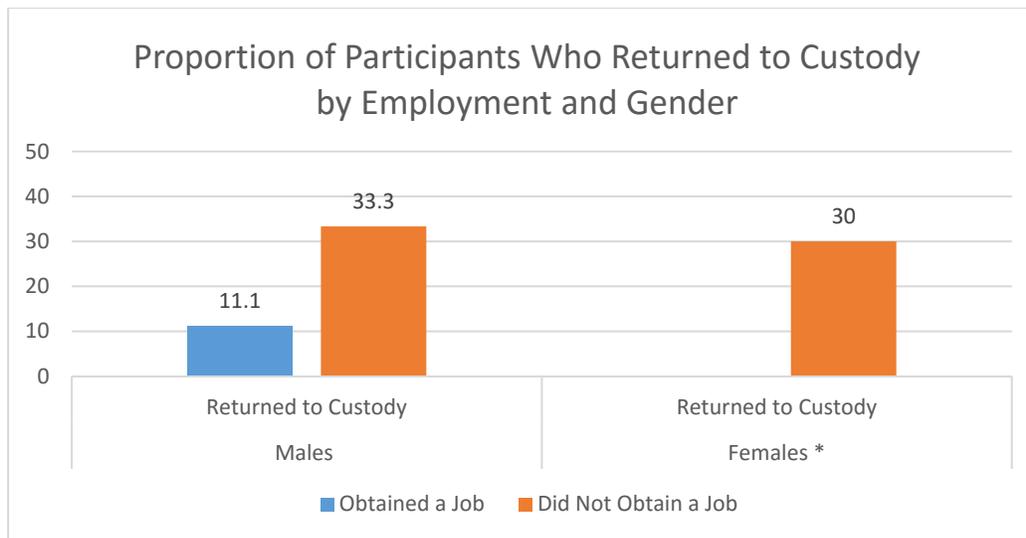
During the period of February 2018 through May 2019, the pre-release pilot program served 223 individuals at the WCDF. Of these participants, 78 percent (n=173) received at least one referral for post-release services. Given that much of the outcome data surrounding the referrals was missing, the RTS made a concerted effort to reach out to each participant for a brief follow-up interview. Unfortunately, few individuals were reached. As a result, missing data is common and may further bias the results presented here.

The sample of 173 individuals who received referrals for post-release services was made up of 57 percent men and 42 percent women. Follow-up outcome data was available for 45 percent (n=78) of the sample and no significant differences between men and women as it relates to outcomes surrounding service engagement post-release, employment, or returns to custody were found. Nevertheless, even with this small sample size, some inferences can be drawn, albeit with caution.

Half of participants (50 percent, n=72) engaged in at least one post-release service, as identified during the Needs Conferences, and 13 percent (n=22) obtained employment post-release. Despite the overall small sample size, a positive association was found between engagement in post-release services and employment. Here, 28 percent (n=20) of those who engaged in post-release services obtained employment compared to 3 percent (n=2) of those who did not engage in post-release services. This finding is consistent for both men and women as shown in Graph 1, below. Among males, 23 percent of those who engaged in services post-release obtained a job compared to only 2 percent of those who did not engage in post-release services. Similarly, among females, 34 percent of those who engaged in post-release services obtained a job, compared to 3 percent of those who did not engage in post-release services.

**Graph 1**

As it relates to recidivism, almost one third (29 percent) of participants returned to custody at least once. While no relationship between engagement in post-release services and returns to custody was found, a negative relationship was found between employment and returns to custody. This finding is consistent with what we would expect in that individuals who obtained employment were less likely to return to custody. More specifically, 5 percent of participants who obtained employment returned to custody compared to 32 percent of participants who did not obtain employment. However, this finding is not consistent across sex. As presented in Graph 2, below, obtaining a job is associated with lower rates of returns to custody among females. No association was found among men. This indicates that the association between obtaining employment and returns to custody varies by sex. Among employed men, 11 percent returned to custody compared to 0 percent of employed women. Again, this finding should be interpreted with caution due to small sample sizes.

**Graph 2****Summary of Findings**

Overall, the results from this pilot point to a promising program particularly as it relates to engagement in community-based post-release services. Engagement in post-release services was found to be positively associated with employment. Given that employment is a critical factor in reentry success, this is a particularly notable finding. However, while obtaining employment is an important step toward reentry success, maintaining employment is often the most challenging. Unfortunately, this data does not speak to employment retention. Projects that specifically seek to understand and support employment retention among individuals in the reentry process are worthy of future attention.

In addition to serving as a foundational step towards self-sufficiency, employment can also operate to reduce recidivism. Findings from this pilot suggest that employment reduces the risk of returns to custody. However, given the small sample size, it is important to avoid overstatement of any differences in these results by gender. Nevertheless, the variation points to questions worthy of further attention as it relates to gender differences in employment. For example, are wages, job type, or job satisfaction factors that may help explain differences in employment and recidivism outcomes by gender? Given that women historically, and currently, make less than men, are women more likely to accept a lower wage job than men and thus less likely to return to custody? These types of questions and others are worthy of future attention to better understand gender differences in employment and returns to custody.

## Limitations of the Pilot

Limitations in the data include not only a small sample size but variation in follow-up time in the community, post-release. Given that individuals were not released from custody at the same time, each individual experienced a different amount of time in the community. This variable length of follow-up could contribute to disproportionate rates of measurable outcomes across individuals as those who were released earlier had more time in the community and thus more opportunity to return to custody or obtain employment, compared to those who were more recently released. Unfortunately, the data do not allow for the analyses to account for this variation. This limitation in the data is noteworthy as it may lead to under-reports of all outcomes and may contribute to spurious findings.

The results of the pilot were also limited by SAFE data integrity issues. The ORJ has recently taken a number of steps to improve data integrity, including regular monitoring of entered data and prioritization of consistent data entry for all SAFE users. To support these efforts, supplemental group training has been provided by the ORJ, new users trainings are given on a regular basis, and training for individual users is offered as needed. With these additional supports in place, it is more likely that data in the SAFE database will be more useful in future evaluations that utilize this important source of information.

In addition to limitations related to the data, the outcomes of this pilot should also consider the limitations surrounding the project implementation. While the pilot was generally implemented as proposed, there were some obstacles that may have contributed to the fidelity of the pilot and outcomes as presented here. First, due to a variety of barriers, some Service Navigators were unable to make in-custody visits during jail visiting hours and thus did not have the opportunity to make a connection with the participant while in custody. Steps toward the resolution of this obstacle have been made recently whereby Service Navigators from both the Reentry Success Center and The Network have obtained contact clearance from the Sheriff's Office for all detention facilities. Contact clearance provides Service Navigators with more flexibility to meet with participants outside of visiting hours and thus greater opportunities for building relationships with participants while they are in custody. In addition, contact clearance will allow Service Navigators the potential to have regularly scheduled office hours at each of

the detention facilities and increase opportunities for the service navigators and RTS to mitigate any challenges surrounding a person's access to needed services upon their release.

Lastly, some individuals are released from custody unexpectedly and reenter the community without a completed Pre-Release Plan. This is a salient topic worthy of a high-level of attention since some estimates indicate that as many as 40 percent of those who participated in the pilot project were released in this unexpected fashion. While all individuals who completed an individual transition plan were provided with a list of community-based reentry service providers in the event they were released early, the unexpected release rarely allows for a warm hand-off directly to service providers and thus may affect post-release service engagement. Concerns related to recidivism are often exacerbated if the person unexpectedly released is homeless or transient. Without a way to subsequently contact the person to connect them to needed services or systems of care, the chances of future justice system involvement are significantly increased. While work in this area of need have been reported, the collective effort of the Sheriff's Office, other agencies providing in-custody services, and those working within community based systems of care will be required to make the most meaningful progress.

## **Conclusion**

While the findings from this pilot are limited, they are consistent with research showing pre-release planning as an important evidence-based practice that helps reduce recidivism. Given the promising outcomes demonstrated here, plans by the Office of Education to expand the project to all three detention facilities, under a rebranded program called Game Plan for Success (GPS) is likely to move the reentry and reintegration system in a positive direction.



# Contra Costa County Pre-release Planning Pilot Proposal

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## Background

Contra Costa County's 2011 Reentry Strategic Plan and 2012 AB 109 Operational Plan both identify the establishment of a formal pre-release planning process as a critical component of the County's efforts to develop a coordinated countywide reentry system. Despite impressive progress toward achieving many of the County's other stated reentry goals and objectives, however, there has thus far been only limited progress in establishing and formalizing this process. The Probation Department currently administers pre-release CAIS assessments to individuals sentenced to local custody under AB 109 (1170(h) individuals), and several of the County's AB 109-contracted service providers meet with clients both in custody and post-release. Nonetheless, over the past 3 years, evaluation interviews and focus groups with County staff, AB 109 service providers, and AB 109 clients in custody and in the community have indicated that these pre-release planning efforts remain relatively informal, with limited coordination across agencies and service providers. Based on this information, Resource Development Associates (RDA) recommended that the County engage in a planning process to develop a plan for pre-release planning for individuals incarcerated in Contra Costa County's detention facilities. The County's Quality Assurance Committee (QAC) and Community Corrections Partnership (CCP) agreed with this recommendation and RDA, in coordination with the Senior Deputy County Administrator and Reentry Coordinator, convened a multidisciplinary workgroup to meet and develop a plan for pre-release planning.

The planning process took place over 4 months and included 7 meetings, 5 with the full workgroup (see Appendix A) and two meetings with a smaller group of partners more closely involved in the day-to-day facility and post-release operations. Participants represented a range of pre-release stakeholders, including the County Administrator's Office, the Probation Department, the Sheriff's Office, Behavioral Health Services, the Contra Costa County Office of Education and more. A full list of participants is included at the end of this document.

The planning process resulted in a proposed pilot that will produce formal pre-release planning efforts in keeping with best practices, and in a manner that acknowledges existing capacity, is sustainable, and provides a foundation for expansion into the broader jail population.



## Contra Costa County Pre-release Planning Pilot Plan

### Vision

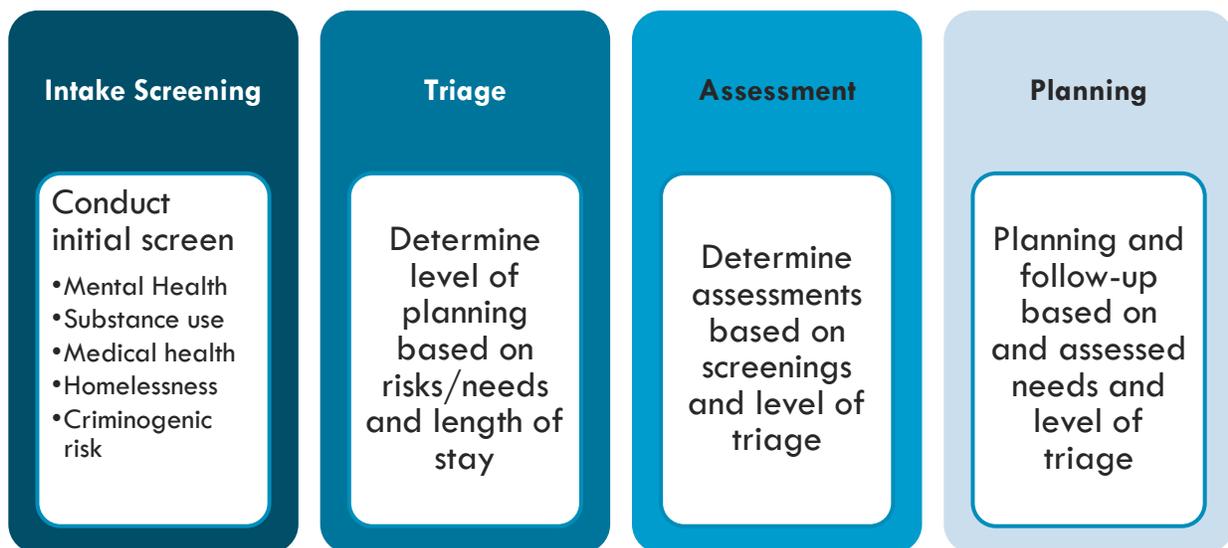
To begin the Pilot planning process RDA led a visioning exercise with participants who represented a range of Pre-release stakeholders, as indicated above. Because this is a cross-system initiative, it was important to ensure shared expectations as well as a common understanding of potential risks and opportunities. Together stakeholders identified and prioritized the critical components of the County’s pre-release planning program, ultimately identifying the following eight elements as critical to program success:

- Screening/Assessments
- Individual Service Planning
- Case Management
- Support Systems for Individuals who are Incarcerated
- Multidisciplinary Reentry Team
- Communication
- Resources
- Governance

### Best Practices

An examination of best practices in reentry planning help to contextualize the workgroup’s vision while ensuring that the emerging program is informed by past learnings. Literature in reentry planning indicate that there are four key steps in the reentry planning process, with additional case management and follow up implemented on an as-needed basis (See Figure 1 below).

Figure 1: Key Steps in Pre-release Planning Process





## **Intake Screening**

Intake screening is used to help determine the extent to which individuals who are incarcerated have needs such as medical, mental health, substance abuse, employment, and housing, among other needs and criminogenic risks. Initial screenings allow the jail staff and reentry team to see the big picture of the County's incarcerated population's needs and trends, in addition to helping identify each individual's needs and necessary level of support so that they are triaged appropriately.

## **Triage**

As noted above, intake screenings allow the reentry team to triage individuals who are incarcerated into specific tracks and determine the level of planning necessary for each individual based on their needs and criminogenic risks. By matching reentry strategies to individual needs and grouping individuals into various tracks, the reentry team can be as efficient and cost-effective as possible in their use of limited and valuable resources.

## **Assessment**

Once each individual has been triaged, more in-depth assessments should be administered to individuals based upon the results of their initial screenings, if at all possible. For instance, individuals with identified mental health and/or substance use needs should be given proper assessments by qualified professionals so that they can develop treatment plans while they are in custody.

## **Planning**

Finally, after individuals have been triaged and received necessary assessments, each individual should receive case management services whereby a case manager works with them to develop an individualized case plan to help meet their needs while they are in custody, reduce their criminogenic risks, and make smooth handoffs to out of custody services upon release.

## **Considerations/Limitations**

There are a number of important considerations that the Reentry Planning Workgroup confronted through the course of the planning process and that will continue to limit the County's ability to implement a comprehensive pre-release planning process for all individuals incarcerated in the county. The two primary limitations for this process were limited data on the County's custodial population and limited resources for this process.

In terms of data limitations, there are a number of limitations to the Sheriff's Office's Jail Management System (JMS), which have been noted in RDA evaluations and in other analyses of Contra Costa County's criminal justice systems and partners. In particular, there is no reliable data on the weekly flow of individuals into or out of each County Detention Facility, nor the average lengths of stay for different segments of the custodial population. These limitations made it difficult to estimate the total number of potential pre-release planning participants on a weekly or monthly basis, or their likely length of stay.



This complicated the development of estimates of the number of individuals to be served over what period, and how to deploy the program across three facilities.

In addition to these data limitations, the primary limitation the workgroup grappled with was the absence of dedicated resources to support pre-release planning for individuals incarcerated in the County's detention facilities. Implementing a number of new activities will undoubtedly require additional staffing, which has not been allocated to date; however because these activities have never previously been implemented, there is no data by which to estimate the total staffing that will be necessary to support a robust pre-release planning process.

## Proposed Pilot

The workgroup developed a pilot pre-release planning program that can be implemented on a limited-duration basis that acknowledges capacity and data limitations yet enables measurement for future expansion. Key elements of the pilot include:

- Target population limited by size and facility;
- Process that reflects best practices, including outreach and engagement, screening, and planning that engages both the participant and
- Engagement of existing staff and resources to accomplish implementation, governance, and measurement.

## Target Population

This pilot project will target individuals incarcerated at West County Detention Facility (WCDF) who have an anticipated length of stay of two weeks or more, but are not being held pending transfer to the California Department of Corrections and Rehabilitation (CDCR) or other location. This includes sentenced individuals who have at least two weeks until their projected release date and pre-trial individuals who self-report an expectation that they will spend at least two weeks in custody. Up to 36 individuals will be able to enroll in the project on a weekly basis, 24 men and 12 women.

The Reentry Planning Workgroup made this decision for several reasons. First, the workgroup was committed to developing a process that could be implemented during the upcoming (2016/17) fiscal year, and thus did not require the allocation of additional resources. For this reason, the number of individuals to be included in the processes needed to be limited to a number who could be served within the current capacity of involved departments, hence the limit of no more than 36 new participants per week. In addition, the Workgroup decided to include individuals who will likely be in custody for two weeks or longer to ensure that, given the project's limited resources, participants will be in custody long enough to engage in meaningful pre-release planning. While the group recognized that there are a number of challenges experienced by individuals who are in custody for only short periods of time, workgroup members agreed that those challenges are better addressed through a different process that is more tailored to those needs.



## Process

As described above, the proposed pilot involves a multi-stage approach. Initial outreach will be conducted across the WCDF facility in order to engage volunteer participants in pre-release planning. A screening tool will be used to identify needs and a Reentry Transition Specialist (RTS) will work with participants to complete a pre-release plan. (See Appendix C for proposed tool.) Key service-providing departments will participate in a needs conference to support for both in-custody and post-release service engagement. Formal processes will guide referrals and data collection in order to enable measurement at every stage of the process. Please see Appendix B for a process flow of the proposed pilot pre-release planning project.

### Participant Outreach

In order to adequately inform the target population about the program, the pilot will recruit participants through two stages. WCDF has a pre-established Orientation for inmates who are brought to the facility. In the first stage of outreach, inmates learn about the services available in the facility via a flyer provided during Orientation; this process point was identified by the workgroup as an opportunity to provide inmates with basic information about the pilot. In the second stage of outreach, potential participants indicate interest in attending a screening session by signing up at a sheet located in their dormitory. The Reentry Transition Specialist (RTS) will collect the sign-up sheets on a regular basis and prioritize potential participants according to pilot capacity and length of stay, with a minimum self-reported projected stay length of two weeks.

### Program Screening

The Reentry Transition Specialist will conduct twice-weekly men's and once-weekly women's pilot group screening sessions with a maximum of 12 participants per session, to allow for individualized attention if needed. During the screenings, the RTS will assist the attendees with completing the Inventory of Needs (Appendix C) over a period of 45 minutes to one hour. The RTS will facilitate completion of the form to the greatest extent possible; however, if additional time is needed for the participant to finish or if they require assistance, time is allotted for this in the post-screening individual meeting between the RTS and participant. If the RTS identifies during the program screening that the participant has an urgent need for an in-custody service, the PRP process will continue but the RTS will also make the appropriate immediate referral. (Detention Health Services currently screen all incoming individuals for immediate health and mental health needs, but this screening may catch individuals who were missed during that process or have since developed an urgent need that has not been reported to DHS.)

### Case Planning and Review

As soon as possible after the Program Screening, the RTS will meet privately with participants to complete and confer regarding the participant's completed Inventory of Needs. The RTS will present relevant findings at a Needs Conference, where a Pre-Release Plan will be created and tasks assigned. If the RTS identifies that the participant has an urgent need for an in-custody service during the individual meeting, the PRP process will continue but the RTS will also make the appropriate immediate referral.





## Needs Conference

The Needs Conference will occur weekly, ideally on a day when there is no Group Screening. The Reentry Specialist will chair the Needs Conference with the following members also ideally attending:

- In-custody education
- County Probation
- Detention Health Services
- County Office of Education
- Peer Professionals (Success Center/Reentry Network/Men and Women of Purpose/Reach Fellowship)

Needs Conference participants will 1) develop and/or review Pre-Release Plans, 2) identify and/or confirm levels of need, 3) assign Primary and Secondary Case Managers, and 4) refer to in-custody services as needed. The Needs Conference assigns tasks on a new or existing Pre-Release Plan to appropriate entities; if in-custody referrals are needed and the appropriate staff member is not present to accept it, the Primary Case Manager will be responsible for subsequently completing the referral.

**New Cases.** The Reentry Transition Specialist will review all new completed Inventory of Needs forms with Needs Conference attendees and identify areas for Pre-Release Planning. All cases will have a Primary and Secondary worker assigned, for two reasons: 1) to provide the most appropriate services to the participant while they are in custody, and 2) to foster a strong relationship with a Peer Professional who will facilitate the participant's transition back to the community upon release.

Primary and Secondary worker assignment will be made by the Needs Conference based on considerations such as the number, type, and complexity of identified needs in order to provide the most appropriate in-custody services. If the participant has a high level or a highly complex constellation of needs, the Reentry Specialist may retain the case for Primary Case Management with a Peer Professional as a Secondary Case Management support. However, in all other cases Primary Case Management will be provided by a Peer Professional with Secondary Case Management support assigned to the Reentry Specialist. For all cases, the Reentry Specialist will be responsible for applications for state benefits.

**Ongoing Cases.** The Needs Conference team will review ongoing cases as needed to adjust the Pre-Release Plan. The Primary Case Management worker will present the case to the team and discuss any progress or barriers toward goals; the team will decide collaboratively the course of action needed to resolve any issues. If new in-custody referrals are needed and the appropriate staff member is not present, the Primary Case Manager will be responsible for subsequently completing the referral.

## In-Custody Case Management/Ongoing Case Review

The Reentry Transition Specialist and Peer Professional will work in partnership on an assigned case to:

- Collaborate with the inmate to establish clear roles and expectations for the Pre-Release Plan
- Complete referrals to custody and community services



- Address barriers to completing the Pre-Release Plan promptly
- Report significant barriers to Pre-Release Plan Success
- Ensure there is a concrete plan for post-release, including an appointment for the inmate to meet with their Peer Professional in the community

Ongoing case review serves to appraise and modify Pre-Release Plans, make referrals as needed, and to monitor participant progress on tasks. The Case Manager will meet with the participant as needed to complete the portions of the Plan that require work while they are in custody, as well as to strategize the approach to the end of the participant's sentence and their transition to the community.

### **Pre-Release Planning & Release Plan/Appointments**

Appropriate assignment of Case Management roles by the Needs Conference is a critical component of the Pre-Release Plan. The Needs Conference should (whenever possible) make assignments with the intention of allowing for a continuous relationship between the assigned Peer Professional and the participant post-release. If this is not possible, ensuring a warm-handoff from the assigned Case Manager to the community-based resource is strongly encouraged, as the custody-to-community transition is a time of extreme vulnerability. The Pre-Release Plan will be created during the Needs Conference in a manner that will allow the plan components to be easily transferred to the community case manager upon the participant's release, whether or not this is the same Peer Professional the participant was working with while incarcerated.

The Primary Case Manager will make the necessary appointments with community based services (including behavioral and physical health services) for each participant returning to the community. In addition, transportation arrangements for each appointment and/or referral will be clearly laid out in the Release Plan/Appointments portion of the Pre-Release Plan (Appendix D).

## **Oversight**

Pilot governance is imperative and provides a framework within which day-to-day decisions are made, linkages to out of custody services are built, pilot structures are determined, and evaluation measurements are established. There will be two governing bodies that comprise Contra Costa County's Pre-release Planning governing structure—a Steering Committee and smaller Operations Workgroup.

### **Steering Committee**

The Pre-release Planning Pilot Steering Committee will be comprised of representatives from each the following agencies:

- Sheriff's Office
- County Administrator's Office
- County Office of Education
- Probation Department
- Office of the Public Defender





- Mental Health Services
- Alcohol and Other Drug Services
- Homeless Program
- Detention Health Services
- West County Reentry Success Center
- Central/East Networked System of Services
- Reentry Coordinator

The Steering Committee will help to define responsibilities for Reentry team members and help ensure accountability among team members as well as the sustainability of the Pilot. Ultimately, the Steering Committee will maintain the following governance responsibilities:

- Identify involved stakeholders, their roles and responsibilities, and communication method(s)
- Build linkages to out of custody services
- Identify a process for recording/communicating day-to-day implementation learnings
- Identify the stakeholders involved in measuring the pilot's fulfillment of its stated objectives
- Define an escalation/resolution process for issues that arise during the pilot
- Report to QAC quarterly, and to CCP as needed

### **Operations Workgroup**

In addition to the larger Steering Committee, a smaller Operations Workgroup will meet regularly to monitor Pilot implementation and program processes, particularly during the implementation phase. The Operations Workgroup will be comprised of representatives from each of the following agencies/positions:

- Sheriff's Office (Chair)
- Reentry Transition Specialist
- County Administrator's Office
- County Office of Education
- Reentry Coordinator
- West County Reentry Success Center
- Central/East Networked System of Services

Operations Workgroup meetings will focus on Pilot activities and learnings. This meeting will provide a venue for program-related communication between Reentry team members and will allow programmatic shortcomings to be identified and adaptations to be implemented in real time on as needed basis. The Operations workgroup will provide quarterly reports to the Steering Committee and escalate to the Steering Committee on an as needed basis as well.



## Reentry Transition Specialist Responsibilities

In addition to the Essential Duties described in the Contra Costa County Office of Education Reentry Transition Specialist Job Description/Essential Elements<sup>1</sup>, The Reentry Transition Specialist is the day-to-day manager of the Pre-Release Planning Pilot program. RTS responsibilities to the Pilot include:

- Ensuring that fliers are available for all Booking Orientations
- Ensuring that dormitory sign-up sheets are available and collected in a timely manner
- Monitoring the sign-ups for attendance at Screenings
- Conducting the Screening sessions and assist participants with the Inventory of Needs
- Conducting the individual meetings with Participants to complete/review the Inventory of Needs
- Chairing the Needs Conference
- Acting as Primary or Secondary assigned Case Manager on each case
- Completing all referrals for benefits
- Participating in ongoing Case Review with participants when assigned as Primary Case Manager
- Ensuring the identified data required to track Pilot measures is gathered

## Outstanding Questions

### Implementation Questions

The following questions should be addressed as part of implementation planning, prior to initiating the pre-release planning pilot:

- A. Roles & Responsibilities
  1. What is the capacity of the RTS to conduct screenings and 1-on-1 follow up meetings in the context of other responsibilities?
  2. Will representatives from County Departments and/or CBOs be expected to meet with participants in custody? If so, how will the County ensure buy-in from these agencies?
  3. Which entities will participate in Needs Conference? Suggested entities include RTS, Sheriff, DHS, Probation, West County Reentry Success Center and Central/East Networked System of Services.
  4. Who will the MOU for RTS services include? CCCOE and SO?
- B. Pre-Release Planning Activities, Process and Logistics
  1. What is the mechanism for the RTS to find out what is happening with participants?
  2. Where will needs conference be located?
  3. How will the County measure the effectiveness of the pilot program? What data elements will be used? Who will collect these? Who will report these? To whom?
  4. What should be the frequency of the Needs Conference at pilot start?

<sup>1</sup> Reentry Transition Specialist. (2016, April 14). Retrieved July 21, 2016, from <https://www.edjoin.org/JobDescriptions/91/Reentry%20Transition%20Specialist%204-14-2016-20160418094937.pdf>



5. How will DHS hand off participants to BH in order not to lose them from services upon release?
6. What resources are available to address language barriers during the pilot?  
(Recommendation: Meeting to include CCCOE, DHS, SO)
7. Will the pilot include the ICE population? If so, how will release needs be addressed? If not, how will outreach efforts clearly articulate this limitation?
8. What data system will the RTS use to track Pilot participants and referrals, through Service Point or Salesforce? How will access be enabled?
9. Which public agencies are willing to commit to enrolling participants in services prior to release? How can capacity be identified?
10. How long will the pilot operate? What is the reporting frequency?

## Measurement of Pilot Success

In order to measure implementation and Pilot success, RDA suggests tracking the following measures as part of Pilot implementation:

- Total number of individuals who sign up each week
- Total number of who attend each PRP Overview and Screening
- Participant attrition
- Total number of 1-on-1 follow ups with RTS each week
- Average time spent for each 1-on-1 follow up with RTS
- Attendance at Needs Conference
- Number of cases reviewed at each Needs Conference
- Number of Plans developed
- MWP/REACH contact with participant
- Referrals, pre- and post-release linkages
- Participant experience (potentially through Probation or Network/Center contact)



## Appendix A

**Table 1: Reentry Planning Workgroup Participants**

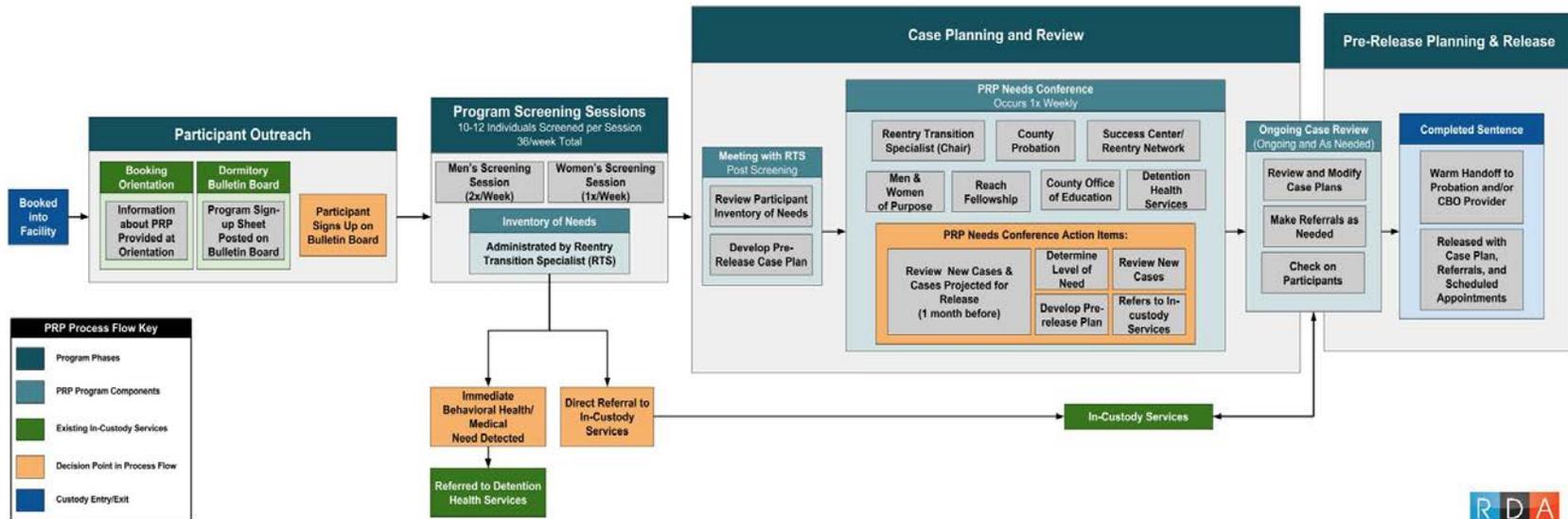
Name	Organization
Mark Messerer	Behavioral Health Services, AODS
Stephanie Van Houten	Behavioral Health Services, AODS
David Seidner	Behavioral Health Services, Forensic Mental Health
Jill Ray	Board of Supervisors District 2
Stephanie Medley	Community Advisory Board
Julie Kelley	Contra Costa Health Services
Lara DeLaney	County Administrators Office
Rachelle Buckner	CCCOE/Jail Education
Lindy Khan	CCCOE/Jail Education
Candace Tao	Detention Health Services
Sam Rosales	Detention Health Services
Jenny Robbins	Behavioral Health Services, Homeless Program
Vic Montoya	Adult Mental Health Services
Kathy Narasaki	Reentry Network for Returning Citizens
Nic Alexander	Reentry Success Center
Melvin Russell	Probation Department
Ted Martell	Probation Department
Robin Lipetzky	Public Defender's Office
Ellen McDonnell	Public Defender Office
Donte Blue	Reentry Coordinator
Matthew Schuler	Sheriff's Office
Chris Simmons	Sheriff's Office
Robyn Hanson	Sheriff's Office
Chrystine Robbins	Sheriff's Office
Patty Grant	Sheriff's Office
Tiombe Mashama	Transitions Clinic
Charles Brown	Workforce Development Board



## Appendix B



### Contra Costa County AB 109 Pre-Release Planning (PRP) Pilot Program Program Participant Flow Chart





## Appendix C

# Contra Costa County Pre-Release Planning: Inventory of Needs

## Purpose and Introduction to Participant

The Inventory of Needs tool primarily consists of questions to be completed in an individual interview with the participant, but should also include a signed acknowledgement that participants:

- Have been advised of the purpose of the assessment
- That information gathered may need to be shared in order to coordinate release planning services
- That completion of an ROI is optional, but that not consenting to sharing information may impact the level of assistance that can be provided
- That the Reentry Specialist is required to report any suspected child or elder abuse/neglect

Some measures are scaled, as follows:

Rating Number	Category	Description
1	No concern	I am not worried about this at all.
2	Minor	I have had some problems with this before, but I am not that worried about it right now.
3	Stable	I am having a problem with this right now but I have a plan to work on it. I am not worried that this is a threat to my life or safety.
4	Serious	I am having a problem with this right now and I do not know how I am going to fix it. And/or: I am worried that this issue is a threat to my life or safety.
5	Crisis	I am very concerned about this. It is one of my biggest worries. And/or: This is definitely a threat to my life or safety.



## Tool

### Basic Information

- Assessment completion date:
- Staff member assisting with assessment, if applicable:
- Participant Name (including any aliases):
- DOC number:
- SSN:
  - Do you have a SS card?
  - Do you have access to your SS card?
- Do you have a Birth Certificate?
  - Do you have access to your Birth Certificate?
- Are you a veteran?
  - If you are a veteran, what type of discharge did you receive?
- Are you an American Indian or Alaska Native?
  - If yes, what is your tribal affiliation?
  - What is your tribal membership status? (Enrolled/Not Enrolled)

### Physical Health (brief screen)

- Do you have any current medical needs?
  - Please rate the severity of these conditions (scale)
- Do you have any ongoing/chronic medical conditions?
  - Please rate the severity of these conditions (scale)
- Do you take any medications?
  - Do you have a supply of these?
  - How critical are these medications to your health? (scale)
- When was the last time you saw a doctor?
- Has your health changed since you last saw a doctor?
  - If yes, explain.
- In the community do you have a regular doctor or clinic you visit for care?
- What level of concern do you have about your physical health? (scale)

### Mental, Behavioral and Emotional Health (brief screen)

- Have you ever been diagnosed with a mental health condition?
- Has your mental health changed recently?
- Do you have any current mental health needs?
  - Please rate the severity of these conditions (scale)
- Do you have any chronic/ongoing mental health conditions?
  - Please rate the severity of these conditions (scale)
- Do you take any medications for your mental health?
  - Do you have a supply of these?



- How critical are these medications to your health? (scale)
- Suicide Screen (SBQ-R)<sup>2</sup>
- When was the last time you saw a professional about your mental health needs?
- What level of concern do you have about your mental, behavioral or emotional health? (scale)

### Alcohol and Other Drugs (brief screen)

- Do you currently or have you in the past struggled with alcohol or other drugs? (scale)
  - Are you currently using and to what degree? (scale)
  - What happens when you are withdrawing?
  - Have you ever been to treatment?
    - When?
    - Did you complete it?
      - If not, why not?
  - Do you currently need treatment?
  - Have you ever relapsed?
    - If yes, what contributes to relapse?
    - What helps you prevent relapse?
- What level of concern do you have about your alcohol or other drugs? (scale)

### Education (brief screen)

- What level of education have you completed?
  - If you haven't completed high school, are you interested in completing it or obtaining a GED?
  - Are you interested in completing any vocational programs?
- Are you able to read and write?
- What level of concern do you have about education? (scale)

### Housing

- Do you have an established rental history?
  - Any evictions?
- Where did you live before you were incarcerated?
- Where will you live when you are released?
- If housing is identified, who else lives there and how are you related to them?
  - Do they agree to have you live there?
    - Does the landlord?
    - How long can you stay?
- What level of concern do you have about housing?

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<sup>2</sup> Cannot be self-administered.



Modified Scale:

Rating Number	Category	Description
1	No concern	I have a place to stay upon release with no restrictions
2	Minor	I have several possible options for housing, but no definite plan
3	Uncertain	I have one or two possible options for housing, but I am not sure whether I can go there
4	Serious	My only housing option upon release would violate release conditions OR my only housing option poses a threat to my health or safety
5	Crisis	I will be homeless upon release

### Benefits and Eligibility

- Before being incarcerated, were you receiving any benefits?
- What level of concern do you have about benefits? (scale)

### Civil/Legal Services

- Other than the current case, are you a party to any other legal actions, including child welfare?
  - Do you have an attorney?
- Are you a legal resident of the US?
  - If not, do you know of any pending immigration actions against you or your family?
- What level of concern do you have about your legal status? (scale)

### Employment & Financial

- Before you were incarcerated, were you employed?
  - Can you return to this job after release?
  - Was this your main source of income?
- What type of work have you done previously?
- Do you possess any special work skills?
  - Do you have any current or past certifications (CDL, forklift?)
- Do you have any savings?
- Do you have any debt?
  - How much?
- Do you know your credit rating?
- What level of concern do you have about your employment or financial status?

### Family Reunification

- Do you have any family locally?
  - Who and where?
- Do you have any children?
  - How old are they?
  - Do they have any special needs?
  - Where and with whom do they live?





- Are your children attending school regularly? If not of school age, are their childcare needs adequately met?
- Do you have any concerns about their care and well-being?<sup>3</sup>
- Do you get along well with the person caring for your child(ren)?
- If they do not live with you, how much contact did you have with them before you were incarcerated?
- How much contact do you have with them now?
- What level of concern do you have about your family? (scale)

### Community Support

- Do you have many, some, few or no law-abiding social supports?
- Are you affiliated with a gang?
  - Do you plan to return to the gang after release?
    - No: How do you plan to separate from the gang?
- What is your religious affiliation/church membership
- What level of concern do you have about your community supports? (scale)

### Transportation

- What types of transportation do you use?
- If you have a car, is the registration current and do you have insurance?
- What type of transportation will you use to get home when you are released?
- What level of concern do you have about transportation?

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<sup>3</sup> Answers to this question may require that the assessing individual complete a mandated report. The participant should be reminded of requirement to report suspected child abuse/neglect prior to asking the question.



## Appendix D

The RTS, who will chair the needs conference, will complete the first portion of the Pre-Release Plan Template for each program participant during the Needs Conference. The Chair will complete each column fully by:

- Filling out the basic information (Name, Inmate Number, etc.) completely
- Checking the box for each “Area of Need” indicated by the completed Inventory of Needs, and writing a brief “Description” of the need in collaboration with the participant
- Conferring with the Conference attendees over appropriate referrals and indicating those for follow-up with a checkbox
- Completing/maintaining the Action Plan, Person Responsible and Timeframe column

In preparation for imminent release, the Primary Case Manager will complete the *Release Plan/Appointments* section, ensuring that date, time, agency name, address, phone number, contact person, and transportation plan are addressed for each entry. At minimum, each *Release Plan/Appointments* section will establish a linkage with Men and Women of Purpose and/or Reach Fellowship.

# Contra Costa County PRP: Pre-Release Plan Template

<b>Name:</b>	<b>Date of L-FIN:</b>	<b>Primary Assigned Worker:</b>	<b>Next Court Date:</b>
<b>Inmate number:</b>	<b>Date of Plan:</b>	<b>Secondary Assigned Worker:</b>	<b>Anticipated release:</b>

Area of Need and Description	Resource/Referral	Action Plan, Person Responsible and Timeframe
<input type="checkbox"/> Documents and Identification	<input type="checkbox"/> Insert appropriate referral options into template here	
<input type="checkbox"/> Physical Health	<input type="checkbox"/> Insert appropriate referral options into template here	
<input type="checkbox"/> Mental, Behavioral and Emotional Health	<input type="checkbox"/> Insert appropriate referral options into template here	
<input type="checkbox"/> AOD	<input type="checkbox"/> Insert appropriate referral options into template here	





<input type="checkbox"/> Education	<input type="checkbox"/> Insert appropriate referral options into template here	
<input type="checkbox"/> Housing	<input type="checkbox"/> Insert appropriate referral options into template here	
<input type="checkbox"/> Benefits	<input type="checkbox"/> Insert appropriate referral options into template here	
<input type="checkbox"/> Legal	<input type="checkbox"/> Insert appropriate referral options into template here	
<input type="checkbox"/> Employment	<input type="checkbox"/> Insert appropriate referral options into template here	
<input type="checkbox"/> Financial	<input type="checkbox"/> Insert appropriate referral options into template here	
<input type="checkbox"/> Family	<input type="checkbox"/> Insert appropriate referral options into template here	
<input type="checkbox"/> Community Support	<input type="checkbox"/> Insert appropriate referral options into template here	
<input type="checkbox"/> Transportation	<input type="checkbox"/> Insert appropriate referral options into template here	

### Release Plan/Appointments

Appointments have been made for you as part of your Pre-Release Plan, as follows (date, time, agency name, address, phone number, contact person, transportation plan):

**County of Contra Costa**  
**OFFICE OF THE COUNTY ADMINISTRATOR**  
**MEMORANDUM**

**COMMUNITY CORRECTIONS PARTNERSHIP**

**6.**

**Meeting Date:** 09/06/2019  
**SUBJECT:** USE of the LOCAL INNOVATION FUND BALANCE  
**FROM:** AB109 CAB, Community Advisory Board on Public Safety Realignment  
**DEPARTMENT:** County Administrator

---

**RECOMMENDATION:**

CONSIDER recommendations from the Community Advisory Board (CAB) regarding the use of revenue in the County's "Local Innovation Fund," and PROVIDE direction to staff for disbursement of the Local Innovation Fund balance.

**BACKGROUND:**

With the passage of SB 1020 in 2012, the County was required to create a Local Innovation Subaccount intended to promote local innovation and county decision making. Revenue deposited in this "Local Innovation Fund" must be used to support local needs, and the law provides the Board of Supervisors with the authority to fund any activity that is otherwise allowable for any of the underlying accounts that fund the innovation subaccount. Beginning with fiscal year 2015-16, any revenue deposited in the Local Innovation Fund each year will come from transferring 10% of the revenue received from the State in the form of growth allocations for the 1) Community Corrections, 2) Trial Court Security, 3) District Attorney and Public Defender, and 4) Juvenile Justice Subaccounts (these are the four source accounts for the Local Innovation Fund).

Because each year's growth revenue is allocated to the County in the subsequent fiscal year, in fiscal year 2016-17 the County's first deposit of \$119,186 was made into the Local Innovation Fund from the requisite 2015-16 growth allocations. The following fiscal year the County received another \$186,607 based on the 2016-17 growth allocations. During the current fiscal year there has been \$295,932 in this form of revenue received, and growth allocation projections for this year place next year's expected innovation fund allocation at \$289,054.

In September 2016, the Quality Assurance Committee (QAC) of the Community Corrections Partnership (CCP) discussed the development of recommendations for the use of Local Innovation Fund revenue. The CAB was then asked for input on the recommendations. The matter was considered once more by the QAC in November 2016 as CAB continued to formulate its input on the recommendations.

After the County Administrator's Office of Reentry and Justice (ORJ) was created in January 2017, the ORJ began working with the CAB to determine recommendations for the use of revenue in the Local Innovation Fund. In June 2017, CAB recommended that this revenue be used to fund a capacity building project. CAB recommended a project where a cohort of AB 109 funded community based service providers would be guided through a self-assessment of needs related to organizational development. The cohort would then be provided individualized assistance to help participating agencies build capacity in the critical areas identified through the self-assessment process.

The ORJ received the CAB's input, developed additional considerations, and returned to the QAC in September 2017 where it was agreed that the ORJ would conduct a Request for Proposals (RFP) process for the allocation of up to \$250,000 to be split between a capacity building project as envisioned by the CAB, and an innovative reentry program to compliment the array of reentry services currently offered. On October 4, 2017, the ORJ published RFP #1709-252 for "Local Innovation Fund Projects." The RFP

provided up to \$75,000 in funding for a "Capacity Building Project" to be implemented from January 2018 – December 2018, and for up to \$175,000 for an "Innovative Reentry Program" that would start in January 2018 and could end as late as December 2019. A Bidder's Conference was then held on October 17, 2017, and streamed online as a webinar. Final responses to the RFP were due November 8, 2017, and Panels were convened the week of November 12, 2017 to review the submitted responses and provide the County with contract award recommendations.

In December 2017, the CAB endorsed the RFP review panel's recommendations that a contract be awarded to Fast Eddie's Auto Tech Training for \$75,000 and to the Richmond Workforce Development Board for \$175,000. The Richmond Workforce Board Contract is set to expire December 31, 2019. The Fast Eddie's contract is set to expire December 31, 2019, and an additional \$37,500 has been allocated to the Fast Eddie's program with a contract extension to December 31, 2019. Subsequently, after an RFQ process, Jeweld Legacy Group was awarded a \$75,000 contract in May 2018 for Capacity Building Services, and in March 2019, an additional \$50,000 was provided to be given as micro-grants to the agencies participating in the capacity building program.

**LOCAL INNOVATION FUND ACCOUNTING**

	FY 17-18	FY 18-19	FY 19-20
<b>REVENUE SOURCES</b>			
Fund Balance Forwarding	\$ 119,186		
New Revenue	\$ 186,607	\$295,932	\$289,054
<b>REVENUE USES</b>			
Richmond WDB ACES Project	\$ (43,750)	\$ (87,500)	\$ (43,750)
Fast In-Custody Automotive Training	\$ (37,500)	\$ (37,500)	\$ (37,500)
Jeweld Legacy – Capacity Building		\$ (75,000)	\$ (50,000)
<b>FUND BALANCE</b>	<b>\$ 224,543</b>	<b>\$ 320,475</b>	<b>\$ 478,279</b>

During its March 2019 General Meeting, the Public Protection Committee Directed the ORJ to manage a process for the disbursement of the FY 19-20 projected Local Innovation Fund balance of \$478,279. The ORJ then sought input from the QAC during its May 2019 meeting. The direction from the QAC was to get input from the CAB to inform the drafting of an RFP.

In requesting input from the CAB, ORJ explained that these recommendations would be intend to inform the content of the RFP for innovative reentry programs that would be released in the fall of 2019. These programs would be expected to begin as early as January 1, 2019, and end as late as June 30, 2021.

CAB considered disbursement of the Local Innovation Fund balance, and in July 2019 provided the ORJ with the recommendations included in the Discussion section below.

**DISCUSSION:**

Over the last several years, the CAB has worked to increase transparency of AB109 spending and advocate for the realization of the intention of AB 109 Public Realignment. CAB has actively advocated for increased community-based reentry services, supported the strategic enhancement of the County's reentry system, and worked to ensure criminal justice partners and the community work together to end the cycle of recidivism and mass incarceration.

Contra Costa County has remained committed to implementing groundbreaking best practices and proven solutions to reentry and justice reform. The collaborative work of our policy makers, social service providers, criminal justice reform experts, and many others are steering us towards achieving true justice for all Contra Costa County residents.

CAB members have participated in a number of planning processes administered by the County to identify strategic activities and opportunities to strengthen and build upon the foundation laid by AB 109

funded initiatives and programs. The CAB's recommendations on the usage of the Local Innovation Fund outlined below are guided by CAB's understanding of the County's Reentry Strategic Plan (2018-2023), recommendations from the County's Racial Justice Task Force, previous recommendations of the CAB, and feedback from community-based service providers and representatives of County agencies.

While the CAB recognizes the positive steps our County has made to this point, the CAB also acknowledges that future success relies on ongoing investment in innovative solutions with a proven track record of reducing recidivism, increasing access to needed services, and supporting successful community reintegration.

To this end, the CAB is recommending the CCP direct staff to adopt of the following guidelines in its disbursement of the County's current Local Innovation Fund balance of \$478,279:

1. \$28,279 be set aside to fund two (2) symposiums or shared learning events with one related to successful reentry for young people up to age 25, and a second focused on characteristics of effective reentry and diversion programming.
2. \$450,000 be used to fund the following innovative reentry programs:
  - a. Up to \$150,000 towards a program for young people up to age 25;
  - b. Up to \$150,000 to fund an employment program, including but not limited to paid vocational training, workforce development in specific growth sectors, employer education and support to encourage their hiring of returning residents; and
  - c. Up to \$150,000 for a program that focus on under-represented or at-risk populations, i.e. programs that are responsive to specific experiences or needs of families, different genders/races/cultures, residents that identify as LGBTQ, etc.

**FISCAL IMPACT (if any):**

100% Local Innovation Fund

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**Attachments**

No file(s) attached.

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**County of Contra Costa**  
**OFFICE OF THE COUNTY ADMINISTRATOR**  
**MEMORANDUM**

**COMMUNITY CORRECTIONS PARTNERSHIP**

**7.**

**Meeting Date:** 09/06/2019  
**SUBJECT:** UPDATE on the REENTRY TASK FORCE  
**FROM:** David Twa, County Administrator  
**DEPARTMENT:** County Administrator

---

**RECOMMENDATION:**

ACCEPT a report on the creation of the Reentry Task Force, and PROVIDE direction to staff as needed.

**BACKGROUND:**

In September 2016 the Steering Committee for the Pre-Release Planning Pilot program was first convened. That same month, the County was notified that its Probation Department was awarded a \$1,000,000 grant over three years as part of the federal government's Smart Reentry Initiative. This project funded by this grant included an initial planning period followed by two years of program implementation. The grant required the County construct a Task Force of local stakeholders. During the grant's planning phase, this Task Force was required to:

1. Meet regularly to discuss the leveraging of resources and implementation of best practices,
2. Identify potential federal, state and local sources of support for the project,
3. Identify policy and procedure barriers for TAY Reentry,
4. Develop any necessary data sharing agreements among project partners,
5. Review and approve the project's implementation guide, and
6. Provide input on the development of a five-year reentry strategic plan

As the planning phase for the Smart Reentry grant began, the Pre-Release Planning Steering Committee was asked to act as the Smart Reentry Grant Task Force, and in February 2017 the Steering Committee agreed to take on these additional functions.

As part of the Smart Reentry Grant's planning phase, Resource Development Associates (RDA) assisted the County with the development of a five-year Reentry Strategic Plan. The development process engaged the members of the Steering Committee, local residents, and other stakeholders to identify the plan's six areas of focus, which include:

1. Jail to Community Transition
2. Post-Release Program Access and Linkage
3. Economic Security
4. Housing Access and Attainment
5. Behavioral Health Access
6. Use and Coordination of Data

As the goals, objectives, and activities of each of these strategic focus areas were developed, members of the Steering Committee brought this information to their various agencies for appropriate revisions before they were ultimately endorsed. Once vetted, RDA compiled the content of these focus areas into a draft Reentry Strategic Plan that was circulated and reviewed by the various County agencies and other stakeholders that would be expected to perform the activities described in the plan. After this review and comment period, a final version of the Reentry Strategic Plan was presented to, and ultimately accepted by, the Board of Supervisors in July 2018. A copy of this final version of the Reentry Strategic Plan is included with this report as Attachment B.

The "Implementation Strategy" section of the Reentry Strategic Plan recommends that the County create a Reentry Council to oversee the plan's implementation, among other things. While there has been conversation and interest in creating such a body in the County, limited progress has been made, and as a result no intentional activity related to the Reentry Strategic Plan has occurred since it was accepted by the Board of Supervisors. To address this, the Steering Committee was approached in April 2019 with the idea of steward the implementation of the Reentry Strategic Plan. Because the Committee expressed interest in this idea, the ORJ drafted a proposal describing how this could be achieved and the Steering Committee accepted this proposal at its July 2019 meeting. A copy of this written proposal is included as Attachment A to this report.

**DISCUSSION:**

With the Pre-Release Planning Pilot concluding, its members will still be required to meet to fulfill the obligations of the Smart Reentry Grant Task Force. No longer having to function as the Steering Committee, that group was asked to transition into the Reentry Task Force with responsibility to:

1. Continue performance of the Smart Reentry Grant Task Force obligations,
2. Coordinate and document the first two years of activities for the County's Reentry Strategic Plan, and
3. Determine how the final 3 years of the Reentry Strategic Plan will be implemented.

The group agreed to take on this new identity, and to accomplish the added tasks each member of the Reentry Task Force will work as part of a team that is assigned to one of the six focus areas of the Reentry Strategic Plan. Teams will be self-directed and independently responsible for developing an annual work plan, coordinating with partner agencies to perform the activities in their work plan, and reporting the Team's progress back to Reentry Task Force twice each year. Since the Reentry Task Force will meet every two months, teams will have the opportunity to use the months between Reentry Task Force meetings to work towards the objectives of their work plan.

The ORJ has committed to helping the first two teams develop their FY 2019-20 work plan, and fashion their initial report to the Reentry Task Force. From that point, each team will be responsible for guiding the work of its respective focus area and communicating progress back to the Reentry Task Force. The ORJ will support the work by chairing Reentry Task Force meetings and providing these meetings staff support; acting as record keeper for Task Force documents, Team work plans, and implementation progress; leading the Team working on "Use and Coordination of Data;" and reporting Reentry Task Force accomplishments to the Board of Supervisors and any other bodies of the County interested in the work of the Task Force.

One could believe the responsibilities of the Reentry Task Force and its six Teams is likely to significantly increase the day to day workloads of Task Force members. However, the expectation is that most of activities included in Team work plans will align with things their respective agencies are working on and thus mostly consistent with existing assignments. Furthermore, each Team's ability to craft its own work plan should help ensure that any concerns related to a Task Force member's capacity or bandwidth is largely accounted for.

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**Attachments**

[Attachment A - Reentry Task Force Proposal](#)

[Attachment B - 2018 Reentry Strategic Plan](#)

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## *Proposal for a Reentry Task Force*

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### Purpose

To create a structure that will support the Office of Reentry and Justice (“ORJ”) in the implementation of the County’s Five-Year Reentry Strategic Plan.

### Background

The County has recently completed a three-year pilot of a Pre-Release Planning Project (“Pilot”) that began in 2016. This project included the creation of both a Steering Committee and Operations Workgroup. Subsequently, as part of the Smart Reentry Grant, the Pre-Release Planning Steering Committee meetings were leveraged to meet the grant’s requirement that the County convene a “Task Force” that would discuss 1)the grant’s progress, 2)sustainability beyond the grant term, and 3)how to improve outcomes for the population served by the grant. This grant also helped fund the County’s recent effort to update its Reentry Strategic Plan to a new five-year strategic plan (“Plan”) that was ultimately accepted by the County’s Board of Supervisors in July 2018. Although the Plan envisioned the creation of a Reentry Council or similar body that would guide the Plan’s implementation, the desire to create another body to discuss justice related matters has probably been lukewarm at best. As a result, there has been limited energy devoted specifically towards the County’s current Reentry Strategic Plan.

While the Pilot is ending, the body formerly known as the Pilot Steering Committee will at least continue to meet as the “Task Force” in accordance with the requirements of the Smart Reentry Grant. Presently, the Task Force is scheduled to meet [quarterly] through the grant’s conclusion in September 2020. Given these developments, is there an opportunity to leverage these meetings in a new direction?

### Proposal

The ORJ proposes that the “Task Force” of the Smart Reentry Grant be transitioned into the Reentry Task Force with these two specific functions:

1. Perform the “Task Force” obligations under the Smart Reentry Grant through the grant’s conclusion, and
2. Implement the first two years of the Reentry Strategic Plan through July 2021.

During FY 2020-21 the Reentry Task Force would determine whether to continue with function #2 above. It should be noted that this isn’t intended to displace the formation of a Reentry Council or similar body that would likely have a much broader range of issues and activities it could take on. The Reentry Task Force would intentionally be time limited and have its scope limited to the grant’s requirements and the six areas of focus in the Plan. Indeed, instead of

advising County leadership on matters of reentry or criminal justice, the Reentry Task Force would specifically support the ORJ with coordinating the performance of partner activities that emerge from the [grant and] focus areas of the Plan. To steward the implementation of the Plan, the ORJ proposes the process described below.

### *Reentry Task Force*

Instead of meeting quarterly, the Reentry Task Force would convene on a bimonthly basis and these meetings would continue to be led and staffed by the ORJ. The off months would provide time for six workgroups, each assigned to a different focus area of the plan, to meet and further progress towards the objectives of the Plan. Each workgroup would have an annual workplan<sup>1</sup> and be expected to provide a progress report to the Reentry Task Force on a semi-annual basis. To accomplish this, each meeting of the Reentry Task Force will include two workgroup progress reports. Each workgroup will be led by one or two members of the Reentry Task Force but will likely include other partners and colleagues in the performance of its various activities. With the creation of each year's workplan, the workgroup will document the progress made on the previous year's workplan, and the ORJ will compile this information into a report presented to the Reentry Task Force.

### *Workgroups*

The time commitment required is difficult to estimate and is sure to fluctuate. The hopes are that a significant portion of the effort required by members of the various workgroups align with intended activities. For instance, a large part of the Plan's first focus area related to "Jail to Community Transition" is geared towards the expansion of the Pilot. With this currently occurring, many of the related activities in the Plan will not require any new time commitments by those already involved. That said, it would be reasonable to expect a monthly commitment of two hours for meetings and an additional two to six hours for work required between meetings.

The chart below is ORJ's recommended structure for the six workgroups including assigned months for semi-annual progress reporting and potential workgroup leadership. While some partners are a more natural fit to a workgroup than others, there is also opportunity to explore end of year changes to workgroup leaders where appropriate.

<b>Strategic Plan Focus Area</b>	<b>Progress Reporting Months</b>	<b>Workgroup Leadership</b>
A. Jail to Community Transition	September and March	CCC Office of Education; Detention Health; Sheriff
B. Post-Release Program Access and Linkage	September and March	Probation; Success Center; Bay Area Community Resources
C. Economic Security	May and November	Employment and Human Services; District Attorney

<sup>1</sup> This could be adopted from the Plan in its entirety, although it should be expected that modifications based on the current context of implementation was always an expectation.

D. Housing Access and Attainment	May and November	HSD Health, Housing and Homeless Services Division; Reentry Network
E. Behavioral Health Access	January and July	HSD Behavioral Health Division; Public Defender
F. Use and Coordination of Data	January and July	Office of Reentry and Justice; CCP Community Advisory Board

### Next Steps

Should there be an agreement to some [or all] of this proposal, progress reporting will be expected to begin at the September meeting of the Reentry Task Force. While generally the commitment of the ORJ to staff and lead will only extend to meetings of the Reentry Task Force and its assigned workgroup, it is certainly available to offer support to other workgroups as needed. Given this, the ORJ will work closely with the workgroups expected to present progress reports to the Reentry Task Force in September to develop templates for workplans and progress reporting that can be used by the other workgroups. The other four workgroups would then be expected to provide their annual workplans to ORJ by the end of October. This way the Reentry Task Force will have all the workplans by its November meeting, and unnecessary implementation delays will be avoided. Workgroups would then be expected to convene and work as necessary to accomplish workplan activities. Workplans, and related documents, for year two of the Reentry Task Force should be provided to ORJ by the end of June 2020 for inclusion in a report to the Task Force in July 2020. The Reentry Task Force and each workgroup would continue operating in a similar fashion during the second year until July 2021 or some other agreed upon end date.

# Contra Costa County Reentry System Strategic Plan, 2018–2023

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Prepared by:

Resource Development Associates

July 24, 2018





## **Contra Costa County Reentry System Strategic Plan, 2018–2023**

### **Principal Planners**

Amalia Egri Freedman

Linda A. Hua, PhD

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This report was developed by Resource Development Associates under contract with the Contra Costa County Office of Reentry and Justice and funded through a Bureau of Justice Smart Reentry grant.

Resource Development Associates, 2018

### **About Resource Development Associates**

Resource Development Associates (RDA) is a consulting firm based in Oakland, California, that serves government and nonprofit organizations throughout California as well as other states. Our mission is to strengthen public and non-profit efforts to promote social and economic justice for vulnerable populations. RDA supports its clients through an integrated approach to planning, grant-writing, organizational development, and evaluation.





## Acknowledgements

The Contra Costa County Office of Reentry and Justice wishes to thank the many returning residents, their loved ones, and the reentry providers and partners in Contra Costa County who gave their time and energy to this process. Your thoughtful feedback, stories, and recommendations helped to inform the creation of this plan.

We also wish to acknowledge the Local Planning Group, whose members provided input and guidance on the development of this Reentry Strategic Plan. The Local Planning Group was comprised of representatives of government agencies, community-based organizations, and service providers, including:

- California State Parole Board
- Concord Police Department
- Contra Costa County Alcohol and Other Drugs Services
- Contra Costa County Community Advisory Board to the Community Corrections Partnership
- Contra Costa County Detention Health
- Contra Costa County District Attorney's Office
- Contra Costa County Employment and Human Services
- Contra Costa County Health, Housing, and Homeless Services
- Contra Costa County Mental Health Services
- Contra Costa County Office of Education, Adult Correctional Education
- Contra Costa County Office of the Public Defender
- Contra Costa County Office of the Sheriff
- Contra Costa County Probation Department
- Contra Costa Reentry Network
- Reentry Success Center
- Workforce Development Board of Contra Costa County



## Executive Summary

In 2017, the Contra Costa County Administrator’s Office of Reentry and Justice (ORJ), on behalf of the Board of Supervisors, undertook the development of a five-year Strategic Plan for the Contra Costa County reentry system. This plan is an update of the County’s first Reentry Strategic Plan, adopted in 2011. Through a public procurement process, the County contracted with Resource Development Associates (RDA) to facilitate a stakeholder-driven planning process and draft an updated reentry Strategic Plan. This Plan is meant to expand beyond AB 109 and address the expressed goals and needs of the County’s reentry system. With oversight and guidance from the ORJ, this planning process considered an array of factors including the reentry population to be served; the County’s jail and community supervision system; the reentry service provider network; and findings of previous evaluation efforts.

To guide the overall development of the Strategic Plan, a Local Planning Group was convened. This diverse body included membership from state corrections, multiple County agencies, local service providers and community representatives. The Local Planning Group used a collaborative process to identify key reentry system needs related to jail-to-community transitions, post-release program access and linkage, economic security, housing access, behavioral health, and the use and coordination of data. Informed by these key needs, the Local Planning Group set the following vision for the County’s reentry system:

*We envision a county where individuals involved with or impacted by the justice system are treated fairly; have the opportunity to make meaningful, positive contributions; and help build a safe and healthy community.*

To achieve this vision, the Local Planning Group set forth six specific goals that frame the Strategic Plan:

- A. Implement structures, tools, and procedures necessary to help returning residents achieve successful transition from jail to community.
- B. Ensure timely and appropriate connections to effective services and resources that support reentry.
- C. Increase the likelihood of post-release success by enhancing opportunities for returning residents to attain economic security.
- D. Improve housing accessibility matched to the needs of clients.
- E. Improve timely access to behavioral and health care services.
- F. Enhance the use and coordination of data to ensure quality of services and inform decision-making.

The Local Planning Group has also identified key objectives and activities that will lead toward goal and vision realization. Furthermore, to steward the implementation of these strategies, the identification of a stakeholder body to oversee Strategic Plan implementation is recommended.

These key recommendations, alongside the results of the strategic planning process, are presented in this document, which serves as the completed Strategic Plan. The Strategic Plan is meant to serve as a living document that provides high-level guidance on designing and implementing structural and programmatic improvements to the County’s reentry system over the next five years.



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## Overview

In 2009, Contra Costa County began the development of a Reentry Strategic Plan that recommended the establishment of a Reentry and Reintegration Collaborative to improve coordination and collaboration among reentry stakeholders and, ultimately, improve outcomes for formerly incarcerated County residents. This plan was adopted by the Board of Supervisors (BOS) in 2011. Later in 2011, AB 109 took effect across the state, to which the County responded with an Operational Plan to develop a coordinated reentry infrastructure, emphasize the use of evidence-based practices in serving the AB 109 population, and respond to state mandates.

With the onset of AB 109, the County established formal partnerships through the Community Corrections Partnership (CCP). After conducting planning efforts to design reentry support systems in each region of the County, the Reentry Success Center in West County and the Central-East Reentry Network System of Services were created. The County is now updating its Reentry Strategic Plan to further improve upon the objectives of its AB 109 Operations Plan and to better align services for the broader reentry population. The Strategic Plan aims to develop a long-term reentry strategy with performance outcomes that can be measured on an annual basis, the goal of which is to increase public safety by reducing recidivism.

To accomplish these objectives, the County Administrator’s Office of Reentry and Justice (ORJ) engaged Resource Development Associates (RDA) to facilitate and support a strategic planning process for the local reentry system. This planning process considered an array of factors including the reentry population to be served, the structure of the County’s jail and probation systems and service provider network, findings of previous evaluation efforts, and input from various stakeholders. Key objectives that were considered include establishing greater continuity between in-custody and post-release supervision and services, continuing to build the County’s data infrastructure, increasing the County’s operational capacity for cross-departmental planning and implementation, and building provider competencies in developing and delivering services to justice-involved transitional age youth (TAY) in particular.

This document contains the results of the strategic planning process. This Strategic Plan is meant to serve as a living document that provides high-level guidance on designing and implementing structural and programmatic changes over five years.





## Methodology/Stakeholder Engagement Process

To understand and appropriately address the local reentry system’s strengths and needs that emerge from its landscape of services, programs, and organizations, the strategic planning process was organized into five phases: Project Launch & Discovery, Needs Assessment, Direction Setting, Strategy Development, and Plan Development. The first two phases laid the groundwork for the Strategic Plan by engaging reentry system stakeholders and assessing Contra Costa County’s realm of reentry populations, services, and outcomes. Table 1 describes the key activities conducted during the Project Launch and Needs Assessment phases.

**Table 1. Timeline and Description of Project Launch and Needs Assessment Activities**

Activity	Tasks Performed	Results	Date
<b>Project Kick-Off Meeting</b>	<ul style="list-style-type: none"> <li>Met with ORJ</li> <li>Reviewed plan objectives and activities</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed project vision, objectives, and work plan</li> </ul>	August 7, 2017
<b>Stakeholder Launch</b>	<ul style="list-style-type: none"> <li>Introduced strategic planning effort to reentry stakeholders</li> <li>Reviewed progress made since previous Strategic Plan development</li> <li>Discussed how stakeholders can be involved in planning</li> </ul>	<ul style="list-style-type: none"> <li>Gathered preliminary priorities for reentry system strategy</li> </ul>	August 22, 2017
<b>Needs Assessment</b>	<ul style="list-style-type: none"> <li>Conducted 3 community forums               <ul style="list-style-type: none"> <li>Concord (16 attendees)</li> <li>Richmond (18 attendees)</li> <li>Antioch (15 attendees)</li> </ul> </li> <li>Conducted one supplemental focus group               <ul style="list-style-type: none"> <li>Alpha Cohort at Reentry Success Center (9 participants)</li> </ul> </li> <li>Launched an online stakeholder survey (23 responses)</li> <li>Reviewed relevant documentation               <ul style="list-style-type: none"> <li>AB 109 Evaluation Reports</li> <li>ORJ initiatives and grants</li> <li>2011 Strategic Plan</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Analyzed data across all sources to identify reentry system needs</li> </ul>	October 2017- November 2017

RDA analyzed the needs assessment data, including community input provided through public forums that were held in each of the County’s three regions, to identify strengths, challenges, and gaps within the current reentry system. RDA then convened and presented its findings to the Local Planning Group in the Direction Setting phase to ensure that the reentry planning effort was grounded in data. The Local Planning Group was composed of representatives from justice and safety net agencies across the County (see list of members in Appendix D). The Local Planning Group convened four times during the Direction Setting and Strategy Development phases to establish a vision, mission, and guiding principles for the





reentry system and develop five-year reentry system goals, objectives, and activities. In addition to meetings of the full group, Local Planning Group members formed a subcommittee to develop the guiding principles that are included as part of this Strategic Plan (see Reentry Framework in the following section). Table 2 outlines the activities performed in each meeting of the Local Planning Group.

**Table 2. Timeline and Description of Strategic Planning Meetings**

Activity	Tasks Performed	Results	Date
<b>Local Planning Group Meeting #1</b>	<ul style="list-style-type: none"> <li>Reviewed previous reentry system Strategic Plan mission, vision, and guiding principles</li> <li>Reviewed needs assessment results</li> </ul>	<ul style="list-style-type: none"> <li>Received feedback on mission, vision, and guiding principles</li> <li>Prioritized needs to address in next five years</li> </ul>	January 11, 2018
<b>Local Planning Group Meeting #2</b>	<ul style="list-style-type: none"> <li>Discussed mission, vision, and guiding principles feedback</li> <li>Reviewed prioritized needs</li> <li>Drafted goals for each need</li> </ul>	<ul style="list-style-type: none"> <li>Established a values and guiding principles subcommittee</li> <li>Confirmed the five priority areas of need to include in the Strategic Plan</li> </ul>	January 25, 2018
<b>Local Planning Group Meeting #3</b>	<ul style="list-style-type: none"> <li>Drafted measurable objectives for each goal area</li> </ul>	<ul style="list-style-type: none"> <li>Finalized mission and vision statements</li> </ul>	February 9, 2018
<b>Local Planning Group Meeting #4</b>	<ul style="list-style-type: none"> <li>Reviewed objectives, activities, and resources for each goal area</li> </ul>	<ul style="list-style-type: none"> <li>Finalized guiding principles</li> <li>Refined measurable objectives and implementation activities</li> </ul>	March 1, 2018

The following sections provide a culmination of the Local Planning Group’s work, including an updated description of the County’s reentry framework, mission statement, vision statement, and guiding principles; a summary of the needs assessment; and the strategic goals and objectives that were developed.



## Reentry Framework

This Strategic Plan is grounded in a comprehensive and coordinated reentry framework, which begins at the point of arrest and continues through successful reintegration in the community. The following mission, vision, and guiding principles are the core tenets that underlie the recommended goals, objectives, and activities presented in the Strategic Plan. These statements are meant to be long lasting and should inform the work in reentry, wherein all reentry system actors share a mutual responsibility for achieving the system’s mission, vision, and goals.

### Mission Statement

The Contra Costa County reentry system serves as a collaborative partnership that aids individuals, families, and their support system, in achieving successful community reintegration by facilitating access to a continuum of quality services and improving systemic practices.

### Vision Statement

We envision a County where individuals involved with or impacted by the justice system are treated fairly; have the opportunity to make meaningful, positive contributions; and help build a safe and healthy community.

### Guiding Principles

The Local Planning Group developed the following guiding principles based on the key values underlying the desired state of the reentry system. They are presented alphabetically below.

**Culturally Respectful and Responsive:** Diverse perspectives that reflect the wide array of cultures, beliefs, and attitudes within our community should be reflected in the design and implementation of reentry system approaches.

**Evidence-Based:** Better reentry outcomes require a commitment to employing evidence-based practices and continuous quality improvement, while also leaving room for innovative approaches that will produce promising results.

**Fairness and Equity:** Procedural justice is important and must respect the dignity and experience of all justice-involved people, as well as demonstrate concern for communities experiencing criminal justice disparities that have been persistent and historical.

**Holistic:** Community reintegration is most easily achieved by continuous, appropriate delivery of quality services that are tailored to the holistic needs of individuals and families most impacted by incarceration.

**Inclusive:** Effective reentry strategies are best created through an inclusive approach that utilizes input from justice system professionals at all levels of government and in community and faith-based





organizations, those with histories of justice system involvement, and other interested stakeholders to develop appropriate interventions that encourage community reintegration and recidivism reduction.

**Justice Reinvestment:** Reinvesting in the communities most impacted by the criminal justice system supports public safety by addressing the root causes of crime and empowering communities.

**Partnership:** Collaboration, coordination, information and resource sharing, and communication are essential elements of productive partnerships and critical components of a high-functioning reentry system.

**Public Safety:** Effective implementation of reentry solutions will reduce recidivism, ensure victims' rights are protected, and ultimately result in an environment where all members of the community feel safe and secure.

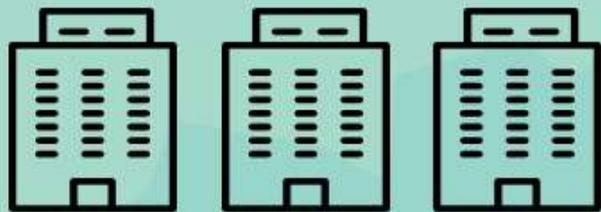
**Rehabilitation, Restoration, and Healing:** To create a safe and healthy community, rehabilitation, restoration, and healing must inform the decisions, policies, and practices of all stakeholders in a reentry system that is client-centered, trauma-informed, and culturally sensitive.

## Contra Costa County's Reentry Population Profile

To establish a snapshot of those being served in the reentry system, the population profile draws upon data from two point-in-time analyses: the known demographics of individuals under post-release community supervision and the known demographics of individuals in county jail. The demographic analysis of the post-release community supervision population from 2016 shows 2,262 individuals in reentry while the 2015 jail data shows 1,490 individuals in custody. Across these data, the gender distribution remains consistent while the racial/ethnic analysis shows Black/African American, Latino/Hispanic, and White/Caucasian make up the majority of the population, with some variance from time to time.

# Reentry Population Profile

To gather a base understanding of those being served in the reentry system, this population profile provides an approximation of the returning resident population, based on the demographic, arrest, and sentencing information available of individuals in-custody and individuals under post-release community supervision at a point in time

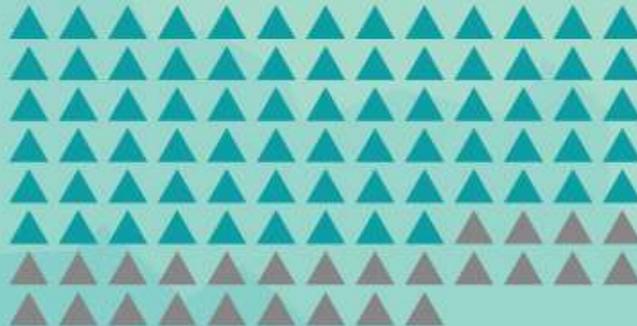


## 1,490

in custody

across three facilities on July 9, 2015

### Most in custody were not sentenced



■ Pre-Trial/Awaiting Sentencing (74%)  
■ Serving Sentence (26%)

Even split of Latino/Hispanic, Black/African American, and White individuals



Men were more likely than women to be charged of a new offense while on parole or probation

### MULTIPLE OFFENSES

Nearly everyone had been charged with multiple offenses, averaging 7-8 offenses each

## 181 days

AVERAGE LENGTH OF STAY

30% of population had been in custody 30 days or fewer

## 36%

were on parole or probation

when they were returned to custody



## 26% TAY

Over a quarter of those in custody were transition age youth (ages 18-24) and 60% of the entire population were under 35 years old

## over 15%

### At least 199 individuals had an identified mental illness

This is likely an underestimate because, for a variety of reasons, many do not disclose their condition. In addition jail staff are unable to track need for substance use disorder treatment.

The 2015 Jail Needs Assessment Report provides a snapshot of the county's jail population as of a point-in-time count in 2015. HDR & Futher the Work. (2015). *Jail needs assessment Contra Costa County Office of the Sheriff.*

in the community

## 2,262

in post-release community supervision, January-July 2016

39% Black/African American  
39% White individuals  
19% Latino/Hispanic



AVERAGE AGE:  

## 39

This year-to-date count conducted by the County Probation Department provides a snapshot of those under post-release community supervision in Jan-July 2016.



## Reentry System Needs Assessment

This section presents key findings from the assessment of Contra Costa County’s reentry system areas of strength and need. The sections below discuss findings in the following areas: 1) Arrest through Sentencing, 2) Incarceration and Reentry Planning, and 3) Reentry and Reintegration. A final section then discusses system-wide supports and coordination.<sup>1</sup>

### Arrest through Sentencing: Strengths

#### Diversion and Pretrial Services

**Contra Costa County serves a portion of the justice-involved population through programs and initiatives designed to divert individuals from jail and/or shorten pretrial stays after arrest and before sentencing.** Though these programs do not serve everyone who could benefit from these services, County criminal justice partners have developed and implemented these programs using a collaborative approach with the goal of assessing defendants’ reentry needs and recidivism risk, and providing legal representation, as early as possible in the criminal justice process.

- The *Arraignment Court Early Representation (ACER)* program began in FY 12/13 as a joint project of the Public Defender and District Attorney, and provides attorneys at defendants’ initial court appearance to increase the likelihood that appropriate defendants will be released from custody on their own recognizance (“OR”) for the duration of the adjudication process, and to also allow for the expedited resolution of cases when appropriate. ACER has resulted in thousands of defendants receiving representation at arraignment and has helped foster the speedy resolution of many cases.
- The Public Defender’s *Misdemeanor Early Representation Program (MERP)* is designed to provide immediate representation for persons cited for misdemeanor offenses to reduce incarceration and other collateral consequences such as warrants, arrests, additional criminal charges stemming from failures to appear, and time spent in custody. The project assures that, at the time of citation, the officer making an arrest provides printed information (available in both English and Spanish) advising individuals of the availability of immediate legal consultations with the Public Defender’s Office, which provides pre-arraignment legal information, advice, and representation. MERP services are provided to individuals arrested on misdemeanors in the cities of Richmond, Antioch, and Concord.
- The County operates a *Pretrial Services program (PTS)*, which is a collaborative effort between the Office of the Public Defender, District Attorney’s Office, Sheriff’s Office, Probation Department, and Superior Court. The program is designed as an evidence based strategy to reduce the County’s custodial population and screens prospective participants with the Virginia Pretrial Risk

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<sup>1</sup> These phases are presented here as linear in order to simplify the presentation of information, but we understand that some phases overlap (i.e., a person may be incarcerated prior to sentencing, in which case it is a best practice to begin pre-release planning as soon as possible during the person’s incarceration).



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Assessment Instrument (VPRAI), a validated pretrial risk assessment tool that measures a person's likelihood of missing court and being involved in new criminal activity while on pretrial release. As currently designed, the program is not able to screen every person detained in jail pretrial. For those who are enrolled into the program, the Probation Department monitors the defendants while they are on pretrial release, except for those with electronic monitoring conditions (e.g., GPS monitoring) as they remain in the purview of the Sheriff's Office.

- The Office of the Public Defender has hired a social worker who conducts *pre-sentencing needs assessments and referrals* for clients needing additional supports and prepares social history reports for consideration during legal proceedings.
- The County Alcohol and Other Drugs Services (AODS) System of Care staffs a substance abuse counselor who provides *substance use disorder (SUD) screening onsite at the Court* in order to arrange same-day residential treatment placements, and staffs a treatment program pre-enrollment hotline that can be reached directly from phones located inside the jail's housing units. By accessing this hotline, incarcerated individuals can be screened for the appropriate level of SUD treatment to expedite and coordinate program enrollment with their release from custody.
- Through a state Proposition 47 grant, the County Health Services Department is in the early stages of implementing the *CoCo LEAD+* program to provide pre-arrest, at-arrest, and post-arrest pre-booking diversion opportunities and coordinated services for people with behavioral health issues who have been repeatedly arrested by the Antioch Police Department for a low-level, non-violent misdemeanor and "wobbler" charges. CoCo LEAD+ includes cognitive-behavioral groups and restorative justice circles in community settings; dedicated transitional housing residences; and Section 8 1-3 bedroom vouchers for CoCo LEAD+ participants.

### Sentencing Practices

**Contra Costa County makes extensive use of AB 109 split sentencing with the goal of supporting a person's reentry success.** Contra Costa has one of the highest split sentencing rates in the state (92% of sentences) since public safety realignment legislation took effect in 2011. Sentencing individuals to serve a portion of their AB 109 sentence in custody and a portion under probation supervision is recognized as a best practice that gives counties the tools necessary to increase the likelihood that individuals participate in treatment programs and other supportive reentry services.<sup>2,3</sup>

### Arrest through Sentencing: [Needs](#)

#### Diversion and Pretrial Services

**Pretrial detention makes up a high proportion of the County's jail population.** As is the case in many counties, Contra Costa has a high pretrial detention population. A Sheriff's Office point in time count in

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<sup>2</sup> Austin, J.; Allen, R.; & Ocker, R. (2014). *Contra Costa County: A Model for Managing Local Corrections*. JFA Institute.

<sup>3</sup> Couzens, J. R. (2012). Realignment and evidence-based practice: A new era in sentencing California felonies. *Fed. Sent'g Rep.*, 25, 217.



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2015 found that three-quarters (74%) of the population were not yet convicted and sentenced for the crime for which they were being detained. Depending on the availability of resources, the County has the opportunity to facilitate further pretrial releases by scaling up its capacity to conduct pretrial assessments and monitor appropriate defendants in the community. Research demonstrates that individuals are more likely to recidivate the longer they are held in pretrial detention.<sup>4</sup> Therefore, maximizing appropriate pretrial release has the potential to greatly reduce the County's pretrial detention population and the demand for in-custody services, as well as potentially decrease recidivism rates.

Additionally, stakeholders recommended that the County continue to expand diversion opportunities for youth and adults, including tailored approaches for at-risk youth and transitional age youth (TAY) ages 18-25 as key interventions to better maintain residents' integration in, and connections to, their communities and enhance opportunities for recidivism reduction.

### Sentencing Practices

**Many individuals in custody who have been convicted and sentenced are not aware of their AB 109 status and their corresponding eligibility for programs and services.** While the County aims to use split sentences to increase the likelihood of successful reentry, nearly all individuals who participated in in-custody focus groups conducted in 2014-2015 stated that they did not receive information about what their sentence meant for them. While a person's case works its way through the court process, the defense attorney should clearly communicate with individuals about the meaning of their sentence and its associated programs and services (e.g., 1170(h) sentences). If a person is incarcerated before sentencing, it is a best practice to begin pre-release planning and linkage to in-custody programs and services as soon as possible in their incarceration. Pre-release planning is discussed in detail in the following section.

### Incarceration and Reentry Planning: Strengths

The assessment of incarceration and reentry planning should be taken in the context that the County has received approval for building the West Contra Costa County Reentry, Treatment, and Housing (WRTH) Facility, which will be a new building at the County's West County Detention Center. WRTH is intended to provide additional space for treatment and reentry services, including a room for contact family visitation.<sup>5</sup> This facility, and additional programming, is expected to begin operation by 2022.

### In-Custody Programs and Services

**The Sheriff's Office has continued to expand the types of in-custody programs offered.** The Sheriff's Office contracts with the Contra Costa County Office of Education (CCCOE) and two community-based

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<sup>4</sup> Lowenkamp, C.T.; VanNostrand, M.; & Holsinger, A. (2013). *The Hidden Costs of Pretrial Detention*. Laura and John Arnold Foundation.

<sup>5</sup> Contra Costa County was awarded \$70 million from Board of State and Community Corrections (BSCC) to help finance WRTH; the County's application to the BSCC can be viewed online:



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organizations (Men and Women of Purpose and Reach Fellowship International) to provide in-custody education, job readiness, reentry preparation, and mentoring services. In addition, the Sheriff's Office hosts other services, including chaplains, libraries, Alcoholics Anonymous, Narcotics Anonymous, and vocational programs. Many of the programs, particularly the peer mentoring services, are well received by clients in custody. The Sheriff's Office is actively working to expand the types of pre-release programs offered to include more correspondence programs, a behavioral health support group, and an arts program. The Sheriff's Office is also in the process of implementing a new Jail Management System (JMS), which should help improve the Sheriff's ability to share information with contracted service providers—for instance, the times and dates of a person's scheduled release from custody.

### **In-Custody Health and Behavioral Health Services**

**Detention Health Services is working to improve processes to facilitate access to health and mental health services from intake through pre-release planning.** Contra Costa County's Detention Health Services (DHS) provides medical and mental health care to all incarcerated individuals in the County. Intake nurses conduct health screenings and provide information about how to access in-custody health and mental health services. Detention Health provides multidisciplinary healthcare teams including nurses, doctors, dentists, psychiatrists, and mental health clinicians. Before release, Detention Health aims to give a two-week supply of prescriptions, TB test results, Medi-Cal application assistance, medical records, and assistance scheduling outside appointments for inmates with chronic health conditions. Recognizing that the processes in place do not always function as intended, Detention Health and the Sheriff's Office are currently undergoing a "value stream mapping project" to improve the delivery of in-custody health services. As part of this process they have undergone several rapid improvement events, with some recent ones being related to intake and mental health screening, and reentry and discharge planning.

### **Pre-Release Planning**

**Stakeholders are optimistic about the pre-release planning pilot and seek to leverage lessons learned to improve and expand pre-release planning for returning residents.** A best practice is to begin this process as early in a person's period of incarceration as possible. Recognizing that pre-release planning is essential to successful reentry, Contra Costa County has begun a pre-release planning pilot project in its West County Detention Facility. The pilot takes steps to connect clients with an in-custody transition planner to develop a reentry plan and create linkages between the incarcerated person and various needed services and community programs their release from custody. In addition, in-custody clients can benefit from in-custody services. Examples of the services a person can benefit from while incarcerated, in addition to those mentioned above, include the ability to meet with an AODS representative to help coordinate the person's enrollment into treatment options upon their release. As part of its AB 109 unit, the Probation Department has created a process for pre-release assessment of individuals serving a split

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<http://www.bscc.ca.gov/downloads/Contra%20Costa%20FINAL%20App%20and%20Needs%20Assessment%20SB844%20%20REDACTED.pdf>





sentence using the Correctional Assessment and Intervention System (CAIS) with subsequent referrals to community providers if the person chooses to receive services that are offered. Recently, case managers with the County’s Health, Housing, and Homeless Services have begun accessing the jails to assist with the coordinated entry of individuals into housing support services once they are released from custody.

## **Incarceration and Reentry Planning: Needs**

### **In-Custody Programs and Services**

**In-custody educational, vocational, treatment, and enrichment programs are not adequately matched to client needs or to post-release opportunities.** While the Sheriff’s Office has made progress made in increasing the types of programs offered in the County facilities, the assessment found the following gaps:

- There is no utilization of a needs assessment tool to match clients to in-custody programs.
- In-custody trade skills programs (e.g., woodworking, engraving) have few career opportunities.
- Though there are some new education and vocational certificate programs, most in-custody programs are not designed to continue from custody into the community.
- There is a need for more evidence-based programs that are aimed at reducing a person’s risk for recidivism. Some suggested implementing more cognitive behavioral interventions—an evidence-based approach that has been found to be effective in reducing recidivism, particularly among individuals with a high risk of recidivism.<sup>6</sup> Clients expressed a desire for greater variety of in-custody programs (e.g., parenting support programs).
- Individuals incarcerated in Martinez Detention Facility (MDF) continue to have limited access to group programs and in-person services.

**Barriers to program utilization include lack of awareness about in-custody programs, stigma around program participation, and limited provider access to jails due to space constraints.** Individuals most commonly learn about available in-custody programs through word of mouth while in jail. There is a need to enhance the promotion of in-custody services, including efforts to motivate individuals to attend and to address the stigma that clients may face if they invest in self-improvement through in-custody programming. Due to space constraints in the facilities, community-based organization (CBO) providers continue to have limited access to jails to promote and provide in-custody services (this includes time of day and frequency limitations), which has hampered their ability to develop relationships with incarcerated individuals to educate them about available services and promote post-release engagement in services.

### **In-Custody Health and Behavioral Health Services**

**The availability of health and behavioral health services and post-release transition to community health providers can be improved to better meet individual needs.** RDA’s 2016 evaluation of the AB 109

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<sup>6</sup> Feucht, T. & Holt, T. (2016). Does Cognitive Behavioral Therapy Work in Criminal Justice? A New Analysis from CrimeSolutions.gov. *NIJ Journal*, 277, 10-17.



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system of services found that many AB 109 individuals in custody reported that they have not received access to appropriate in-custody medical services. Many individuals expressed that they did not feel they were taken seriously when reporting medical issues to nursing staff and experienced long wait times for medical services. At that time, several clients reported that the Sheriff's Office transfers identified consumers of mental health care to the most restrictive wing of the MDF. Because of this concern, individuals with mental health needs noted not wanting to seek appropriate mental health care. In the current strategic planning process, stakeholders suggested that while connections to behavioral health services in and out of custody appear to be strong, there remains a need to improve the medical transition from custody to the community (i.e., Medi-Cal enrollment, adequate supply of medication, connection to health conductors).

**The County's detention facilities currently do not provide clinical substance use disorder treatment in custody.** While the County of Office of Education's DEUCE (Deciding, Educating, Understanding, Counseling, and Evaluation) program provides trauma-informed substance abuse education inside the West County Detention Facility, there is a need to begin clinical substance use disorder treatment services while an individual is in custody.

### Pre-Release Planning

**Clear processes to study, refine, and expand the pre-release planning pilot program to serve more individuals across the County's three detention facilities are needed.** The County has taken an important step in approving and beginning the implementation of the pre-release planning pilot project. However, currently there is no direct funding allocated to the pilot. CCCOE leverages its Reentry Transition Specialist and limited support from other stakeholders to support the programs administration and operations. The County will need to continue to work toward providing pre-release planning and reentry service linkages to people incarcerated in each of its detention facilities, including those with shorter lengths of stay or who are have an immediate/unexpected release from custody. It is important to ensure that pre-release planning includes an assessment of a person's post-release needs, linkage to housing resources in the community, and support with obtaining needed documents (such as California driver's license/identification cards). Medi-Cal enrollment should begin while a person is still in custody, and application processes for all other public benefits for which a person may be eligible should be coordinated so that applications occurs as close to a person's release date as is reasonable.

**Direct linkages from jail to community-based services rarely occur.** Research shows that connection to services in the critical time immediately following a person's release from custody is a key indicator of their future reentry success.<sup>7</sup> One barrier to facilitating a direct linkage from custody to another service, in which a provider from the jail ensures that the person being released is immediately connected to and received by a program, housing, or treatment facility (often referred to as a "warm handoff"), is that treatment and service providers may not be apprised of an individual's release date and time, especially

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<sup>7</sup> La Vigne, N.; Davies, E.; Palmer, T.; & Halberstadt, R. (2008). *Release Planning for Successful Reentry: A Guide for Corrections, Service Providers, and Community Groups*. Urban Institute.



if release dates and times continually shift. In addition, few agencies are equipped to provide for a person's immediate pick-up and transport to their program upon release.

## **Reentry and Reintegration: Strengths**

### **Access to a Continuum of Services**

**AB 109 propelled the County to provide streamlined access to a continuum of services, particularly for AB 109 clients.** All major service areas outlined in the County's original AB 109 operational plan are available through County agencies and contracted CBOs: mental health and substance abuse treatment, shelter and housing assistance, mentoring programs, employment, financial benefits assistance, family reunification programs, job training, and transitional employment programs. In FY 15/16, the County expanded the eligibility for participation in AB 109-funded reentry programs in the community to include all formerly incarcerated individuals in a tiered approach that continued to prioritize individuals on one of Probation's AB 109 caseloads. As reported in focus groups, many individuals under AB 109 supervision appreciated the County's implementation of AB 109 as a whole for providing a second chance and services to help them get back on their feet. AB 109 clients regularly noted that their probation officers have been supportive in linking them to services to support the person's reentry efforts.

**The County commissioned the creation of the West County Reentry Success Center and the Central & East County Reentry Network, implementing "no wrong door" and one-stop approaches to reentry services.** The Central & East Reentry Network System of Services was started in FY 14/15 and the Reentry Success Center in West County was established in FY 15/16. Both act as initial points of contact for individuals and family members engaged in the reentry process and link individuals to organizations that provide services to support a person's reintegration back into the community.

### **Housing Access and Attainment**

**The County provides returning residents access to shelters, transitional housing, and assistance with navigating the County's housing resources.** The County has allocated funding for 10 beds across its two homeless shelters for the AB 109 population. There is also dedicated housing through AODS for AB 109 clients who have recently graduated from residential or outpatient substance abuse treatment programs for up to 24 months of sober living where participating consumers can receive a variety of self-sufficiency services and recovery oriented supports. The County also contracts with a housing provider to assist clients in overcoming barriers to obtaining and maintaining adequate housing; provide up to 28 beds of transitional housing; assist a client with the transition to permanent housing options; and provide direct financial assistance to cover costs related to housing applications, security deposits, and emergency rental support. The County also has a contract for ten beds in a clean and sober transitional housing program in Antioch that provides other additional supportive reentry services, and another contract for short-term housing for up to 12 women and their young children in Richmond. Each of these housing options are paid for with AB 109 funding, and prioritized for clients that are under a form of supervision in the community.



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**The County is aware that housing resources remain scarce and the housing market is inaccessible, and is increasing dedicated housing funding for justice-involved individuals.** The County boosted AB 109 funding for housing in FY 16/17, more than doubling the amount allocated in FY 15/16. The County shifted from a “master leasing” housing model to a recovery model, leveraging sober living environments and joint housing to provide housing support for individuals with histories of substance use disorders and/or a desire to live a sober lifestyle. In addition, the County is in the early stages of implementing a Smart Reentry project for transitional youth aged 18 – 24 (federal Department of Justice grant) and CoCo LEAD+ (State Proposition 47 grant) to divert individuals with behavioral health needs that are arrested for an eligible crime. Each of these projects dedicates resources for the provision of a variety of housing options for the identified justice-involved populations, and the latter project specifically includes the opportunities for permanent linkages to Section 8 Housing Choice Vouchers. In addition, the Probation Department will begin providing revenue to the Housing Security Fund (described below) for its supervised population who are not on an AB 109 caseload, and the state’s Division of Adult Parole Operations has recently opened a day reporting center in West County where it provides parolees in the program with access to dedicated housing resources.

**The County is also in the process of developing and implementing a number of new housing programs and resources.** Pomona St. Apartments, a 24-month independent living program, provides supportive housing for TAY experiencing homeless, with a maximum capacity of 10 youth. The Probation Department has contracted one of these beds for youth returning home from Division of Juvenile Justice (DJJ) facilities. As a part of the County’s Continuum of Care, a Housing Security Fund has been established that would soon start disbursing funds to support individuals at risk of homelessness who are ineligible for other funding streams. The County’s Health, Housing, and Homeless Services awarded a contract in March 2018 to divert individuals from entering the homelessness system of care through case management and financial support. The County is also developing 50 micro-housing units for the highest utilizers of the healthcare system.

### **Economic Security**

**The County provides returning residents access to job training, transitional employment, and resources for job searches.** Community-based training, job search, and transitional employment programs that are contracted for using AB 109 funds—but available to any returning resident otherwise eligible to participate in the program—are well-received and well attended. In addition, through the County’s Workforce Development Board (WDB), America’s Job Centers of California (AJCC) act as employment and training one-stops where dedicated staff are available to help individuals address barriers to employment. The WDB has also established a local policy to prioritize the provision of services to the reentry population due to the number of barriers to employment these individuals are often forced to navigate. Consistent with this focus, the WDB has recently implemented a grant funded project under AB 2060 aimed at providing individuals on probation with marketable skills and credentials that are conducive to becoming employed in sectors that are in high demand locally. This project also led to the WDB holding a Fair Chance Employer’s Summit in each of the County’s three regions to encourage the local hiring of the reentry



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population and the training of employers to help them overcome any trepidation they may harbor toward employing a returning resident.

### Behavioral Health Services

**Contra Costa County Behavioral Health Services has established linkages with the Probation Department to facilitate service provision for returning residents.** The AODS program of the County's Health Services Department provides access to clinical and group counseling, residential detoxification, and both outpatient and inpatient treatment services in the community for individuals with a substance use disorder. This program receives direct referrals from Probation and also serves individuals that access their services through the Behavioral Health Access Line. The Health Services Department's Forensic Mental Health program collaborates with Probation to support successful community reintegration of individuals with serious mental health diagnoses that are on any form of community supervision, many of whom suffer from a condition that requires medication for proper management. The work of the Forensic team extends beyond the AB 109 population, and includes otherwise qualified individuals who may have a co-occurring substance use disorder. Forensic Mental Health clinicians assess clients to ensure that acuity of services match a client's needs, and are an important part of the care team for individuals with a qualifying mental health diagnosis. Forensic clinicians not only lead treatment focused support groups, but also provide patients with community case management. Forensic Mental Health also assists patients in their care with the application processes for public benefits that include Medi-Cal, General Assistance, CalFresh, and Social Security Disability Income/Supplemental Security Income (SSDI/SSI).

### Other Supportive Services

**In addition to housing and employment, the County contracts with community-based providers for a number of other supportive services.** The County uses AB 109 funding to contract with community-based providers to provide a variety of reentry programs and services such as mentoring, legal assistance, family reunification, and reentry case management.

**The Office of the Public Defender also provides post-conviction Clean Slate services.** The County's Public Defender staffs a Clean Slate Unit that helps individuals who have previous justice system involvement with accessing a variety of legal remedies that are intended to offer relief from collateral consequences related to the person's criminal history. This unit also helps coordinate local Clean Slate Days where on-the-spot consultations inform individuals of their actual or potential eligibility for various forms of relief from the Superior Court, including traffic tickets, and sometimes provides them same-day access to a special court session where the relief is granted. Criminal record remedies are an essential element of the reentry barrier removal process, and are often necessary for individuals to be able to move beyond a previous criminal conviction and reintegrate into the community.



## Reentry and Reintegration: Needs

### Access to a Continuum of Services

**While the County generally offers a comprehensive array of reentry services, there are a limited number of services for the following populations:**

- *Families of returning residents* may benefit from expanded support groups for family members, services for children of incarcerated parents
- *Transition Age Youth* have little access to services designed for TAY in their development stage, including targeted services for foster youth and commercially sexually exploited children (CSEC) who are also involved in the justice system
- *Women* need additional gender-responsive services

**Transportation remains a barrier to successfully engaging with reentry programs as well as with potential employers.** While probation officers and some programs can disseminate transit cards to clients, many returning residents do not have sufficient transportation to meet their level of need. For example, many individuals must travel to report to their probation officer, to medical and/or behavioral health treatment appointments, to job interviews, and to social service agencies. The high amount of travel to locations means that even if individuals have access to free or reduced cost transit, those who do not have access to a vehicle may spend multiple hours on public transit. Time spent in transit, in turn, poses challenges to individuals' ability to get to appointments on time and can limit the amount of time they are able to spend working and earning income.

### Housing Access and Attainment

**Despite efforts to link returning residents to housing, many returning residents still do not have access to affordable, appropriate, and safe housing.** For clients with felony convictions that have limited or poor rental/credit histories, the inability to secure stable housing and competitive employment that pays a living wage greatly reduces their ability to achieve long-term reentry success. Furthermore, the County does not have the necessary variety of reentry housing models to meet the needs of returning residents, who may benefit from different housing options depending on their level of need, functioning, or family situation (e.g., sober living for people in recovery, supportive housing for people with health or behavioral health needs, family housing for people with families). As a result, returning residents often end up living in places that are not conducive to their recovery, health, or successful reentry. The assessment identified the following barriers to housing access and attainment:

- Many of the existing housing resources are prioritized for AB 109 clients;
- Funded transitional housing usually has a maximum stay of six months (sometimes with an option to extend);
- There is a lack of supportive housing options for the population that provides supportive services onsite;



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- Housing resources do not include housing for families; returning residents who cannot be housed with their families and/or children are unable to live with their support network;
- There is a lack of TAY-specific housing options;
- Homeless clients who complete a drug treatment program and/or leave jail sober have limited immediate housing options since the County's homeless shelters are wet shelters; and
- AB 109-funded housing programs only offer dedicated beds in sober living environments (SLEs) used interchangeably as a transitional housing option.

**Stigma remains a barrier to securing housing.** While services to link clients to housing exist, the stigma associated with incarceration remains a barrier to obtaining housing, as landlords and/or property managers are wary of allowing people with prior convictions to live in their buildings.

### Economic Security

**There are limited partnerships with Workforce Development Board, colleges, and employers.** The Workforce Development Board, community colleges, and other employment service providers would like greater integration with the reentry system. The need for immediate income to cover basic needs and housing costs can make participation in job training workshops difficult and can lead to significant gaps of time between when a person is released from jail and when they are able to obtain stable housing. Stakeholders also identified a need for improved coordination and support in helping returning residents attain safety net benefits that can be foundational to their economic security.

**Stigma remains a barrier to securing employment.** While services to link clients to employment exist, the stigma associated with incarceration remains a barrier to obtaining employment, as employers often do not hire people with prior convictions, even if they are not allowed to ask about them in the first round of applications.

### Behavioral Health Services

**While recent changes assist with linkage to residential substance use disorder treatment, clients still perceive a shortage of services.** Through community forums and focus groups, stakeholders elevated several needs related to mental health and substance use disorder treatment services. In particular, several community members and criminal justice partner agencies perceived a shortage of residential substance use disorder treatment beds. However, conversations with AODS leadership elucidated that the department has made recent changes due to the Drug Medi-Cal Waiver that are intended to improve triage and referral to residential substance abuse treatment, thereby reducing time between referral and connection to SUD treatment. In addition, clients who are not entering services directly from jail, or who have completed community supervision, reported lag times in being linked to desired mental health services. Some clients described calling the Mental Health Access Line and being placed on hold, and/or being told they must wait for an appointment with a psychiatrist, during which time they may lose the patience or motivation to continue pursuing treatment. As the Behavioral Health Services department



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continues to make changes to their processes, Contra Costa County should continue to understand and address clients' perceived barriers to treatment.

**Clients who are not on formal supervision report challenges in accessing mental health services.** Clients who are not entering services directly from jail, or who have completed community supervision, reported lag times in being linked to desired mental health services. Some clients described calling the Mental Health Access Line and being placed on hold, and/or being told they must wait for an appointment with a psychiatrist, during which time they may lose the patience or motivation to continue pursuing treatment.

### **System Supports and Coordination: Strengths**

#### **Collaboration and Coordination**

**Representatives of public agencies and community-based reentry partners were unanimous that collaboration among partners has improved as a result of planning and implementing the County's AB 109 supervision and service delivery system.** CCP members as well as other County partners observed that since the creation of the CCP in 2011, County criminal justice partners have greatly improved their level of communication and collaboration. CCP members observed that the CCP has created a process for making and communicating decisions about AB 109 funding amounts. The CCP has allocated funding for several collaborative efforts, including the ACER program described earlier, as well as the Reentry Success Center and the Network, which represent evidence-based models for coordinated service delivery. The CCP also designated the creation of the Community Advisory Board (CAB) with the goal of fostering community input in decision-making. Following a recommendation by the CAB, the County Administrator's Office (CAO) created the ORJ, which demonstrates that the County has prioritized resources to build an effective reentry system.

**Reentry partners hold monthly case conferencing meetings for select AB 109 cases that include Probation, Behavioral Health Services, and CBO partners.** The County has made efforts to coordinate and integrate Probation and County Mental Health services by creating a Mental Health Forensic Team with clinicians that have regular office hours in the Probation Department offices across the County. For cases supervised by Probation's AB 109 unit, Probation officers, members of the Forensic Team, and representatives from the contracted AB 109 service providers participate in case conferences to collectively solve problems and better support challenging clients. Agencies that participate in these case coordination meetings noted that they found them valuable for the effective facilitation and coordination of clients' case plans.

#### **Data Collection and Sharing**

**Data collection and sharing have improved since AB 109 came into effect.** Data capacity accomplishments include:





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- The County has invested in a Salesforce database (“SAFE”), which has greatly improved client information sharing for contracted providers, and hopes to further improve the ability of contractors to use data to understand the value of their programs;
- ORJ leveraged AB 109 funding to create data dashboards with key indicators about the number, type, and demographic trends of the AB 109 population;
- AB 109-funded partners implemented universal Release of Information (ROI) to facilitate information sharing and case conferencing;
- ORJ has received funding to hire a Research and Evaluation Manager, with a prospective start date of July 2018;
- Probation has set aside funding to hire a data analyst in fiscal year 2018-19;
- Both Probation and the Sheriff’s Office are implementing new data management systems to enable collection of accurate and timely data to support real-time decision-making; and
- The County is actively looking into ways to integrate and evaluate criminal justice and service provision data that has historically been stored in unconnected databases.

### System Supports and Coordination: Needs

#### Collaboration and Coordination

**While coordination of services has undoubtedly improved, some gaps remain.**

- Non-AB 109 individuals and individuals not on supervision do not receive the same level of service linkage as do AB 109 individuals on community supervision;
- Communication and coordination between County agencies and DAPO (state parole) is limited;
- There is limited ability for non-contracted CBOs to coordinate with the County reentry system; and
- Mechanisms for systematic and streamlined communication among CBOs and between CBOs and Probation are still evolving.

**There is a need to increase awareness of reentry services among returning residents and providers.**

Many individuals on AB 109 probation supervision who participated in focus groups did not have a sense of the range of services available in the County. Many reported learning about available services through other individuals under supervision rather than their probation officers. Furthermore, probation officers and service providers may not all be aware of the available services. These findings speak to a need for consistent messaging about available services among returning residents, family members, probation officers, and service providers.

#### Data Collection and Sharing

**Areas for continued improvement include maximizing the use of SAFE, identifying and addressing data sharing needs, and increasing capacity for ongoing evaluation.** There is still work needed to maximize the utility of SAFE, and programs may need technical assistance to improve their capacity to collect and report accurate data on their referrals, clients, and/or service delivery. There is a need to identify and





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address needs for data sharing among CBOs and between County and CBOs. Confidentiality concerns inhibit data sharing, which impedes service coordination. The County also needs to continue to increase its capacity for ongoing program evaluation and continuous quality improvement. With adequate capacity for quality assurance, the County will be better situated to support a wider utilization of evidence-based practices with confidence that the interventions are being implemented with a high level of fidelity.



## Prioritization of Needs

Based on the Local Planning Group’s prioritization process, the following six areas were selected for inclusion in the Strategic Plan.

<b>A. Jail to Community Transition</b>	Research on effective reentry practices show that timely and well-coordinated services that target specific criminogenic risks maximize recidivism reduction. Such a coordinated practice starts prior to release, continues once a person reenters the community, and is responsive to a person’s individual needs. While many of these practices and approaches are operative in Contra Costa County, the Local Planning Group prioritized the need to bolster and expand upon what currently exists, increase consistency, improve the system’s effectiveness, and positively impact a larger proportion of the County’s reentry population.
<b>B. Post-Release Program Access and Linkage</b>	For successful reentry to occur, it is not only important to fund a continuum of services; it is essential to facilitate access and multiple linkages to these services. The Local Planning Group prioritized this goal area to encompass strategies for reducing barriers to access and supporting streamlined connections to services for returning residents and their loved ones.
<b>C. Economic Security</b>	Through stable employment and/or public benefits, a secure economic foundation acts as a prerequisite to establishing and maintaining self-sufficiency and pro-social behavior. The Local Planning Group prioritized this goal area acknowledging a need to build on existing supports the County has in place, including strengthening pre-release connections to applications for public benefits and enhancing partnerships with workforce development agencies and community colleges.
<b>D. Housing Access and Attainment</b>	As with employment, the stability of a safe and affordable place to live is necessary for returning residents to be successful in their attempts to benefit from treatment or services that support their successful reintegration back into the community. The cost and inventory of local housing options makes accessing these resources a substantial challenge for returning residents in Contra Costa County. Because of this, the Local Planning Group prioritized this goal area to explore creative solutions.
<b>E. Behavioral Health Access</b>	Contra Costa County offers mental health and substance use disorder treatment services for returning residents and has processes for promoting continuity of care from custody to the community. At the same time, some gaps remain in providing substance abuse treatment in custody and in providing access to services for individuals who are not on formal supervision. The Local Planning Group prioritized Behavioral Health Access to improve timely access to needed behavioral health services.
<b>F. Use and Coordination of Data</b>	Data collection, sharing, and review are at the foundation of a data-informed reentry system. Data allow providers and system leaders to make decisions about improving programs and processes to best promote the reduction of recidivism. While the County has made important progress in instituting data collection and sharing tools, there is still work to be done. The Local Planning Group prioritized this area to continue to work toward effective use of data for planning and evaluation.





## Goals and Objectives

The Local Planning Group developed objectives to operationalize each goal into specific and measurable outcomes. Each goal is described below along with its associated objectives. A more detailed work plan with recommended activities, estimated resource requirements, anticipated Agencies involved, and specific measures of success are included in Appendix A. An implementation timeline outlining the recommended activities by year is in Appendix B.

### A. Jail to Community Transition



**Goal: Implement structures, tools, and procedures necessary to help returning residents achieve successful transitions from jail to community.**

#### Objectives

1. Refine the pre-release planning pilot and expand its access to all individuals throughout the County's three jail facilities.
2. Expand the types of in-custody programs and services offered based on jail population needs and best practices.
3. Use in-custody risk/needs assessments to match individuals to appropriate in-custody programs.
4. Increase and expand methods for sharing information about available programs with individuals in custody, their family members, and service providers.
5. Develop policies and procedures to facilitate warm handoffs directly from custody to a place of residence, a treatment program, or another community program.

### B. Post-Release Program Access and Linkage



**Goal: Facilitate timely and appropriate connections to services and resources that effectively support the reentry of returning residents.**

#### Objectives

1. Implement resource meetings for people on probation (similar to the Parole and Community Team orientation for County parolees) to learn about available programs and services.
2. Identify and develop reentry resources for services targeting specific populations, including women, transition age youth (TAY), families, and people unable to work due to disability.
3. Understand and meet the needs of returning residents who are not on formal supervision, including their families' needs.
4. Develop and implement a reentry system communication plan to disseminate information regarding available resources, success stories, reducing stigma, and other messaging.
5. Increase the participation of the local parole office in County reentry planning and services.

<sup>8</sup> Icons created by ProSymbols, Vectors Market, and Gabriel Valdivia from Noun Project



### C. Economic Security



**Goal: Increase the likelihood of post-release success by enhancing opportunities for returning residents to attain economic security.**

#### Objectives

1. Improve community college, Workforce Development Board (WDB)/America’s Job Center of California (AJCC), and local employer engagement in reentry planning and service coordination.
2. Support returning residents in securing stable employment.
3. Support returning residents in advancing their education to improve career development.
4. Increase the number of returning residents who are linked to public benefits.

### D. Housing Access and Attainment



**Goal: Improve access to housing matched to the needs of clients.**

#### Objectives

1. Develop a data-informed understanding of housing needs for justice-involved individuals.
2. Identify resources to increase housing options—based on the housing needs survey—for populations with the most unmet needs (e.g., families, TAY, individuals with substance use disorders).
3. Implement an integrated plan for conducting and deploying the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) during pre-release planning and post-release service delivery.
4. Educate community members and landlords about fair housing practices.

### E. Behavioral Health Access



**Goal: Improve timely access to appropriate behavioral health care services.**

#### Objectives

1. Reduce the use of the criminal justice system for individuals whose primary need is behavioral health treatment.
2. Identify resources to begin substance abuse treatment in jail with a warm handoff to community based treatment options upon release.
3. Increase the number of detoxification beds available to returning residents.
4. Improve linkage to behavioral health services for justice-involved individuals who are not on any form of supervision.



## F. Use and Coordination of Data



**Goal: Enhance the use and coordination of data to ensure quality of services and inform decision-making.**

### Objectives:

1. Establish a data committee that leads data use, systemic needs, and policy discussions specific to the adult reentry system.
2. Develop and implement a monitoring and evaluation plan that identifies the specific measures that ORJ will use to assess program and system effectiveness.
3. Increase County agencies' and contracted service providers' access to data needed for decision-making and evaluation within a framework that protects the privacy of personal data.
4. Provide training and technical assistance so that ORJ, County agencies, and contracted providers have sufficient skills for data collection, reporting, and use of data for decision-making.

## Implementation Strategy

**What.** The above goals and objectives build upon existing structures and processes in Contra Costa's reentry system, but call for additional collaboration and resources be marshaled to ensure an ability to support strategy implementation. As current structures and resources do not exist to guide strategy implementation, facilitate partnerships, measure progress, and make timely and necessary course corrections, the County should develop a Reentry Council or reform existing bodies, such as the CCP to oversee this work. Such an entity might leverage existing venues and resources to oversee the implementation of the Strategic Plan so that it builds upon existing work; aligns with similar, concurrent efforts; and serves as a venue for making continued improvements to the coordination and delivery of reentry services. For ease of reviewing this plan, this entity will be referred to as the "Reentry Council."

**Why.** As it relates to the implementation of the Reentry Strategic Plan, the purpose of the Council would be to develop an annual workplan for strategy implementation, mobilize necessary stakeholders to carry out key activities outlined in this plan, support troubleshooting, and monitor progress made in strategy implementation. Such a council would not only provide coordination, guidance, and progress monitoring of the Reentry Strategic Plan, but would serve as a venue for establishing systems-level approaches to reentry issues, reducing duplication of meetings and work. Currently, there are several similar initiatives and convenings underway that discuss reentry practices and bring together many of the same stakeholder groups and leadership, though dissemination of decisions and information is not always well coordinated between these efforts. A Reentry Council would streamline these similar efforts and build efficiency in arranging and implementing shared initiatives.





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**Who.** The Council should be representative of the agencies involved in creating this strategic plan. The Council may be led by the ORJ with representation or partnership from CCP, the CAB, Reentry Success Center, Reentry Network, Health Services, returning residents and/or their loved ones, local judicial offices, and local law enforcement agencies. Because the CCP already gathers the same stakeholders to review and implement AB 109-specific work, it may be prudent for the County to revise the CCP workplan so that its purview extends beyond AB 109 and can provide oversight of the Reentry Strategic Plan implementation.

**How.** To initiate work, the Council should solidify its role and responsibilities, develop a workplan to implement Year 1 activities, including the identification of activity leads and methods for measuring progress. The Council should also establish expectations for communication between itself, those implementing activities (agencies are identified for each activity in Appendix A), and other bodies that may share objectives (e.g., the Racial Justice Task Force).

**When.** The Council will likely meet frequently to start up and establish its governance structure, reducing to a cadence determined appropriate by the group. At minimum, the Council should lead an annual review of the Strategic Plan to report progress and challenges, solicit recommendations, and make adjustments to the Plan. To facilitate this, monitor implementing progress, and escalate challenges in a timely manner, the Council may require workgroups to submit progress data/reports on a quarterly basis.



## Appendix A: Detailed Strategy

 <b>A. Jail to Community Transition</b> Goal: Implement structures, tools, and procedures necessary to help returning residents achieve successful transitions from jail to community.	
<p><b>Identified Needs</b></p> <ul style="list-style-type: none"> <li>• In-custody programs are not adequately matched to client needs or post-release opportunities               <ul style="list-style-type: none"> <li>○ There is currently no recidivism risk assessment instrument used to match clients to in-custody programs</li> <li>○ In-custody trade skills programs (e.g., woodworking, engraving) have few realistic career opportunities available in the community</li> <li>○ Most in-custody programs are not designed to continue for participants if they return to the community prior to completing the program</li> <li>○ There is a need for more variety and more evidence-based programs, including cognitive based therapy, in the jails. Clients also expressed a desire for greater variety of in-custody programs (e.g., parenting support and substance use treatment programs)</li> <li>○ MDF continues to have limited access to group programs</li> </ul> </li> <li>• Clients in custody can face stigma for attending in-custody programs</li> <li>• CBOs have limited access to clients incarcerated in the jails, and as a result find it difficult to promote post-release programs, develop meaningful relationships with clients prior to their release, and provide effective services to clients while they are incarcerated</li> <li>• Pre-release planning does not reach all individuals incarcerated in the local jails               <ul style="list-style-type: none"> <li>○ Currently, there are no funds allocated to this pilot and it is largely supported by the in-kind services of the Reentry Transition Specialists (RTS)</li> </ul> </li> <li>• Warm handoff from jail to services rarely occurs               <ul style="list-style-type: none"> <li>○ There is inconsistent information-sharing about an individual’s release date and time, even when this information is known</li> <li>○ Few programs equipped to provide immediate transportation for individuals upon their release</li> </ul> </li> <li>• Responsibilities such as making service referrals may be duplicated across providers (CCCOE, mentoring CBOs, pre-release PO)</li> </ul>	<p><b>Existing Resources</b></p> <ul style="list-style-type: none"> <li>• A pre-release planning pilot has been developed and is in its initial implementation phase; the pilot will run through June 2019</li> <li>• The CCCOE Transition Specialist develops transition plans for some individuals before they are released from custody</li> <li>• An AOD Coordinator is able to meet with clients in custody to link them to treatment program the person can access upon their release</li> <li>• For individuals serving an AB109 sentence, there is a designated pre-release probation officer available to conduct risk and needs assessments that inform referrals to community based programs the person can access once they are released</li> <li>• Mentoring CBOs are well-received by clients</li> <li>• The Sheriff’s Office will implement a new JMS</li> <li>• The African American Health Conductor Program understands health issues prevalent in the African American community and provides outreach to reentry population by assisting with health coverage benefits and SSI/SSA benefits.</li> </ul>



<b>Objective 1 Refine the pre-release planning pilot and expand its access to all individuals throughout the County’s three jail facilities.</b>				
<b>Intended Outcome</b>		All individuals incarcerated in Contra Costa County have the opportunity to leave custody with a plan to access resources in the community that will support their successful return to the community.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved<sup>9</sup></b>	<b>Measures of Success</b>	
a. Research feasibility and implement in-custody linkage(s) to resources for individuals with different lengths of stay (e.g., less than 72 hours, less than 2 weeks, more than 2 weeks) and types of release from custody.	<ul style="list-style-type: none"> <li>Staff time</li> <li>Production of new materials that can be provided to incarcerated individuals or their families to inform them of resources that may be available to the person</li> <li>Staff/Consultants with relevant research expertise</li> </ul>	<ul style="list-style-type: none"> <li>CAB</li> <li>CCCOE</li> <li>Probation</li> <li>Sheriff’s Office</li> </ul>	<ul style="list-style-type: none"> <li>Research plan is developed</li> <li>Research is conducted</li> <li>Implementation plan is developed</li> <li>New practices are implemented</li> <li>Individuals in custody report awareness about community-based programs and how to access them post-release</li> </ul>	
b. Improve the process of connecting people to public benefits <sup>10</sup>	<i>See Economic Security goal area</i>			
c. Determine modifications needed to scale the pre-release planning pilot to entire jail system, including clearly defining the role and responsibilities of Reentry Transition Specialist (RTS) as compared to in-custody program providers	<ul style="list-style-type: none"> <li>Staff time</li> </ul>	<ul style="list-style-type: none"> <li>ORJ Research and Evaluation Manager</li> <li>Pre-Release Pilot Steering Committee (to convene a body for this purpose)</li> </ul>	<ul style="list-style-type: none"> <li>Regular occurrence of meetings of the Pre-Release Operations Workgroup</li> <li>Job descriptions are written or modified</li> <li>Development of monitoring plan</li> <li>Number of members in attendance at Pre-Release Operations Workgroup meetings</li> </ul>	
d. Develop staffing plan for expanded pre-release planning program at WCDF	<ul style="list-style-type: none"> <li>Collaboration with the Sheriff’s Office Human Resources</li> <li>Resources with relevant planning expertise</li> </ul>	<ul style="list-style-type: none"> <li>CCCOE</li> <li>Sheriff’s Office</li> </ul>	<ul style="list-style-type: none"> <li>New staff hired or time allocated to existing staff</li> </ul>	

<sup>9</sup> Agencies involved are listed alphabetically. When planning for implementation, the Reentry Council and partners should determine roles and responsibilities for each agency, including which agency will be the lead.

<sup>10</sup> *Increase the number of returning residents who are linked to public benefits* is included as an objective in the Economic Security Goal Area.



<p>e. Develop and execute pre-release planning implementation plan for MDF and MCDF</p>	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Facility space to conduct meetings</li> <li>• Production of new resources materials</li> <li>• Resources with relevant planning expertise</li> </ul>	<ul style="list-style-type: none"> <li>• CCCOE</li> <li>• ORJ Research and Evaluation Manager</li> <li>• Probation</li> <li>• Sheriff’s Office</li> </ul>	<ul style="list-style-type: none"> <li>• Research plan is developed</li> <li>• Research is conducted</li> <li>• Implementation plan is developed and executed</li> <li>• New practices are implemented</li> <li>• Returning residents report awareness about community-based programs</li> </ul>
<b>Objective 2</b>	<b>Expand the types of in-custody programs and services offered based on jail population needs and best practices.</b>		
Intended Outcome	All individuals incarcerated in Contra Costa County have the opportunity to access education, skill development, emotional support, and other evidence-based recidivism reduction programs to prepare them for successful reentry.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
a. Align in-custody job training and education services to meaningful career opportunities <sup>11</sup>	<i>See Economic Security goal area</i>		
b. Examine how in-custody programming is differentiated based on length of stay in order to provide programming for different lengths of stay	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• CCCOE</li> <li>• Pre-Release Operations Workgroup</li> <li>• Sheriff’s Office</li> </ul>	<ul style="list-style-type: none"> <li>• Program curricula reflect lengths of stay</li> <li>• There are in-custody programs for a variety of lengths of stay</li> </ul>
c. Incorporate additional in-custody programs based on an assessment of need, research on reducing recidivism, and best practices (e.g., arts program pilot, behavioral health support groups, cognitive behavioral interventions)	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Staff training in new program approaches</li> <li>• Community input</li> </ul>	<ul style="list-style-type: none"> <li>• Behavioral Health/AODS</li> <li>• CAB</li> <li>• CCCOE</li> <li>• New or existing program providers</li> <li>• Sheriff’s Office</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Plan needs assessment</li> <li>• Plan for new in-custody programs is developed</li> <li>• New in-custody programs are implemented</li> <li>• Existing programs modified to increase evidence-based practices</li> </ul>
d. Engage with contracted providers to identify ways to increase access given the existing time and space challenges	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• Contracted service providers</li> <li>• Sheriff’s Office</li> </ul>	<ul style="list-style-type: none"> <li>• Number of meetings held</li> <li>• Meeting minutes</li> </ul>

<sup>11</sup> Provide in-custody education and training to support returning residents in securing stable employment is included as an objective in the Economic Security Goal Area.





<b>Objective 3</b>	<b>Use in-custody risk/needs assessments to match individuals to appropriate in-custody programs.</b>		
Intended Outcome	Individuals incarcerated in Contra Costa County are linked to in-custody services that respond to their specific needs and interests.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
a. Determine appropriate screening and assessment tools needed to match individuals to in-custody programs	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Research on tools</li> </ul>	<ul style="list-style-type: none"> <li>• CCCOE</li> <li>• Sheriff/Probation</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate risk/needs assessment is identified</li> </ul>
b. Identify the appropriate time point and staff assigned to conduct risk/needs assessments and implement	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Staff training to conduct assessment</li> </ul>	<ul style="list-style-type: none"> <li>• CCCOE</li> <li>• Sheriff/Probation</li> </ul>	<ul style="list-style-type: none"> <li>• Staff identified and time allocated to conduct risk/needs assessments</li> <li>• A referral process is in place for staff to refer individuals to in-custody programs and services</li> <li>• Process is developed for a time and place where risk/needs assessments will be conducted</li> <li>• Staff use the assessment</li> </ul>



<b>Objective 4</b>	<b>Increase and expand methods for sharing information about available programs with individuals in custody, their family members, and service providers.</b>			
Intended Outcome	There is improved awareness about the available in-custody and community-based programs.			
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>	
a. Based on best practices and input from individuals in custody, determine strategies for publicizing information about available in-custody programs at all facilities (e.g., orientation video, closed circuit television, use of peer outreach, expanded and more accessible information for families on Sheriff's Office website)	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Development of new resource materials</li> <li>• Funding allocation</li> </ul>	<ul style="list-style-type: none"> <li>• CAB</li> <li>• CCCOE</li> <li>• Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>• Outreach strategies are designed and implemented</li> <li>• Increase in attendance for in-custody programs</li> </ul>	
b. Explore barriers to utilization of existing programs and develop strategies to address these barriers	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• CCCOE</li> <li>• Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>• Barriers and strategies are documented</li> <li>• Changes are implemented</li> <li>• Increased participation in in-custody programs and services</li> </ul>	
c. Educate Sheriff's staff on program opportunities in custody and in the community to become an information source for individuals in custody	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Staff training on programs and motivational interviewing</li> </ul>	<ul style="list-style-type: none"> <li>• Sheriff's Office</li> <li>• In-Custody Service Providers</li> <li>• Reentry Network and Reentry Success Center</li> </ul>	<ul style="list-style-type: none"> <li>• Staff report knowledge of programs</li> <li>• Staff report they provide information about programs to individuals in custody</li> </ul>	



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<b>Objective 5</b>	<b>Develop policies and procedures to facilitate warm handoffs directly from custody to a place of residence, a treatment program, or another community program.</b>			
<b>Intended Outcome</b>	Linkage to services/treatment during the critical time immediately following release results in reduced recidivism.			
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>	
a. Provide partner agencies with incarceration release dates to assist with reentry pre-release planning, service coordination and service delivery	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Information-sharing protocol</li> </ul>	<ul style="list-style-type: none"> <li>• Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>• Community providers report having access to release dates and time</li> </ul>	
b. Explore how other counties have used in-custody peer recovery coaches to provide transportation directly from jail to treatment or other programs	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• CAB</li> <li>• Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>• Development of plan to provide transportation upon release</li> </ul>	
c. Implement solutions to provide transportation directly from jail to treatment or other programs	<ul style="list-style-type: none"> <li>• Staff time (new or existing hires)</li> <li>• Funding for transportation and/or vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• AODS</li> <li>• CCCOE</li> <li>• CCP</li> <li>• Office of Health, Housing, and Homeless Services</li> <li>• Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>• Number and percent of returning residents with a transportation need who receive direct transportation</li> </ul>	



**B. Post-Release Program Access and Linkage**

**Goal: Facilitate timely and appropriate connections to services and resources that effectively support the reentry of returning residents.**

**Identified Needs**

- There are a limited number of services for women (gender-responsive programs), families of returning residents (e.g., support groups for family members, services for children of incarcerated parents), and transition age youth (e.g., services designed for TAY in their stage of development, targeted services for foster and CSEC TAY).
- There are gaps in coordination of services for non-AB 109 individuals and individuals not on formal supervision.
- There are gaps in coordination and communication between the County and Parole.
- There are non-contracted CBOs that wish to coordinate with the County reentry system.
- Transportation challenges prevent access to programs and services.
- There is a need for consistent messaging about available services for CBOs, probation officers, and clients.

**Existing Resources**

- The West County Reentry Success Center and the East and Central County Reentry Network have been impactful in developing “no wrong door” and one-stop approaches to reentry
- Monthly case conferencing among reentry partners promotes coordination
- AB 109 probation officers have been especially supportive in linking clients to services
- *Smart Reentry* grant offers services to reduce recidivism for young adults age 18-24
- The County funds some family reunification services
- The County funds women’s housing and pre/post release case management for reentry women

**Objective 1**    **Implement resource meetings for people on probation (similar to the Parole and Community Team orientation for County parolees) to learn about available programs and services.**

**Intended Outcome**    All individuals on probation in Contra Costa County are aware of and know how to access the different resources available to them.

Activities	Resources Needed to Implement	Agencies Involved <sup>12</sup>	Measures of Success
a. Identify a regular time, place(s) and frequency for the resource meetings and hold meetings.	<ul style="list-style-type: none"> <li>• Meeting space</li> </ul>	<ul style="list-style-type: none"> <li>• CBOs</li> <li>• County agencies</li> <li>• Probation</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting schedule</li> <li>• Number of resource meetings</li> </ul>
b. Invite local providers (CBOs and County agencies) to the resource meetings through emails and/or other communication mechanisms (e.g., website).	<ul style="list-style-type: none"> <li>• Communication plan</li> <li>• Staff time</li> <li>• List of local providers</li> </ul>	<ul style="list-style-type: none"> <li>• Probation</li> </ul>	<ul style="list-style-type: none"> <li>• Number of emails to providers</li> <li>• Number of providers that attend resource meetings</li> </ul>

<sup>12</sup> Agencies involved are listed alphabetically. When planning for implementation, the County and partners should determine roles and responsibilities for each agency, including which agency will be the lead.





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c. Develop and implement a system to notify individuals on probation about upcoming resource meetings, post-assignment to probation.	<ul style="list-style-type: none"> <li>• Communication plan</li> <li>• List of individuals recently placed on Probation</li> <li>• Texting system</li> </ul>	<ul style="list-style-type: none"> <li>• Probation</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at resource meetings</li> </ul>
<b>Objective 2</b>	<b>Identify and develop reentry resources for services targeting specific populations, including women, transition age youth (TAY), families, and people unable to work due to disability.</b>		
Intended Outcome	Contra Costa County offers a variety of population-specific resources to address the needs of returning residents and their families.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
a. Engage relevant County and community-based agencies and specific populations listed above to define the needs for population-specific services.	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• CBOs</li> <li>• County agencies</li> <li>• EHSD (foster care, ILP)</li> <li>• Reentry Council</li> </ul>	<ul style="list-style-type: none"> <li>• Number of meetings</li> <li>• Written brief or presentation identifying population-specific needs</li> </ul>
b. Explore options for financial sustainability of any effective services for TAY provided as part of the <i>Smart Reentry</i> -grant.	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• <i>Smart Reentry</i> grant</li> </ul>	<ul style="list-style-type: none"> <li>• Reentry Council</li> </ul>	<ul style="list-style-type: none"> <li>• Additional funding source(s) allocated to TAY services</li> </ul>
c. Explore allocation of AB 109 community program funding for population-specific services.	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• AB 109 funding</li> </ul>	<ul style="list-style-type: none"> <li>• CAB</li> <li>• CCP</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of population served by AB 109 funding</li> </ul>



<b>Objective 3</b>	<b>Understand and meet the needs of returning residents who are not on formal supervision, including their families' needs.</b>		
Intended Outcome	All returning residents and their families, regardless of where they are in the reentry process, can access reentry resources.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
a. Review in-custody needs assessments for individuals that will not be released on supervision and their families.	<ul style="list-style-type: none"> <li>In-custody needs assessments</li> <li>Assigned staff/consultant to conduct analysis</li> </ul>	<ul style="list-style-type: none"> <li>Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>Number of needs assessments reviewed</li> <li>List of most common needs</li> </ul>
b. Gather input from individuals who have been incarcerated but are not currently on supervision about their needs. Also gather information from family members and loved ones of this population about their needs.	<ul style="list-style-type: none"> <li>Assigned staff/consultant to conduct analysis</li> <li>Access to individuals no longer on Probation</li> </ul>	<ul style="list-style-type: none"> <li>CBOs</li> <li>County Agencies</li> <li>ORJ</li> <li>Probation</li> </ul>	<ul style="list-style-type: none"> <li>Number of individuals who share needs</li> <li>List of most common needs</li> </ul>
c. Present information about the scope of needs of individuals not on probation, and their families, to the County's reentry stakeholder body (e.g., Reentry Council that may be established) and/or CCP and use that data to inform reentry funding allocations and reentry program designs.	<ul style="list-style-type: none"> <li>Reentry Council (or other reentry Stakeholder Body)</li> <li>List of common needs for individuals not on supervision</li> </ul>	<ul style="list-style-type: none"> <li>ORJ</li> <li>Probation</li> <li>Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>Presentation to reentry body</li> <li>Reallocation of reentry funding</li> <li>Programs designed to address common needs</li> </ul>
<b>Objective 4</b>	<b>Develop and implement a reentry system communication plan to disseminate information regarding available resources, success stories, reducing stigma, and other messaging.</b>		
Intended Outcome	The Contra Costa County reentry systems effectively communicates both internally and externally about its work and available resources.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
a. Create/update an inventory of reentry programs and services, with eligibility criteria ( <i>which will help clarify which services are prioritized for AB 109</i> ), enrollment process, and contact information.	<ul style="list-style-type: none"> <li>Staff time</li> </ul>	<ul style="list-style-type: none"> <li>ORJ</li> </ul>	<ul style="list-style-type: none"> <li>Development of program inventory</li> <li>Number of programs in inventory</li> </ul>



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<p>b. Determine and implement method(s) for sharing inventory with agencies that serve the reentry population and with returning residents and their families (e.g., website, Voice newsletter, exit packet upon release, at family visiting hours)</p>	<ul style="list-style-type: none"> <li>• Funding</li> <li>• Technology</li> <li>• Staff time</li> <li>• Translation services</li> </ul>	<ul style="list-style-type: none"> <li>• CBOs</li> <li>• County Agencies</li> <li>• ORJ</li> <li>• Probation</li> <li>• County Public Information Officer</li> <li>• Sheriff’s Office</li> </ul>	<ul style="list-style-type: none"> <li>• Communication plan</li> <li>• Number of agencies that receive the inventory</li> <li>• Number of returning residents and their family members that receive the inventory</li> </ul>
<p>c. Develop and execute a process to update the inventory and regularly disseminate updates.</p>	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• ORJ</li> <li>• County Public Information Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Number of updates to the inventory</li> </ul>
<p>d. Explore the use of text message alerts to inform returning residents and their family members of community resources</p>	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Subscription to text messaging service</li> </ul>	<ul style="list-style-type: none"> <li>• ORJ</li> <li>• Reentry Network and Reentry Success Center</li> <li>• Sheriff’s Office</li> </ul>	<ul style="list-style-type: none"> <li>• Text alerts programmed</li> <li>• Text alerts rolled out</li> <li>• Community programs report increased inquiries about their services</li> </ul>
<p>e. Create and implement mechanisms for external communication to share reentry success stories and other messaging, such as an anti-bias campaign.</p>	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Funding</li> <li>• Translation services</li> </ul>	<ul style="list-style-type: none"> <li>• CBOs</li> <li>• County Agencies</li> <li>• ORJ</li> <li>• Probation</li> <li>• Public Information Officer</li> <li>• Sheriff’s Office</li> </ul>	<ul style="list-style-type: none"> <li>• Communication plan</li> <li>• Number of success stories shared</li> </ul>
<p><b>Objective 5</b></p>	<p><b>Increase the participation of the local parole office in County reentry planning and services.</b></p>		
<p>Intended Outcome</p>	<p>Parole is an active member of the Contra Costa County reentry system.</p>		
<p><b>Activities</b></p>	<p><b>Resources Needed to Implement</b></p>	<p><b>Agencies Involved</b></p>	<p><b>Measures of Success</b></p>
<p>a. Include Parole representative on the County’s reentry stakeholder body (e.g., Reentry Council that may be established)</p>	<ul style="list-style-type: none"> <li>• Reentry stakeholder body</li> </ul>	<ul style="list-style-type: none"> <li>• Reentry Council</li> <li>• Parole</li> </ul>	<ul style="list-style-type: none"> <li>• Parole representative named to reentry stakeholder body</li> <li>• Regular attendance of parole representative at meetings</li> </ul>
<p>b. Include Parole in quarterly AB 109 administrative meetings.</p>	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• Parole</li> <li>• Agencies attending AB 109 administrative meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Parole representative invited to AB 109 quarterly meetings</li> <li>• Regular attendance of parole representative at meetings</li> </ul>





 <b>C. Economic Security</b> <b>Goal: Increase the likelihood of post-release success by enhancing opportunities for returning residents to attain economic security.</b>			
<b>Identified Needs</b> <ul style="list-style-type: none"> <li>• There are limited partnerships with Workforce Development Boards, colleges, and employers           <ul style="list-style-type: none"> <li>◦ Workforce development boards and community colleges would like stronger partnerships with the reentry system</li> </ul> </li> <li>• In-custody trade skills programs have few realistic career opportunities upon reentry</li> <li>• While services to link clients to housing and employment exist, the stigma associated with incarceration remains a barrier to obtaining employment           <ul style="list-style-type: none"> <li>◦ Employers often do not hire people with prior convictions</li> <li>◦ One provider suggested having a reentry temp service agency</li> </ul> </li> <li>• Some job training programs seem to have a fee, which most clients cannot afford</li> <li>• Better coordination/support in helping returning residents attain safety net benefits can be foundational to their economic security</li> </ul>		<b>Existing Resources</b> <ul style="list-style-type: none"> <li>• Contracted post-release job training and placement programs (e.g., Goodwill, Rubicon, Fast Eddy's) are well-received and well attended</li> <li>• Post-release AJCC/Career Centers provide employment and training opportunities</li> <li>• The recently completed Fair Chance Employers Summits were well attended, hosted a panel of champion employers, and included employer trainings by Root and Rebound</li> <li>• Adult Ed Schools and Reentry Transitional Specialist (CCCOE) are entry points to community colleges' Career and Technical Education (CTEs) programs that offer career pathways to growth industries</li> </ul>	
<b>Objective 1</b>	<b>Improve community college, Workforce Development Board (WDB)/America's Job Center of California (AJCC), and local employer engagement in reentry planning and service coordination.</b>		
<b>Intended Outcome</b>	Contra Costa County's reentry system leverages the resources and expertise of employers and agencies involved in workforce development and adult education.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved<sup>13</sup></b>	<b>Measures of Success</b>
a. Identify point people from WDB/AJCC and each local community	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Reentry planning bodies</li> </ul>	<ul style="list-style-type: none"> <li>• AJCC</li> <li>• CCCC</li> </ul>	<ul style="list-style-type: none"> <li>• List of WDB/AJCC and community college point people</li> </ul>

<sup>13</sup> Agencies involved are listed alphabetically. When planning for implementation, the County and partners should determine roles and responsibilities for each agency, including which agency will be the lead.





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college to serve as members of or liaisons to the Reentry Council.		<ul style="list-style-type: none"> <li>• CCCOE</li> <li>• Reentry Council</li> <li>• WDB</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at Reentry Council meetings</li> </ul>
b. Establish regular communication among WDB, AJCC, and community colleges via the AB 109 Administration Meetings.	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• AJCC</li> <li>• CCCCD</li> <li>• CCCOE</li> <li>• WDB</li> </ul>	<ul style="list-style-type: none"> <li>• Number of meetings, calls, and emails</li> <li>• Number of community colleges with whom a relationship is developed</li> </ul>
c. Expand relationships with local employers willing to employ reentry population.	<ul style="list-style-type: none"> <li>• Collaboration to identify and share employer connections</li> <li>• Staff to connect with businesses</li> </ul>	<ul style="list-style-type: none"> <li>• AB 109 Employment Contractors</li> <li>• AJCC</li> <li>• CCCOE</li> <li>• WDB</li> <li>• Reentry Success Center</li> <li>• The Reentry Network</li> </ul>	<ul style="list-style-type: none"> <li>• Number of meetings with employers</li> <li>• Number of employers with whom a relationship is developed</li> <li>• Employers added to SAFE as resources</li> </ul>
d. Collaborate with local workforce providers to identify job and career opportunities aligned to skills/experience of returning residents.	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• AJCC</li> <li>• CCCOE</li> <li>• Department of Rehabilitation</li> <li>• Eastbay Works</li> <li>• Local employers</li> <li>• WDB</li> <li>• Reentry Success Center</li> <li>• The Reentry Network</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings with local workforce providers</li> <li>• Number of job and career opportunities identified</li> <li>• Number of jobs and careers obtained by returning residents</li> </ul>
<b>Objective 2</b>	<b>Support returning residents in securing stable employment.</b>		
Intended Outcome	Returning residents in Contra Costa County have access to effective vocational training and employment services that improve their employment prospects.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
a. Continue to conduct Job and Resource Fairs at both WCDF and MCDF on at least an annual basis.	<ul style="list-style-type: none"> <li>• Reentry Transition Specialist</li> <li>• Space for fairs</li> </ul>	<ul style="list-style-type: none"> <li>• CBOs</li> <li>• CCCOE</li> <li>• County agencies</li> <li>• Employers</li> <li>• Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>• Number of fairs at each location</li> <li>• Attendance at fairs</li> </ul>



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b. Inventory and assess alignment of in-custody job training and education programs with existing job or career opportunities and regional workforce needs.	<ul style="list-style-type: none"> <li>Expert to do assessment</li> </ul>	<ul style="list-style-type: none"> <li>AJCC</li> <li>CCCOE</li> <li>Sheriff's Office</li> <li>WDB</li> </ul>	<ul style="list-style-type: none"> <li>Inventory of in-custody job training and education</li> <li>List of regional workforce needs</li> </ul>
c. Offer introductory classes or training programs while in custody, i.e. food handlers certification, food service, business office professionals, math for the trades, construction, etc.	<ul style="list-style-type: none"> <li>Collaboration with Adult Education Consortium work in progress</li> <li>Staff time</li> <li>Funding (may come from CCCCD)</li> </ul>	<ul style="list-style-type: none"> <li>AJCC</li> <li>CCCOE</li> <li>Community Colleges</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Number of individuals enrolled in pre-employment programs</li> <li>Percent of individuals who complete programs</li> <li>Percent of individuals who obtain related employment</li> </ul>
d. Enroll inmates with an established employment goal in the jail's Workforce Readiness class prior to release.	<ul style="list-style-type: none"> <li>List of individuals in jail with employment goals</li> <li>Workforce Readiness Class</li> </ul>	<ul style="list-style-type: none"> <li>CCCOE</li> <li>Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>Number of individuals who complete Workforce Readiness Class prior to release</li> <li>Percent of individuals with employment goals who complete Workforce Readiness class</li> </ul>
e. Explore the possibility of providing computers with a closed internet connection to facilitate in-custody job searches.	<ul style="list-style-type: none"> <li>Funding</li> <li>Research</li> </ul>	<ul style="list-style-type: none"> <li>CCCOE</li> <li>Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>Documented decision about offering closed internet connection and the rationale for that decision</li> </ul>
f. Explore the establishment of a Jail-Based Job Development Center (JBJDC) where inmates can address barriers prior to release; conduct job search and employment preparation; and access case management to support follow-up/"warm handoffs" post release.	<ul style="list-style-type: none"> <li>Funding</li> <li>Space for JBJDC</li> <li>JBJDC Staff</li> <li>Collaboration with community agencies</li> <li>Secured Internet access for inmates to use Career Coach</li> </ul>	<ul style="list-style-type: none"> <li>CBOs</li> <li>CCCOE</li> <li>County agencies</li> <li>Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>Number of meetings to discuss JBJDC development</li> <li>Plan for JBJDC development</li> </ul>
<b>Objective 3</b>	<b>Support returning residents in advancing their education to improve career development.</b>		
Intended Outcome	Returning residents in Contra Costa County have the opportunity to access education resources to develop more marketable skills and certifications.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>



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a. Work with community colleges' transition specialists to provide in-custody enrollment services and post-custody course continuation.	<ul style="list-style-type: none"> <li>Faculty</li> <li>Training</li> <li>Funding (may come from CCCCD)</li> </ul>	<ul style="list-style-type: none"> <li>CCCCD</li> <li>CCCOE</li> <li>Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>Number of individuals receiving in-custody enrollment services</li> <li>Number of individuals enrolled in classes</li> </ul>
b. Solicit correspondence programs to supplement on-site educational programs in jail	<ul style="list-style-type: none"> <li>Staff time</li> </ul>	<ul style="list-style-type: none"> <li>CCCOE</li> <li>Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>Number of correspondence programs utilized by individuals in jail</li> </ul>
c. Increase the number of articulation agreements with the community colleges	<ul style="list-style-type: none"> <li>Collaboration with Adult Education Consortium work in progress</li> <li>Staff time</li> <li>Funding (may come from CCCD)</li> </ul>	<ul style="list-style-type: none"> <li>CCCOE</li> <li>Community Colleges</li> </ul>	<ul style="list-style-type: none"> <li>Number of articulated classes and individuals earning college credit while in custody</li> </ul>
<b>Objective 4</b>	<b>Increase the number of returning residents who are linked to public benefits.</b>		
Intended Outcome	All returning residents eligible for public benefits receive them.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
a. Define roles of EHSD staff, CBOs, and other in-custody staff to assist with applications for benefits prior to and post release.	<ul style="list-style-type: none"> <li>Training</li> </ul>	<ul style="list-style-type: none"> <li>Behavioral Health</li> <li>CBOs</li> <li>CCCOE</li> <li>EHSD</li> <li>Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>Documented roles/responsibilities for each agency in assisting individuals in jail with benefits enrollment</li> <li>Number of individuals in custody who apply for benefits</li> <li>Number of individuals in custody whose application is approved to receive benefits</li> </ul>
b. Include application for safety net benefits as part of pre-release planning and provide information regarding benefits eligibility and application processes and support at release.	<ul style="list-style-type: none"> <li>Safety net benefits applications</li> </ul>	<ul style="list-style-type: none"> <li>Behavioral Health</li> <li>CBOs</li> <li>CCCOE</li> <li>EHSD</li> <li>Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>Number of individuals in custody who apply for benefits</li> <li>Number of individuals in custody whose application is approved to receive benefits</li> <li>Number of individuals who receive information about public benefits at release</li> </ul>



**D. Housing Access and Attainment**

Goal: Improve access to housing matched to the needs of clients.

**Identified Needs**

- There is not enough affordable, stable housing in safe and supportive environments nor is there an array of housing options or models to meet the varying needs of the reentry population
  - Many of the existing housing resources are prioritized for AB 109 clients
  - Contracted transitional housing has a maximum six month stay (with some options to extend)
  - Some stakeholders voiced a need for supportive housing that provides supportive services onsite
  - AB 109 funded housing only offer sober living environments (SLEs) used interchangeably as a transitional housing option
- Housing resources do not include housing for families
  - Returning residents who cannot be housed with their families and/or children are unable to live with their support network
- There is a lack of TAY-specific housing
- While services to link clients to housing exist, the stigma associated with incarceration remains a barrier to obtaining housing.
  - Landlords and/or property managers are wary of allowing people with prior convictions to live in their buildings
- Housing linkage does not consistently begin prior to release

**Existing Resources**

- CoCo LEAD+ (Prop 47 grant) uses a housing first model with a graduated approach from transitional housing to permanent Section 8 Housing Choice Vouchers
- Linkage to housing is facilitated by the Reentry Success Center and the Network
- AB 109-funded housing is prioritized for AB 109 individuals and only offer SLEs
- Community Out-Reach and Engagement (CORE) team recently gained access to the jails to meet with clients pre-release to help navigate the County’s homeless services continuum of care
- It is reported that GEO Group has opened a day reporting center for parole, and provide parolees enrolled into the program with access to housing
- New resources in the process of development and implementation include:
  - Supportive housing beds for TAY, including one bed dedicated to a youth returning home from DJJ facilities
  - The Housing Security Fund to support individuals at risk of homelessness who are ineligible for other funding streams
  - Case management and financial support services to divert individuals from entering the homelessness system of care
  - 50 micro-housing units for high utilizers of the healthcare system (Spring 2019)



<b>Objective 1</b>	<b>Develop a data-informed understanding of housing needs for justice-involved individuals.</b>		
Intended Outcome	Contra Costa County understands the housing needs of justice-involved individuals.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved<sup>14</sup></b>	<b>Measures of Success</b>
a. Conduct a housing needs survey of the reentry population to identify types of housing (e.g., independent, emergency, sober living, supportive housing) needed.	<ul style="list-style-type: none"> <li>Survey design, implementation, and analysis plan</li> <li>Funding               <ul style="list-style-type: none"> <li>Health Services’ Division of Health, Housing, and Homeless Services (H3) has funding from No Place Like Home for a housing needs assessment survey— they will add additional funds to assess the housing needs of justice-involved individuals</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Office of Health, Housing, and Homeless Services</li> </ul>	<ul style="list-style-type: none"> <li>Survey to identify the needs of justice-involved individuals</li> <li>Number of justice-involved individuals who complete the survey</li> <li>Vetted list of needs</li> </ul>
b. Based on the needs identified in the survey, inventory the number and location of beds available (including shelter, residential treatment, transitional housing, supportive housing, and rental market housing) to identify gaps and prioritize resources	<ul style="list-style-type: none"> <li>Housing needs survey results</li> <li>Staff time</li> </ul>	<ul style="list-style-type: none"> <li>Office of Health, Housing, and Homeless Services</li> </ul>	<ul style="list-style-type: none"> <li>Inventory of number and location of housing/beds available that meet the needs of justice-involved individuals</li> </ul>
<b>Objective 2</b>	<b>Identify resources to increase housing options—based on the housing needs survey—for populations with the most unmet needs (e.g., families, TAY, individuals with substance use disorders).</b>		
Intended Outcome	Contra Costa County’s housing resources are targeted and prioritized based on need.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
a. Create a plan for the allocation/prioritization of reentry housing funds for housing services for	<ul style="list-style-type: none"> <li>Reentry funding</li> <li>Housing needs survey results</li> </ul>	<ul style="list-style-type: none"> <li>Office of Health, Housing, and Homeless Services</li> </ul>	<ul style="list-style-type: none"> <li>Plan for the allocation/prioritization of reentry housing funds</li> </ul>

<sup>14</sup> Agencies involved are listed alphabetically. When planning for implementation, the County and partners should determine roles and responsibilities for each agency, including which agency will be the lead.





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populations with unmet needs (e.g., families, TAY).			<ul style="list-style-type: none"> <li>Funding allocated/prioritized</li> </ul>
b. Explore the creation of new housing facilities/programs, based on the housing needs survey (e.g., recovery residences, family housing, TAY housing)	<ul style="list-style-type: none"> <li>Staff time</li> <li>Housing needs survey results</li> </ul>	<ul style="list-style-type: none"> <li>Office of Health, Housing, and Homeless Services</li> </ul>	<ul style="list-style-type: none"> <li>Plan for creating of new facilities and programs</li> <li>Number of new facilities and housing programs</li> </ul>
c. Identify and leverage other funding (e.g., MHSA, other state and federal funds) toward reentry-focused housing services for populations with the most needs, based on the housing needs survey (e.g., TAY)	<ul style="list-style-type: none"> <li>Funding sources</li> <li>Housing needs survey results</li> </ul>	<ul style="list-style-type: none"> <li>Office of Health, Housing, and Homeless Services</li> </ul>	<ul style="list-style-type: none"> <li>Funding leveraged</li> </ul>
d. Continue to collaborate with the Housing Authority of the County of Contra Costa to explore ways to increase access to housing for returning residents and their families	<ul style="list-style-type: none"> <li>Staff time</li> </ul>	<ul style="list-style-type: none"> <li>Housing Authority</li> <li>Office of Health, Housing, and Homeless Services</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Objective 3</b>	<b>Implement an integrated plan for conducting and deploying the Vulnerability Index–Service Prioritization Decision Assistance Tool (VI-SPDAT) during pre-release planning and post-release service delivery.</b>		
Intended Outcome	Contra Costa County’s Coordinated Entry System engages returning residents and their families in housing and homeless services.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
a. Expand VI-SPDAT administration to all individuals pre-release, with follow-up post-release assessments while on community supervision, as appropriate.	<ul style="list-style-type: none"> <li>Staff time</li> <li>VI-SPDAT and training on its use</li> </ul>	<ul style="list-style-type: none"> <li>Coordinated outreach teams</li> <li>Probation</li> <li>Providers that currently administer VI-SPDAT</li> <li>Reentry Network and Reentry Success Center</li> </ul>	<ul style="list-style-type: none"> <li>AB 109 case manager meeting</li> <li>Number of individuals who receive an in-custody VI-SPDAT</li> <li>Number of individuals on community supervision who receive a VI-SPDAT</li> <li>Data input into Clarity</li> </ul>
b. Use VI-SPDAT results to connect individuals to appropriate housing.	<ul style="list-style-type: none"> <li>Staff time</li> </ul>	<ul style="list-style-type: none"> <li>Agencies and providers that administers VI-SPDAT</li> </ul>	<ul style="list-style-type: none"> <li>Number of individuals provided a VI-SPDAT that are connected to housing</li> </ul>



			<ul style="list-style-type: none"> <li>Number of individuals who maintain housing</li> </ul>
<b>Objective 4</b>	<b>Educate community members and landlords about fair housing practices.</b>		
Intended Outcome	Returning residents and their families do not face illegal discrimination due to their justice system involvement.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
a. Develop new or modify existing informational materials that outline/define fair housing practices for justice-involved individuals.	<ul style="list-style-type: none"> <li>HUD Block Grant Funding</li> <li>Existing informational materials about fair housing practices</li> </ul>	<ul style="list-style-type: none"> <li>Agencies that receive HUD Block Grant Funding (e.g., Bay Area Legal Aid, Pacific Community Services)</li> </ul>	<ul style="list-style-type: none"> <li>Number of pamphlets, posters, and other informational materials</li> </ul>
b. Disseminate materials and trainings targeting justice-involved individuals about housing rights.	<ul style="list-style-type: none"> <li>HUD Block Grant Funding</li> </ul>	<ul style="list-style-type: none"> <li>Agencies that receive HUD Block Grant Funding (e.g., Bay Area Legal Aid, Pacific Community Services)</li> </ul>	<ul style="list-style-type: none"> <li>Number of trainings with justice-involved individuals and family members</li> <li>Number of justice-involved individuals and family members who attend community trainings</li> <li>Number of pamphlets, posters, and other materials distributed to justice-involved individuals and family members</li> </ul>
c. Disseminate informational materials around fair housing practices for justice-involved individuals to landlords and hold trainings.	<ul style="list-style-type: none"> <li>HUD Block Grant Funding</li> </ul>	<ul style="list-style-type: none"> <li>Agencies that receive HUD Block Grant Funding (e.g., Bay Area Legal Aid, Pacific Community Services)</li> </ul>	<ul style="list-style-type: none"> <li>Number of trainings with landlords</li> <li>Number of landlords who attend trainings</li> <li>Number of pamphlets, posters, and other materials distributed to landlords</li> </ul>



**E. Behavioral Health Access**

Goal: Improve timely access to appropriate behavioral health care services.

<p><b>Identified Needs</b></p> <ul style="list-style-type: none"> <li>• County leadership reported a need for more detoxification beds</li> <li>• Clients have little choice in where they receive residential treatment</li> <li>• For individuals who are not on probation or parole, screening and wait times to access behavioral health services can impede linkage to services (i.e., once clients do not have a direct linkage from custody or through a probation officer)</li> <li>• There is a need for transportation for clients directly from jail to residential treatment as soon as they are released</li> <li>• There is a need to begin substance abuse treatment in jail; DEUCE provides education, but treatment should be provided as well</li> <li>• Clients who complete treatment and/or leave jail and are homeless have limited housing options as the only homeless shelters are wet shelters</li> <li>• There is a need to begin substance abuse treatment in jail</li> <li>• There is a need for seamless medical transition (i.e., Medi-Cal enrollment, adequate supply of medication, connection to health conductors, Transitions Medical Clinics)</li> </ul>	<p><b>Existing Resources</b></p> <ul style="list-style-type: none"> <li>• The DEUCE program for substance abuse in custody is well-received</li> <li>• Behavioral health service connections between custody and the community for AB 109 clients has been strong             <ul style="list-style-type: none"> <li>◦ Clients can meet with an AODS Coordinator in custody to be linked to treatment upon release</li> </ul> </li> <li>• The Behavioral Health Access line has a counselor assigned to the jail, and the phones at the jail can reach the access line for free</li> <li>• A Behavioral Health substance abuse counselor conducts in-court screenings to make same-day placements</li> <li>• AODS will be co-locating substance abuse counselors in mental health clinics</li> <li>• The county has several health care providers that link returning residents to care, including African American health conductors, promotoras, and the Transitions Clinic</li> </ul>
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**Objective 1** Reduce the use of the criminal justice system for individuals whose primary need is behavioral health treatment.

Intended Outcome Fewer individuals with behavioral health needs become justice-involved.

Activities	Resources Needed to Implement	Agencies Involved <sup>15</sup>	Measures of Success
a. Establish a taskforce on behavioral health issues within the justice system.	<ul style="list-style-type: none"> <li>• Communication plan</li> <li>• Collaboration tools</li> <li>• Staff time</li> <li>• Administrative support</li> </ul>	<ul style="list-style-type: none"> <li>• DA</li> <li>• Public Defender</li> <li>• LEAs</li> <li>• CCHS</li> <li>• Reentry Council</li> </ul>	<ul style="list-style-type: none"> <li>• Task force leader(s) established and invitation sent to potential members</li> <li>• Number of task force meetings</li> <li>• Task force attendance</li> </ul>

<sup>15</sup> Agencies involved are listed alphabetically. When planning for implementation, the County and partners should determine roles and responsibilities for each agency, including which agency will be the lead.





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<p>b. Research best practice models statewide and nationally that address behavioral health issues within the justice system (e.g., integrated court system with criminal and civil matters, treatment court models) to identify proper interventions to implement locally.</p>	<ul style="list-style-type: none"> <li>National Reentry Resource Center</li> <li>SAMHSA</li> <li>Staff time</li> <li>Resources with relevant research expertise</li> </ul>	<ul style="list-style-type: none"> <li>CAB</li> <li>DA</li> <li>CCHS</li> <li>Reentry Council</li> </ul>	<ul style="list-style-type: none"> <li>Research plan developed</li> <li>Implementation plan developed for new efforts</li> </ul>
<p>c. Continue participation in the Stepping Up Initiative, and use sequential intercept mapping to identify opportunities to divert individuals at various points in the criminal justice system.</p>	<ul style="list-style-type: none"> <li>Financial commitment in 2018</li> </ul>	<ul style="list-style-type: none"> <li>ORJ</li> </ul>	<ul style="list-style-type: none"> <li>Document a sequential intercept map for the County</li> <li>Implementation plan or proposal for diversion opportunities</li> </ul>
<p>d. Leverage the CoCo LEAD+ initiative and monitor and improve the use of Behavioral Health staff in the field.</p>	<ul style="list-style-type: none"> <li>Evaluation data from CoCo LEAD+</li> </ul>	<ul style="list-style-type: none"> <li>ORJ</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation findings produced</li> <li>Improvement plan developed</li> </ul>
<b>Objective 2</b>	<b>Identify resources to begin substance abuse treatment in jail with a warm handoff to community treatment upon release.</b>		
Intended Outcome	All individuals with substance abuse disorders who are incarcerated in Contra Costa County have the opportunity to receive substance abuse treatment in custody and to continue treatment after release.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
<p>a. Identify or generate funds to employ an AOD counselor assigned to the jail to work collaboratively with DEUCE teachers to provide individual or group treatment, identify appropriate post-release treatment options, and provide transportation upon release.</p>	<ul style="list-style-type: none"> <li>Grantwriter or local revenue source</li> <li>Funding beyond Medi-Cal</li> </ul>	<ul style="list-style-type: none"> <li>AODS</li> <li>CCCOE</li> <li>Detention Health</li> <li>Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>Grant(s) submitted</li> <li>Funding awarded</li> <li>In-custody AOD counselor hired</li> <li>Number and percent of individuals with substance abuse disorders who receive substance abuse treatment in custody</li> </ul>
<p>b. Develop a process to coordinate pre-release AOD treatment and planning with mental health treatment and planning for individuals with a dual diagnosis.</p>	<ul style="list-style-type: none"> <li>Collaboration between Detention Health and AODS</li> </ul>	<ul style="list-style-type: none"> <li>AODS</li> <li>Detention Health</li> <li>Sheriff</li> </ul>	<ul style="list-style-type: none"> <li>Written procedure for in-custody dual diagnosis treatment</li> <li>Number of meetings between in-custody MH and AOD counselors</li> </ul>



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<p>c. Explore available models to implement a solution that use in-custody peer recovery coaches to provide transportation directly from jail to treatment or other programs.</p>	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Funding for transportation and/or vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• CAB</li> <li>• Reentry Council</li> <li>• Sheriff's Office</li> <li>• CCHS (AODS and H3 Divisions)</li> </ul>	<ul style="list-style-type: none"> <li>• Plan is defined to provide transportation to programs in the community upon release from custody</li> <li>• Number and percent of returning residents with a transportation need who receive direct transportation services</li> </ul>
<p>d. Provide in-custody Medication Assisted Treatment (MAT) for individuals with opioid disorders, then establish linkages with MAT resources in the community prior to release to promote continuity of care.</p>	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Staff training</li> </ul>	<ul style="list-style-type: none"> <li>• AODS</li> <li>• Detention Health</li> <li>• Sheriff</li> </ul>	<ul style="list-style-type: none"> <li>• Number and percent of individuals with opioid disorders who receive MAT</li> <li>• Number and percent of individuals receiving MAT who receive linkage to post-release substance abuse treatment</li> <li>• Number and percent of individuals receiving MAT in-custody who continue with treatment after being released from custody.</li> </ul>
<b>Objective 3</b>	<b>Increase the number of detoxification beds available to returning residents.</b>		
Intended Outcome	Returning residents in need of detox services have timely access to conveniently located treatment centers.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
<p>a. Leverage AODS' ongoing efforts to expand detox availability so that returning residents have sufficient access to detox beds.</p>	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• AODS</li> <li>• Detention Health</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of AODS efforts</li> </ul>
<p>b. Establish and share criteria/scale for detox bed qualification across all consumer populations, including returning residents.</p>	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• AODS</li> </ul>	<ul style="list-style-type: none"> <li>• Criteria/scale developed and vetted with stakeholders</li> </ul>
<p>c. Include recent criminal justice system involvement in the</p>	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• AODS</li> <li>• Reentry Council</li> </ul>	<ul style="list-style-type: none"> <li>• Bed priority uses criteria that includes criminal justice system involvement</li> </ul>



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assessment for detox and treatment bed priority.			
<b>Objective 4</b>	<b>Improve linkage to behavioral health services for justice-involved individuals who are not on any form of supervision.</b>		
Intended Outcome	Formerly incarcerated individuals have streamlined access to needed mental health and substance abuse treatment when no longer under criminal justice supervision.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
a. Review the current level of access to Behavioral Healthcare Services.	<ul style="list-style-type: none"> <li>• Staff Time</li> </ul>	<ul style="list-style-type: none"> <li>• BHS</li> <li>• Reentry Council</li> </ul>	<ul style="list-style-type: none"> <li>• Number of meetings held</li> <li>• Documentation of access needs</li> </ul>
b. Review best practices in access to care for individuals who were formerly incarcerated.	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• BHS</li> <li>• Reentry Council</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of best practice review</li> </ul>
c. Assess the need for and accessibility of behavioral health services for returning residents who are not under supervision.	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• BHS</li> <li>• Reentry Council</li> </ul>	<ul style="list-style-type: none"> <li>• Needs and recommendations are identified for improving returning residents' access to behavioral health services</li> </ul>
d. Conduct improvement projects that address access to care for individuals who were formerly incarcerated.	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• BHS</li> <li>• Reentry Council</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation plan for modifications to client access protocols</li> </ul>



**F. Use and Coordination of Data**

Goal: Enhance the use and coordination of data to ensure quality of services and inform decision-making.

<b>Identified Needs</b> <ul style="list-style-type: none"> <li>The Salesforce (SAFE) database is still undergoing upgrades to maximize its potential usefulness among contracted community based organizations</li> <li>There is a need to identify and address needs for data sharing among CBOs and between County agencies and CBOs</li> <li>Confidentiality concerns inhibit data sharing, which impedes service coordination</li> <li>The Probation department and Sheriff’s Office have antiquated data systems that are difficult to get information from</li> </ul>		<b>Existing Resources</b> <ul style="list-style-type: none"> <li>Data dashboards were created using AB 109 funding</li> <li>The Salesforce (SAFE) database has greatly improved information sharing for contracted providers</li> <li>AB 109-funded partners implemented a universal Release of Information (ROI) to facilitate information sharing</li> <li>ORJ will be hiring a Research and Evaluation Manager and Probation will be hiring a research analyst</li> <li>The Probation Department is developing a new Management Information System (MIS)</li> <li>Sheriff’s Office will implement a new Jail Management System (JMS)</li> <li>There is a study underway regarding needs for the integration of reentry partner data for better outcome analyses</li> </ul>	
<b>Objective 1</b>	<b>Establish a data committee that leads data use, systemic needs, and policy discussions specific to the adult reentry system.</b>		
Intended Outcome	Data becomes a critical component of decision making for the County’s justice system partners.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved<sup>16</sup></b>	<b>Measures of Success</b>
a. Determine committee membership (e.g., Probation, Parole, Sheriff’s Office, District Attorney, Court, CBOs), roles and responsibilities, and purview.	<ul style="list-style-type: none"> <li>Staff time</li> </ul>	<ul style="list-style-type: none"> <li>Reentry Council</li> </ul>	<ul style="list-style-type: none"> <li>Membership decision is made and invitation is sent</li> </ul>
b. Determine lead agency responsible for scheduling and facilitating regular committee meetings.	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Reentry Council</li> </ul>	<ul style="list-style-type: none"> <li>Lead agency is designated</li> </ul>
c. Hold regular committee meetings to review data.	<ul style="list-style-type: none"> <li>Staff time</li> <li>Training in use and interpretation of data for decision-making</li> </ul>	<ul style="list-style-type: none"> <li>Data committee of Reentry Council</li> </ul>	<ul style="list-style-type: none"> <li>Number of meetings held</li> <li>Percent of invited agencies in attendance</li> </ul>

<sup>16</sup> Agencies involved are listed alphabetically. When planning for implementation, the County and partners should determine roles and responsibilities for each agency, including which agency will be the lead.





<b>Objective 2</b>	<b>Develop and implement a monitoring and evaluation plan that identifies the specific measures that ORJ will use to assess program and system effectiveness.</b>		
Intended Outcome	Contra Costa County decision-makers have necessary data to drive decisions about the county's adult reentry system.		
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>
a. Determine outcomes and measures that ORJ will regularly collect to monitor and evaluate the reentry system's capacity and effectiveness.	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Resources with relevant data expertise</li> </ul>	<ul style="list-style-type: none"> <li>• Data Sub-Committee</li> <li>• ORJ Research and Evaluation Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation plan with identified metrics is developed</li> </ul>
b. Identify existing data as well as data that is not currently being collected, and work with county agencies and providers to develop plans to collect/track necessary data for evaluation and monitoring.	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Resources with relevant data expertise</li> <li>• IT infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• ORJ Research and Evaluation Manager</li> <li>• Data Sub-Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of required data sources is complete</li> <li>• Plan is developed and responsible parties are assigned to track additional data</li> </ul>
c. Implement technical solutions for identified agencies to submit defined data on a consistent schedule to a secure ORJ data warehouse and define a plan for ORJ quality assurance.	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Staff training in data entry procedures</li> <li>• IT infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Contracted CBOs</li> <li>• Courts</li> <li>• DA</li> <li>• ORJ</li> <li>• Probation</li> <li>• Sheriff</li> </ul>	<ul style="list-style-type: none"> <li>• Percent of reentry system agencies that submit requested data on time</li> <li>• Protocol in place for ORJ periodic review of data for quality</li> </ul>
d. Determine capacity needed and roles and responsibilities to conduct regular monitoring and evaluation, including regular recidivism measurement.	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Staff training in statistical methods</li> </ul>	<ul style="list-style-type: none"> <li>• ORJ</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation plan and timeline are developed</li> </ul>



<b>Objective 3</b>	<b>Increase County agencies' and contracted service providers' access to data needed for decision-making and evaluation within a framework that protects the privacy of personal data.</b>			
Intended Outcome	County agencies and contracted providers have access to data to inform service design and provision.			
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>	
a. Collaborate with County agencies and service providers to identify current and desired data needs	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• Data Committee</li> <li>• ORJ Research and Evaluation Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Data needs are documented</li> </ul>	
b. Employ committee, legal research, and discussions with County Counsel to address personal data, privacy, data security, data breach protocols, and information sharing concerns.	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Legal research</li> </ul>	<ul style="list-style-type: none"> <li>• County Counsel</li> <li>• Data Committee</li> <li>• ORJ Research and Evaluation Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Agreement is reached on data sharing permissions</li> </ul>	
c. Develop protocols for information sharing to inform decision making (e.g., budget allocation process).	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• Data Committee Members</li> </ul>	<ul style="list-style-type: none"> <li>• Data and reporting dissemination plan is created</li> <li>• Data review becomes a consistent part of decision making framework</li> </ul>	
d. Sign data sharing agreements among identified agencies.	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Resources with relevant data and legal expertise</li> </ul>	<ul style="list-style-type: none"> <li>• County and contracted agencies</li> <li>• County Counsel</li> <li>• Data Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Number of new data sharing agreements signed</li> </ul>	
e. Assess data systems capacity and research the ability to link data sources where possible (e.g., connect Pretrial Program risk assessment to the new JMS, once implemented).	<ul style="list-style-type: none"> <li>• County or external IT/data experts</li> <li>• IT staff in each agency</li> </ul>	<ul style="list-style-type: none"> <li>• Data Committee</li> <li>• ORJ Research and Evaluation Manager</li> <li>• Probation</li> <li>• Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>• Data systems capacity recommendations made</li> <li>• Plan for linkage of data sources is developed</li> <li>• New data are integrated into existing data sources</li> </ul>	
<b>Objective 4</b>	<b>Provide training and technical assistance so that ORJ, County agencies, and contracted providers have sufficient skills for data collection, reporting, and use of data for decision-making.</b>			
Intended Outcome	Staff use available data to inform reentry services.			
<b>Activities</b>	<b>Resources Needed to Implement</b>	<b>Agencies Involved</b>	<b>Measures of Success</b>	



**Contra Costa County Reentry System**  
*Strategic Plan for 2018–2023*

<p>a. Identify current and needed data leads in appropriate agencies.</p>	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>	<ul style="list-style-type: none"> <li>• Contracted provider data leads</li> <li>• County agency data leads</li> <li>• Data Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Data leads are documented</li> </ul>
<p>b. Study how partners track and use data to inform decision-making and identify needs for process improvements and/or training needs.</p>	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Research plan</li> </ul>	<ul style="list-style-type: none"> <li>• Contracted providers</li> <li>• County agencies</li> <li>• Data Committee</li> <li>• ORJ</li> </ul>	<ul style="list-style-type: none"> <li>• Findings from study are documented</li> <li>• A data use improvement plan is developed</li> <li>• County agencies and providers implement changes to their data use practices</li> </ul>
<p>c. Provide training and technical assistance on data sharing and data-driven decision-making, including training and technical assistance on the use of SAFE to maximize its utility, and the use of any new or updated data systems.</p>	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Resources with relevant data and training expertise</li> <li>• Training plan</li> </ul>	<ul style="list-style-type: none"> <li>• Contracted service providers</li> <li>• County agencies</li> <li>• Data Committee</li> <li>• ORJ</li> </ul>	<ul style="list-style-type: none"> <li>• Number of county agencies/providers trained</li> <li>• Number of technical assistance meetings held</li> <li>• County agencies and providers reported improved knowledge and skills in data collection and use</li> </ul>



## Appendix B. Implementation Timeline

A. Jail to Community Transition	Y1	Y2	Y3	Y4	Y5
Objective 1: Refine the pre-release planning pilot and expand its access to all individuals throughout the County’s three jail facilities.					
a. Research feasibility and implement in-custody linkage(s) to resources for individuals with different lengths of stay and types of release.	■	■			
b. Improve the process of connecting people to public benefits.	<i>see Economic Security</i>				
c. Determine modifications needed to scale the pre-release planning pilot to entire jail system, including clearly defining the role and responsibilities of Reentry Transition Specialist (RTS) as compared to in-custody program providers	■				
d. Develop staffing plan for expanded pre-release planning program at WCDF.		■			
e. Develop and execute pre-release planning implementation plan for MDF and MCDF.			■	■	■
Objective 2: Expand types of in-custody programs and services offered based on jail population needs and best practices.					
a. Align in-custody job training and education services to meaningful career opportunities.	<i>see Economic Security</i>				
b. Examine how in-custody programming is differentiated based on length of stay in order to provide programming for different lengths of stay.	■	■	■		
c. Incorporate additional in-custody programs based on an assessment of need, research on reducing recidivism, and best practices.		■	■	■	■
d. Engage with contracted providers to identify ways to increase access given the existing time and space challenges	■	■			
Objective 3: Use in-custody risk/needs assessments to match individuals to appropriate in-custody programs.					
a. Determine appropriate screening and assessment tools needed to match individuals to in-custody programs.		■			
b. Identify the appropriate time point and staff assigned to conduct risk/needs assessments and implement.		■	■	■	■
Objective 4: Increase and expand methods for sharing information about available programs with individuals in custody, their family members, and service providers.					
a. Based on best practices and input from individuals in custody, determine strategies for publicizing information about available in-custody classes at all facilities.	■	■			
b. Explore barriers to utilization of existing programs and develop strategies to address these barriers.		■	■		
c. Educate Sheriff’s staff on program opportunities in custody and in the community to become information source for individuals in custody.	■	■	■	■	■



Objective 5: Develop policies and procedures to facilitate warm handoff directly from custody to a place of residence, a treatment program, or another community program					
a. Provide partner agencies with incarceration release dates to assist with reentry pre-release planning, service coordination, and service delivery.					
b. Explore how other counties have used in-custody peer recovery coaches to provide transportation directly from jail to treatment or other programs.					
c. Implement solutions to provide transportation directly from jail to treatment or other programs.					
<b>B. Post-Release Program Access and Linkage</b>	<b>Y1</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>
Objective 1: Implement resource meetings for people on probation to learn about available programs and services.					
a. Identify a regular time, place(s), and frequency for the resource meetings and then hold meetings.					
b. Invite local providers (CBOs and County agencies) to the resource meetings through emails and/or other communication mechanisms.					
c. Develop and implement a system to notify individuals on probation about upcoming resource meetings) post-assignment to probation.					
Objective 2: Identify and develop reentry resources for services targeting specific populations, including women, transition age youth, families, and people unable to work due to disability.					
a. Engage relevant County and community-based agencies and specific populations to define the needs for population-specific services.					
b. Explore options for financial sustainability of any effective services for TAY provided as part of the <i>Smart Reentry-grant</i> .					
c. Explore allocation of AB 109 community program funding for population-specific services.					
Objective 3: Understand and meet the needs of returning residents and their families who are not on formal supervision, including their families' needs.					
a. Review in-custody needs assessments for individuals that will not be released on probation and their families.					
b. Gather input from individuals who have been incarcerated but are not currently on supervision about their needs. Also gather information from family members and loved ones of this population about their needs.					
c. Present information about the scope of needs of individuals not on probation and their families to the County's reentry stakeholder body and/or CCP and use that data to inform reentry funding allocations and reentry program designs.					
Objective 4: Develop and implement a reentry system communication plan to disseminate current information regarding available resources, success stories, reducing stigma, and other messaging.					
a. Create/update an inventory of available reentry programs and services, with eligibility criteria, enrollment process, and contact information.					





b. Determine and implement method(s) for sharing inventory with agencies that serve the reentry population and with returning residents and their families.					
c. Develop and execute a process to update the inventory and regularly disseminate updates.					
d. Explore the use of text message alerts to inform returning residents and their family members of community resources.					
e. Create and implement mechanisms for external communication to share reentry success stories and other messaging, such as an anti-bias campaign.					
Objective 5: Increase the participation of the local parole office in County reentry planning.					
a. Include Parole representative on the County’s reentry stakeholder body.					
b. Include Parole in quarterly AB 109 administrative meetings.					
<b>C. Economic Security</b>	<b>Y1</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>
Objective 1: Improve community college, Workforce Development Board (WDB)/America’s Job Center of California (AJCC), and local employer engagement in reentry planning and service coordination.					
a. Identify point people from WDB/AJCC and each local community college to serve as members of or liaisons to the Reentry Council.					
b. Establish regular communication among WDB, AJCC, and community colleges via the AB 109 Administration Meetings.					
c. Establish relationships with local employers willing to employ reentry population.					
d. Collaborate with local workforce providers to identify job and career opportunities aligned to skills/experience of returning residents.					
Objective 2: Support returning residents in securing stable employment.					
a. Continue to conduct Job and Resource Fairs at both WCDF and MCDF on at least an annual basis.					
b. Inventory and assess alignment of in-custody job training and education with existing job or career opportunities and regional workforce needs.					
c. Offer introductory classes or training programs while in custody, i.e. food handlers certification, food service, business office professionals, math for the trades, construction, etc.					
d. Enroll inmates with an established employment goal in the jail’s Workforce Readiness class prior to release.					
e. Explore the possibility of providing computers with a closed internet connection to facilitate in-custody job searches.					
f. Explore the establishment of a Jail-Based Job Development Center (JBJDC) where inmates can address barriers prior to release; conduct job search and employment preparation; and access case management to support follow-up/“warm handoffs” post release.					



Objective 3: Support returning residents in advancing their education to improve career development.					
a. Work with community colleges’ transition specialists to provide in-custody enrollment services and post-custody course continuation.					
b. Solicit correspondence programs to supplement on-site educational programs in jail.					
d. Increase the number of articulation agreements with the community colleges.					
Objective 4: Increase the number of returning residents who are linked to public benefits.					
a. Define roles of EHSD staff, CBOs, and other in-custody staff to assist with applications for benefits prior to and post release.					
b. Include application for safety net benefits as part of pre-release planning and provide information regarding benefits eligibility and application processes and support at release.					
<b>D. Housing Access and Attainment</b>	<b>Y1</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>
Objective 1: Develop a data-informed understanding of housing system needs for justice-involved individuals.					
a. Conduct a housing needs survey of the reentry population to identify types of housing needed.					
b. Based on the needs identified in the survey, inventory the number and location of beds available to identify gaps and prioritize resources					
Objective 2: Identify resources to increase housing options—based on the housing needs survey—for populations with the most unmet needs.					
a. Create a plan for the allocation/prioritization of reentry housing funds for housing services for populations with unmet needs.					
b. Explore the creation of new housing facilities/programs, based on the housing needs survey.					
c. Identify and leverage other funding toward reentry-focused housing services for populations with the most needs, based on the housing needs survey.					
d. Continue to collaborate with Housing Authority to explore ways to increase access to housing for returning residents and their families					
Objective 3: Implement an integrated plan for conducting and deploying the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) during pre-release planning and post-release service delivery.					
a. Expand VI-SPDAT administration to all individuals pre-release, with follow-up post-release assessments while on community supervision, as appropriate.					
b. Use VI-SPDAT results to connect individuals to appropriate housing.					
Objective 4: Educate community members and landlords about fair housing practices.					
a. Develop new or modify existing informational materials that outline/define fair housing practices for justice-involved individuals.					
b. Disseminate materials and trainings targeting justice-involved individuals about housing rights.					



c. Disseminate informational materials about fair housing practices for justice-involved individuals to landlords and hold trainings.					
<b>E. Behavioral Health Access</b>	<b>Y1</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>
<b>Objective 1: Reduce the use of the criminal justice system for individuals whose primary need is behavioral health treatment.</b>					
a. Establish a taskforce on behavioral health issues within the justice system.					
b. Research best practice models statewide and nationally that address behavioral health issues within the justice system.					
c. Continue participation in the Stepping Up Initiative, and use sequential intercept mapping to identify opportunities to divert individuals at various points in the criminal justice system.					
d. Leverage the CoCo LEAD+ initiative and monitor and improve the use of Behavioral Health staff in the field.					
<b>Objective 2: Identify resources to begin substance abuse treatment in jail with a warm handoff to community treatment upon release.</b>					
a. Identify or generate funds to employ an AOD counselor assigned to the jail to work collaboratively with DEUCE teachers to provide individual or group treatment, identify appropriate post-release treatment options, and provide transportation upon release.					
b. Develop a process to coordinate pre-release AOD treatment and planning with mental health treatment and planning for individuals with a dual diagnosis.					
c. Explore available models to implement a solution that use in-custody peer recovery coaches to provide transportation directly from jail to treatment or other programs.					
d. Provide in-custody Medication Assisted Treatment (MAT) for individuals with opioid disorders, then establish linkages with MAT resources in the community prior to release to promote continuity of care.					
<b>Objective 3: Increase the number of detoxification beds available to returning residents.</b>					
a. Leverage AODS' ongoing efforts to expand detox availability so that returning residents have sufficient access to detox beds.					
b. Establish and share criteria/scale for detox bed qualification across all consumer populations, including returning residents.					
c. Include recent criminal justice system involvement in the assessment for detox and treatment bed priority.					
<b>Objective 4: Improve linkage to behavioral health services for justice-involved individuals who are not on any form of supervision.</b>					
a. Review the current level of access to Behavioral Healthcare Services.					
b. Review best practices in access to care for individuals who were formerly incarcerated.					
c. Assess the need for and accessibility of behavioral health services for returning residents who are not under supervision.					
d. Conduct improvement projects that address access to care for individuals who were formerly incarcerated.					



F. Use and Coordination of Data	Y1	Y2	Y3	Y4	Y5
Objective 1: Establish a data committee that leads data use, needs, and policy discussions specific to the adult reentry system.					
a. Determine committee membership, roles and responsibilities, and purview.					
b. Determine lead agency responsible for scheduling and facilitating regular committee meetings.					
c. Hold regular committee meetings to review data.					
Objective 2: Develop and implement a monitoring and evaluation plan that identifies the specific measures that ORJ will use to assess program and system effectiveness.					
a. Determine outcomes and measures that ORJ will regularly collect to monitor and evaluate the reentry system’s capacity and effectiveness.					
b. Identify existing data as well as data that is not currently being collected, and work with County agencies and providers to develop plans to collect/track necessary data for evaluation and monitoring.					
c. Implement technical solutions for identified agencies to submit defined data on a consistent schedule to a secure ORJ data warehouse and define a plan for ORJ quality assurance.					
d. Determine capacity needed and roles and responsibilities to conduct regular monitoring and evaluation, including regular recidivism measurement.					
Objective 3: Increase County agencies’ and contracted service providers’ access to data needed for decision-making and evaluation within a framework that protects the privacy of personal data.					
a. Collaborate with County agencies and service providers to identify current and desired data access.					
b. Employ committee, legal research, and discussions with County Counsel to address personal data, privacy, and information sharing concerns.					
c. Develop protocols for information sharing to inform decision making (e.g., budget allocation process).					
d. Sign data sharing agreements among identified agencies.					
e. Assess data systems capacity and research the ability to link data sources where possible					
Objective 4: Provide training and technical assistance so that ORJ, County agencies, and contracted providers have sufficient skills for data collection, reporting, and use of data for decision-making.					
a. Identify current and needed data leads in appropriate agencies.					
b. Study how partners track and use data to inform decision-making and identify needs for process improvements and/or training needs.					
c. Provide training and technical assistance on data sharing and data-driven decision-making, including training and technical assistance on the use of SAFE to maximize its utility, and the use of any new or updated data systems.					





## Appendix C. List of Acronyms

**AB** – Assembly Bill

**ACER** – Arraignment Court Early Representation

**AJCC** – America’s Job Center of California/EASTBAY Works

**AODS** – Alcohol and Other Drugs Services, a part of CCHS

**BHS** – Behavioral Healthcare Services, a part of CCHS

**BOS** – Board of Supervisors

**CAB** – Community Advisory Board

**CAIS** – Correctional Assessment Intervention System

**CAO** – County Administrator’s Office

**CBO** – Community-based organization

**CCCCD** – Contra Costa Community College District

**CCCOE** – Contra Costa County Office of Education

**CCHS** – Contra Costa Health Services

**CCP** – Community Corrections Partnership

**CSEC** – Commercially Sexually Exploited Children

**DA** – District Attorney

**DEUCE** – Deciding, Educating, Understanding, Counseling, and Evaluating

**DJJ** – Division of Juvenile Justice

**EHSD** – Employment and Human Services Department

**H3** – Health, Housing, and Homelessness, a part of CCHS

**HUD** – United States Department of Housing and Urban Development

**JBIDC** – Jail-Based Job Development Center

**JMS** – Jail Management System





**Contra Costa County Reentry System**  
*Strategic Plan for 2018–2023*

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- LEA** – Law enforcement agency
- MDF** – Martinez Detention Facility
- MERP** – Misdemeanor Early Representation Program
- ORJ** – Contra Costa County Administrator’s Office of Reentry and Justice
- PTS** – Pretrial Services
- RDA** – Resource Development Associates
- ROI** – Release of Information
- RTS** – Reentry Transition Specialist
- SAMHSA** – Substance Abuse and Mental Health Services Administration, a branch of the US Department of Health and Human Services
- SLE** – Sober Living Environment
- SSDI/SSI** – Social Security Disability Insurance/Supplemental Security Income
- SUD** – Substance Use Disorder
- TAY** – Transition Age Youth
- VI-SPDAT** – Vulnerability Index – Service Prioritization Decision Assistance Tool
- VPRAI** – Virginia Pretrial Risk Assessment Instrument
- WCDF** – West County Detention Facility
- WDB** – Workforce Development Board of Contra Costa County
- WRTH** – West Contra Costa County Reentry, Treatment, and Housing Facility





## Appendix D. Local Planning Group Members

**California State Parole Board:** Scott McLeod, Albert Lee

**Concord Police Department:** Chief Guy Swanger

**Contra Costa County Alcohol and Other Drugs Services:** Fatima Matal Sol

**Contra Costa County Community Advisory Board:** Jason Schwartz

**Contra Costa County Detention Health:** David Seidner

**Contra Costa County District Attorney's Office:** Tom Kensok, Diana Becton, Venus Johnson

**Contra Costa County Employment and Human Services:** Maura Connell

**Contra Costa County Health Services:** Erika Jenson

**Contra Costa County Health, Housing, and Homeless Services:** Lavonna Martin

**Contra Costa County Mental Health Services:** Jan Cobaleda-Kegler

**Contra Costa County Office of Education, Adult Correctional Education:** Lindy Khan

**Contra Costa County Office of Reentry and Justice:** Lara DeLaney, Donté Blue

**Contra Costa County Office of the Public Defender:** Robin Lipetzky and Ellen McDonnell

**Contra Costa County Office of the Sheriff:** Undersheriff Matthew Schuler, Captain Kristi Butterfield, Chrystine Robbins

**Contra Costa County Probation Department:** Chief Todd Billecci, Malkia Crowder, Yuri Secoquian

**Contra Costa Reentry Network for Returning Citizens:** Patrice Guillory

**Reentry Success Center:** Nicolas Alexander, John Douglass

**Workforce Development Board of Contra Costa County:** Charles Brown III

**County of Contra Costa**  
**OFFICE OF THE COUNTY ADMINISTRATOR**  
**MEMORANDUM**

**COMMUNITY CORRECTIONS PARTNERSHIP**

**8.**

**Meeting Date:** 09/06/2019

**SUBJECT:** Appointment of a Partnership member to the Quality Assurance Committee

**DEPARTMENT:** County Administrator

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**RECOMMENDATION:**

APPOINT a member of the Community Corrections Partnership to fill a vacancy on the Quality Assurance standing committee.

**BACKGROUND:**

At its August 2014 meeting, the Community Corrections Partnership (CCP) voted to create the Quality Assurance Committee (QAC) as a standing committee of the CCP. The QAC created as a three-member committee composed of one public safety member of the Partnership, one other member of the partnership, and the CCP Community Advisory Board Chair or Chair's designee.

The purpose of Quality Assurance Committee was to provide routine reviews of the contractors, with activities that included, but are not necessarily limited to:

- Conducting site visits
- Hearing feedback from participants
- Development of a standardized rating check list
- Tracking progress of development and improvements to service delivery
- Receiving and reviewing contractors business strategies for customer engagement, customer retention and internal quality assurance measures
- Presenting status updates and recommendations to the full Community Corrections Partnership.

Since the inception of the QAC, the Probation Chief and the Behavioral Health Director have filled the public safety seat and the other CCP member seat, respectively.

On June 1, 2018, the CCP appointed Acting Behavioral Health Director Dr. Matthew White to the QAC.

**DISCUSSION:**

With the appointment of Suzanne Tavano as the Director of Behavioral Health, Suzanne Tavano has replaced Dr. Matthew White as an ex-officio member of the CCP. This has also resulted in a vacancy on the QAC that can be filled by any member of the Partnership.

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**Attachments**

No file(s) attached.

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**County of Contra Costa**  
**OFFICE OF THE COUNTY ADMINISTRATOR**  
**MEMORANDUM**

**COMMUNITY CORRECTIONS PARTNERSHIP**

**9.**

**Meeting Date:** 09/06/2019  
**SUBJECT:** FY 2018/19 Fourth Quarter Financial Report  
**DEPARTMENT:** County Administrator

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**RECOMMENDATION:**

ACCEPT the FY 2018/19 Fourth Quarter Financial Report for the Community Corrections allocation of AB 109 Public Safety Realignment revenue.

**BACKGROUND:**

At the March 1, 2013 meeting the Partnership changed the process for reviewing and approving reimbursement requests by departments. Specifically, reimbursement requests now receive administrative review by the County Administrator's Office and are reimbursed with the Partnership receiving quarterly financial reports summarizing revenue and reimbursements for review. The quarterly reports are to coincide with the quarterly meeting schedule of the Partnership.

**DISCUSSION:**

Below is a summary of FY 2018/19 Fourth Quarter Revenue, Expenditures and Fund Balance for the community corrections portion of AB 109 Public Safety Realignment funding:

Revenue

To date, the County has received **twelve allocations** of community corrections funding from the State totaling **\$24,478,846** and the **FY 2017/18 Growth allocation** of **\$2,375,791**. Of the Growth Amount, **\$237,579, or 10% of the amount received, was transferred to the Local Innovation Sub-Account** pursuant to statute. In Contra Costa County, the Office of Reentry and Justice makes recommendations to the Board of Supervisors as to how the Local Innovation Sub-Account is allocated. The County began the year with a fund balance of **\$25,244,644**.

Expenditures

For Fiscal Year 2018/2019, **\$26,715,332** in expenditure reimbursements have been made for AB109-related programming and capital projects. A summary of claim requests by department is included in Attachment A. The individual reimbursement requests have also been included as Attachment B.

**FISCAL IMPACT (if any):**

No impact. This report is informational only.

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**Attachments**

Attachment A: FY 2018/19 Q4 Financial Report  
Attachment B: FY 2018/19 Reimbursement Requests

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**FY 2018/19 Q3 FINANCIAL REPORT SUMMARY**

**FUND 115300 COUNTY LOCAL REVENUE FUND  
2982 LOCAL COMMUNITY CORRECTIONS**

**ATTACHMENT A**

Prepared on 8/30/19

<b>SOURCES:</b>	<u>PROJECTED</u>	<u>YTD</u>	
BEGINNING FUND BALANCE FY 2018/19	\$ 25,244,644	\$ 25,244,644	
REVENUES FY 2018/19:			
2018/19 Base Allocation	\$ 24,661,862	\$ 24,478,846	12 Payments Received
2017/18 Growth Allocation	\$ 2,375,791	\$ 2,375,791	Rec'd 10/12/2018
10% Growth transfer to Local Innovation	\$ (237,579)	\$ (237,579)	Trsf'd 12/27/2018
<b>2018/19 TOTAL SOURCES</b>	<b>\$ 52,044,718</b>	<b>\$ 51,861,702</b>	
<b>USES:</b>			
DISBURSEMENTS: Reimbursements To Depts.		\$ 26,715,332	
<b>2018/19 TOTAL USES</b>		<b>\$ 26,715,332</b>	
<b>2018/19 FUND BALANCE AVAILABLE</b>		<b>\$ 25,146,370</b>	

**Realignment Plan Budget Status**

	<u>FY 18/19 Budget</u>	<u>FY 18/19 Claimed/Received</u>	<u>Budget Balance</u>	<u>% Claimed</u>
Sheriff's Office	\$ 10,143,656	\$ 8,950,453	\$ 1,193,203	88%
Probation <i>(includes Pre-Trial)</i>	\$ 3,736,116	\$ 2,976,354	\$ 759,762	80%
Behavioral Health Services	\$ 2,474,855	\$ 2,474,854	\$ 1	100%
Detention Health Services	\$ 1,141,696	\$ 1,141,696	\$ -	100%
District Attorney	\$ 1,788,734	\$ 1,574,339	\$ 214,395	88%
Public Defender <i>(includes Pre-Trial &amp; Stand Together CoCo)</i>	\$ 2,875,385	\$ 2,875,385	\$ -	100%
Workforce Development Board	\$ 216,320	\$ 198,516	\$ 17,804	92%
CCC Police Chief's Association	\$ 988,043	\$ 982,780	\$ 5,263	99%
County Administrator	\$ 812,709	\$ 812,709	\$ -	100%
Community Programs	\$ 5,054,688	\$ 4,511,490	\$ 543,198	89%
Superior Court	\$ 216,758	\$ 216,756	\$ 2	100%
	<b>\$ 29,448,960</b>	<b>\$ 26,715,332</b>	<b>\$ 2,733,628</b>	<b>91%</b>

**OFFICE OF THE SHERIFF  
COMMUNITY CORRECTIONS PARTNERSHIP  
FISCAL YEAR 2018-2019**

Attachment B

Description	FY 2018-2019 Program/Function	CCP Plan Allocation	Actual Costs Jul 2018	Actual Costs Aug 2018	Actual Costs Sep 2018	Actual Costs Oct 2018	Actual Costs Nov 2018	Actual Costs Dec 2018	Actual Costs Jan 2019	Actual Costs Feb 2019	Actual Costs Mar 2019	Actual Costs Apr 2019	Actual Costs May 2019	Actual Costs Jun 2019	Total YTD	YTD % of Budget
Staffing	30 FTE Deputy - 20 FTE Professional - 9 FTE	\$7,013,256	\$556,188	\$506,536	\$556,530	\$513,480	\$539,268	\$517,390	\$529,452	\$574,011	\$512,842	\$503,075	\$517,537	\$513,842	\$6,340,151	90.40%
<b>Total Staffing</b>		<b>\$7,013,256</b>	<b>\$556,188</b>	<b>\$506,536</b>	<b>\$556,530</b>	<b>\$513,480</b>	<b>\$539,268</b>	<b>\$517,390</b>	<b>\$529,452</b>	<b>\$574,011</b>	<b>\$512,842</b>	<b>\$503,075</b>	<b>\$517,537</b>	<b>\$513,842</b>	<b>\$6,340,151</b>	<b>90.40%</b>
<b>Operating Costs</b>																
	Food/Clothing/Household Monitoring Svcs	\$456,250	\$19,375	\$20,731	\$19,688	\$20,150	\$21,375	\$21,894	\$20,344	\$16,625	\$19,375	\$18,750	\$18,988	\$18,188	\$235,482	51.61%
	Equipment/Vehicle	\$55,000	\$0	\$303	\$231	\$0	\$672	\$870	\$162	\$576	\$0	\$420	\$348	\$402	\$3,983	7.24%
	Other Svcs	\$40,000	\$2,823	\$3,299	\$3,321	\$3,321	\$2,892	\$3,543	\$3,386	\$2,485	\$2,422	\$3,599	\$3,492	\$2,749	\$37,332	93.33%
	Jail to Community Pro	\$80,500	\$2,495	\$2,417	\$6,321	\$5,792	\$8,048	\$3,896	\$3,562	\$4,229	\$4,772	\$3,963	\$3,266	\$4,471	\$53,232	66.13%
	Inmate Program Services	\$243,650	\$0	\$15,970	\$20,304	\$20,304	\$20,304	\$20,304	\$20,304	\$20,304	\$20,304	\$20,304	\$20,304	\$20,304	\$219,009	89.89%
		\$755,000	\$102	\$43,909	\$49,347	\$54,878	\$27,331	\$108,316	\$1,322	\$95,685	\$6,535	\$107,752	\$9,510	\$55,611	\$560,297	74.21%
															<b>\$1,109,335</b>	<b>68.04%</b>
<b>One Time Costs</b>																
WCDF Renovation	\$0	\$0	\$0	\$192	\$0	\$0	\$0	\$0	\$0	\$484	\$291	\$0	\$0	\$0	\$967	
<b>Total One Time</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$967	#DIV/0!
<b>Total Operating Costs</b>		<b>\$1,630,400</b>	<b>\$24,795</b>	<b>\$86,822</b>	<b>\$99,211</b>	<b>\$104,445</b>	<b>\$80,622</b>	<b>\$158,823</b>	<b>\$49,079</b>	<b>\$140,387</b>	<b>\$53,698</b>	<b>\$154,787</b>	<b>\$55,907</b>	<b>\$101,726</b>	<b>\$1,110,302</b>	
Revenue		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
EM Participant Fees		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
<b>Total Revenue</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Total Costs</b>		<b>\$8,643,656</b>	<b>\$580,983</b>	<b>\$593,357</b>	<b>\$655,741</b>	<b>\$617,925</b>	<b>\$619,890</b>	<b>\$676,214</b>	<b>\$578,531</b>	<b>\$714,398</b>	<b>\$566,540</b>	<b>\$657,862</b>	<b>\$573,444</b>	<b>\$615,568</b>	<b>\$7,450,453</b>	<b>86.20%</b>

Daily Rate \$6.25 per inmate

\*Other Services

	Bldg. Occup	Rent/Leases	Admin/Supplies	Training	TOTAL
July	\$ 267	\$ 2,150	\$ 78	\$ -	\$ 2,495
August	\$ 267	\$ 2,150	\$ -	\$ -	\$ 2,417
September	\$ 1,932	\$ 4,300	\$ 89	\$ -	\$ 6,321
October	\$ 1,982	\$ 3,719	\$ 92	\$ -	\$ 5,792
November	\$ 3,003	\$ 4,264	\$ 281	\$ 499	\$ 8,048
December	\$ 1,746	\$ 2,150	\$ -	\$ -	\$ 3,896
January	\$ 1,077	\$ 2,150	\$ 334	\$ -	\$ 3,562
February	\$ 1,296	\$ 2,150	\$ 783	\$ -	\$ 4,229
March	\$ 907	\$ 2,150	\$ 1,715	\$ -	\$ 4,772
April	\$ 1,613	\$ 2,150	\$ 200	\$ -	\$ 3,963
May	\$ 1,116	\$ 2,150	\$ -	\$ -	\$ 3,266
June	\$ 1,837	\$ 2,150	\$ 483	\$ -	\$ 4,471
<b>TOTAL</b>	<b>\$ 17,042</b>	<b>\$ 31,633</b>	<b>\$ 4,057</b>	<b>\$ 499</b>	<b>\$ 53,231</b>

Period	Expense	Reimb Rec'd
1st Quarter TOTAL	\$1,830,081	3/8/19
2nd Quarter TOTAL	\$1,914,028	5/22/19
3rd Quarter TOTAL	\$1,859,470	Pending
4th Quarter TOTAL	\$1,846,874	Pending
<b>YTD TOTAL</b>	<b>\$7,450,453</b>	



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: July 24, 2018

Subject: APPROPRIATIONS AND REVENUE ADJUSTMENT NO. 5000

---

**RECOMMENDATION(S):**

APPROVE Appropriations and Revenue Adjustment No. 5000 increasing fiscal year 2018/19 estimated revenue in the amount of \$1,500,000 in the Law Enforcement Services Account (0295) from existing fund balance and appropriate it to backfill a reduction in federal reimbursement revenue in the amount of \$1,500,000 in the Custody Services Bureau (0300) due to the cancellation of a contract with the Immigration and Customs Enforcement Agency.

**FISCAL IMPACT:**

Increases expenditure appropriations and estimated revenue by \$1,500,000 using existing fund balance from Public Safety Realignment revenues (AB 109) in the 2011 Local Revenue Fund (Fund No. 115300). In addition, estimated revenue in the amount of \$1,500,000 from the Immigration and Customs Enforcement (ICE) Agency is reduced due to the cancellation of the contract to house detainees in federal custody at the West County Detention Facility (WCDF).

**BACKGROUND:**

On July 10, 2018, the Sheriff-Coroner announced that he had canceled a long standing contract with the Immigration and Customs Enforcement (ICE) Agency, which allowed for

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **07/24/2018**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

- AYE:
- John Gioia, District I Supervisor
  - Candace Andersen, District II Supervisor
  - Diane Burgis, District III Supervisor
  - Karen Mitchoff, District IV Supervisor
  - Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 24, 2018  
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Timothy M. Ewell, (925) 335-1036

BACKGROUND: (CONT'D)

the housing of detainees in the custody of the federal government at the West County Detention Facility. The contract provided for an \$82.00 per day/ per detainee reimbursement rate and the average daily population (ADP) of federal detainees had been approximately 200 over the past several years. Over that time, actual reimbursement revenue ranged between \$6.0-6.2 million. For fiscal year 2018/19, the Sheriff's Office adopted budget includes a conservative revenue estimate of \$5.8 million from the contract.

The Sheriff's Office has reviewed the financial impact of discontinuing the contract to housing ICE detainees and determined that up to \$2.4 million in new revenue may be required to offset the loss in revenue after taking into account reduced staffing and other expenditure costs. The County Administrator has reviewed the Sheriff's Office request and is proposing that the Board take the following actions to address the estimated \$2.4 million budget impact to maintain a structurally balanced budget in fiscal year 2018/19:

1. Appropriate \$1.5 million from existing Public Safety Realignment (AB 109) fund balance immediately;
2. Consider allocating an additional \$900,000 from existing General Fund appropriations as necessary upon the recommendation of the County Administrator during the scheduled FY 2018/19 Mid-Year Budget Report in February 2019.

The Sheriff's Office has communicated that the contract cancellation process may take up to 120 days and it is unknown how long current staffing levels may ultimately be maintained to facilitate the transition process. For this reason, it is not recommended that the Board reduce expenditure appropriations at this time. Following the 120 day transition period, the County Administrator will work with the Sheriff's Office in advance of the FY 2018/19 Mid-Year Budget Report to the Board of Supervisors to determine how much, if any, of the \$900,000 in existing General Fund appropriations may be necessary to balance the Sheriff's Office budget for the remainder of the fiscal year.

CONSEQUENCE OF NEGATIVE ACTION:

The Custody Services Bureau (0300) will not receive the anticipated amount of federal reimbursement revenue due to the cancellation of the contract with ICE. Without the appropriation of new revenue to offset the anticipated loss, the fiscal year 2018/19 Custody Services Bureau (0300) budget will likely not balance at year end.

CHILDREN'S IMPACT STATEMENT:

No impact.

CLERK'S ADDENDUM

***Speakers: Matt Schuler, Assistant Sheriff; Bob Lane, resident of Pleasant Hill; Jeff Landan, CCC Racial Justice Coalition (CCCRJC); Jane Courant, resident of Richmond; Judy Gordon, resident of Walnut Creek; Elsa China Stevens, resident of Richmond; Jamie Solomon, Freedom for Immigrants; Tony Bravo; Saira Hussain, Advancing Justice-Asian Law Caucus; Stacy Suh, California Immigrant Policy Center; Nicole Zapata, EBASE, CCIRA; Asha DuMonthier, resident of Oakland; Yaquelin Valencia; Willie Mims, East County Chapter NAACP, PBPA; Jessica Karadi, resident of Martinez; Albert Ponce, resident of Martinez; Lynn Mac McCloud; Cheryl Sudduth, ACLU, CCIRA, CCCRJC; Mary-Helen Binger, resident of Walnut Creek; Suzanne Llewellyn, resident of Walnut Creek; Dominic Ware; Reverend Neal Anderson, Showing Up for Racial Justice; Tamishia Walker; LeDanier Flowers; Melvin Willis, Vice Mayor of Richmond.***

ATTACHMENTS

TC24/27\_5000

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** October 16, 2018

**SUBJECT:** AB109 Probation Department July 2018 Claim

---

	<u>Previously Claimed</u>	<u>July 2018 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
Salary & Benefits		\$ 173,342.54	\$ 173,342.54	
Contracts		\$ -	\$ -	
Operating Costs				
Office Expense		\$ -	\$ -	
Communication Exp		329.68	329.68	
Minor Furniture/Equipment		-	-	
Minor Computer Equipment		-	-	
Food for T4C Meetings		-	-	
Bus/BART Passes		-	-	
Training & Travel		117.95	117.95	
Data Processing Service		810.00	810.00	
Total Operating Costs	\$ -	\$ 1,257.63	\$ 1,257.63	
Vehicle Maintenance				
Fleet Charges		\$ 6,089.02	\$ 6,089.02	
Total	<u>\$ -</u>	<u>\$ 180,689.19</u>	<u>\$ 180,689.19</u>	
Funds Journalled In			-	
Balance Due			<u><u>\$ 180,689.19</u></u>	

**Please journal \$180,690 to Org 3085 for July 2018 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** October 16, 2018

**SUBJECT:** AB109 Pre-Trial Probation Department July 2018 Claim

---

	<u>Previously Claimed</u>	<u>July 2018 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
Salary & Benefits		\$ 67,066.32	\$ 67,066.32	
Contracts				
Justice Systems Partners		\$ -	\$ -	
Operating Costs				
Office Expense		\$ -	\$ -	
Training & Travel		-	-	
Total Operating Costs	\$ -	\$ -	\$ -	
Vehicle Maintenance				
Fleet Charges		\$ 1,297.62	\$ 1,297.62	
Total	<u>\$ -</u>	<u>\$ 68,363.94</u>	<u>\$ 68,363.94</u>	
Funds Journalled In			-	
Balance Due			<u><u>\$ 68,363.94</u></u>	

**Please journal \$68,363.94 to Org 3043 for July 2018 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** October 16, 2018

**SUBJECT:** AB109 Probation Department August 2018 Claim

---

	Previously Claimed	August 2018 Claim	YTD Claim	Comment
Salary & Benefits	\$ 173,342.54	\$ 168,465.00	\$ 341,807.54	
Contracts	\$ -	\$ -	\$ -	
Operating Costs				
Office Expense	\$ -	\$ -	\$ -	
Communication Exp	329.68	25.60	355.28	
Minor Furniture/Equipment	-	-	-	
Minor Computer Equipment	-	-	-	
Food for T4C Meetings	-	53.71	53.71	
Bus/BART Passes	-	187.50	187.50	
Training & Travel	117.95	49.03	166.98	
Data Processing Service	810.00	810.00	1,620.00	
Total Operating Costs	<u>\$ 1,257.63</u>	<u>\$ 1,125.84</u>	<u>\$ 2,383.47</u>	
Vehicle Maintenance				
Fleet Charges	\$ 6,089.02	\$ 7,488.79	\$ 13,577.81	
Total	<u>\$ 180,689.19</u>	<u>\$ 177,079.63</u>	<u>\$ 357,768.82</u>	
Funds Journalled In			-	
Balance Due			<u><u>\$ 357,768.82</u></u>	

**Please journal \$177,079.63 to Org 3085 for August 2018 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** October 16, 2018

**SUBJECT:** AB109 Pre-Trial Probation Department August 2018 Claim

---

	<u>Previously Claimed</u>	<u>August 2018 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
Salary & Benefits	\$ 67,066.32	\$ 67,472.69	\$ 134,539.01	
Contracts				
Justice Systems Partners	\$ -	\$ -	\$ -	
Operating Costs				
Office Expense	\$ -	\$ -	\$ -	
Training & Travel	-	-	-	
Total Operating Costs	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Vehicle Maintenance				
Fleet Charges	\$ 1,297.62	\$ 1,390.83	\$ 2,688.45	
Total	<u>\$ 68,363.94</u>	<u>\$ 68,863.52</u>	<u>\$ 137,227.46</u>	
Funds Journalled In			-	
Balance Due			<u><u>\$ 137,227.46</u></u>	

**Please journal \$68,863.52 to Org 3043 for August 2017 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** October 16, 2018

**SUBJECT:** AB109 Probation Department September 2018 Claim

---

	<u>Previously Claimed</u>	<u>September 2018 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
Salary & Benefits	\$ 341,807.54	\$ 167,898.35	\$ 509,705.89	
Contracts	\$ -	\$ -	\$ -	
Operating Costs				
Office Expense	\$ -	\$ -	\$ -	
Communication Exp	355.28	329.68	684.96	
Minor Furniture/Equipment	-	-	-	
Minor Computer Equipment	-	-	-	
Food for T4C Meetings	53.71	73.14	126.85	
Bus/BART Passes	187.50	100.00	287.50	
Training & Travel	166.98	54.40	221.38	
Data Processing Service	1,620.00	810.00	2,430.00	
Total Operating Costs	<u>\$ 2,383.47</u>	<u>\$ 1,367.22</u>	<u>\$ 3,750.69</u>	
Vehicle Maintenance				
Fleet Charges	\$ 13,577.81	\$ 7,066.08	\$ 20,643.89	
Total	<u>\$ 357,768.82</u>	<u>\$ 176,331.65</u>	<u>\$ 534,100.47</u>	
Funds Journalled In			-	
Balance Due			<u><u>\$ 534,100.47</u></u>	

**Please journal \$176,331.65 to Org 3085 for September 2018 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** October 16, 2018

**SUBJECT:** AB109 Pre-Trial Probation Department September 2018 Claim

---

	<u>Previously Claimed</u>	<u>September 2018 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
Salary & Benefits	\$ 134,539.01	\$ 61,841.84	\$ 196,380.85	
Contracts				
Justice Systems Partners	\$ -	\$ -	\$ -	
Operating Costs				
Office Expense	\$ -	\$ -	\$ -	
Training & Travel	-	-	-	
Total Operating Costs	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Vehicle Maintenance				
Fleet Charges	\$ 2,688.45	\$ 1,443.29	\$ 4,131.74	
Total	<u>\$ 137,227.46</u>	<u>\$ 63,285.13</u>	<u>\$ 200,512.59</u>	
Funds Journalled In			-	
Balance Due			<u><u>\$ 200,512.59</u></u>	

**Please journal \$63,285.13 to Org 3043 for September 2018 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO: Paul Reyes**  
**Senior Deputy County Administrator**

**FROM: Danielle Fokkema**  
**Chief of Administrative Services**

**DATE: January 31, 2019**

**SUBJECT: AB109 Probation Department October 2018 Claim**

---

	<u>Previously Claimed</u>	<u>October 2018 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
<u>Staff</u>	\$ 509,705.89	\$ 177,624.70	\$ 687,330.59	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ 221.38	\$ 2,298.66	\$ 2,520.04	
<u>Equipment</u>				
Minor Furniture/Equipment	-	74.21	74.21	
Minor Computer Equipment	-	-	-	
	<u>\$ -</u>	<u>\$ 74.21</u>	<u>\$ 74.21</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	-	-	-	
Communication Exp	684.96	329.68	1,014.64	
Fleet Charges	20,643.89	7,275.42	27,919.31	
Data Processing Service	2,430.00	810.00	3,240.00	
Total Operating Costs	<u>\$ 23,758.85</u>	<u>\$ 8,415.10</u>	<u>\$ 32,173.95</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	126.85	422.26	549.11	
Bus/BART Passes	287.50	247.50	535.00	
	<u>\$ 414.35</u>	<u>\$ 669.76</u>	<u>\$ 1,084.11</u>	
<b>Total</b>	<b><u>\$ 534,100.47</u></b>	<b><u>\$ 189,082.43</u></b>	<b><u>\$ 723,182.90</u></b>	
Funds Journalled In			-	
Balance Due			<b><u><u>\$ 723,182.90</u></u></b>	

**Please journal \$189,082.43 to Org 3085 for October 2018 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** January 31, 2019

**SUBJECT:** AB109 Pre-Trial Probation Department October 2018 Claim

---

	Previously Claimed	October 2018 Claim	YTD Claim	Comments
<u>Staff</u>	\$ 196,380.85	\$ 52,482.87	\$ 248,863.72	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ -	\$ -	\$ -	
<u>Equipment</u>				
Minor Furniture/Equipment	-	-	-	
Minor Computer Equipment	-	-	-	
	\$ -	\$ -	\$ -	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	-	-	-	
Communication Exp	-	-	-	
Fleet Charges	4,131.74	1,276.96	5,408.70	
Data Processing Service	-	-	-	
Total Operating Costs	\$ 4,131.74	\$ 1,276.96	\$ 5,408.70	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	-	-	-	
Bus/BART Passes	-	-	-	
	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ 200,512.59</b>	<b>\$ 53,759.83</b>	<b>\$ 254,272.42</b>	
Funds Journalled In			-	
Balance Due			<u><u>\$ 254,272.42</u></u>	

**Please journal \$53,759.83 to Org 3043 for October 2018 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** January 31, 2019

**SUBJECT:** AB109 Probation Department November 2018 Claim

---

	<u>Previously Claimed</u>	<u>November 2018 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
<u>Staff</u>	\$ 687,330.59	\$ 190,947.09	\$ 878,277.68	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ 2,520.04	\$ -	\$ 2,520.04	
<u>Equipment</u>				
Minor Furniture/Equipment	74.21	-	74.21	
Minor Computer Equipment	-	-	-	
	<u>\$ 74.21</u>	<u>\$ -</u>	<u>\$ 74.21</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	-	-	-	
Communication Exp	1,014.64	329.68	1,344.32	
Fleet Charges	27,919.31	-	27,919.31	
Data Processing Service	3,240.00	810.00	4,050.00	
Total Operating Costs	<u>\$ 32,173.95</u>	<u>\$ 1,139.68</u>	<u>\$ 33,313.63</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	549.11	853.22	1,402.33	
Bus/BART Passes	535.00	288.00	823.00	
	<u>\$ 1,084.11</u>	<u>\$ 1,141.22</u>	<u>\$ 2,225.33</u>	
<b>Total</b>	<b><u>\$ 723,182.90</u></b>	<b><u>\$ 193,227.99</u></b>	<b><u>\$ 916,410.89</u></b>	
Funds Journalled In			-	
Balance Due			<b><u><u>\$ 916,410.89</u></u></b>	

**Please journal \$193,227.99 to Org 3085 for November 2018 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** January 31, 2019

**SUBJECT:** AB109 Pre-Trial Probation Department November 2018 Claim

---

	<u>Previously Claimed</u>	<u>November 2018 Claim</u>	<u>YTD Claim</u>	<u>Comments</u>
<u>Staff</u>	\$ 248,863.72	\$ 53,067.44	\$ 301,931.16	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ -	\$ -	\$ -	
<u>Equipment</u>				
Minor Furniture/Equipment	-	-	-	
Minor Computer Equipment	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	-	-	-	
Communication Exp	-	-	-	
Fleet Charges	5,408.70	-	5,408.70	
Data Processing Service	-	-	-	
Total Operating Costs	<u>\$ 5,408.70</u>	<u>\$ -</u>	<u>\$ 5,408.70</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	-	-	-	
Bus/BART Passes	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<b>Total</b>	<u><b>\$ 254,272.42</b></u>	<u><b>\$ 53,067.44</b></u>	<u><b>\$ 307,339.86</b></u>	
Funds Journalled In			-	
Balance Due			<u><u><b>\$ 307,339.86</b></u></u>	

**Please journal \$53,067.44 to Org 3043 for November 2018 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** January 31, 2019

**SUBJECT:** AB109 Probation Department December 2018 Claim

---

	<u>Previously Claimed</u>	<u>December 2018 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
<u>Staff</u>	\$ 878,277.68	\$ 193,228.85	\$ 1,071,506.53	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ 2,520.04	\$ 30.67	\$ 2,550.71	
<u>Equipment</u>				
Minor Furniture/Equipment	74.21	286.86	361.07	
Minor Computer Equipment	-	-	-	
	<u>\$ 74.21</u>	<u>\$ 286.86</u>	<u>\$ 361.07</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	-	337.25	337.25	
Communication Exp	1,344.32	608.16	1,952.48	
Fleet Charges	27,919.31	12,527.09	40,446.40	
Data Processing Service	4,050.00	810.00	4,860.00	
Total Operating Costs	<u>\$ 33,313.63</u>	<u>\$ 14,282.50</u>	<u>\$ 47,596.13</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	1,402.33	595.27	1,997.60	
Bus/BART Passes	823.00	752.00	1,575.00	
	<u>\$ 2,225.33</u>	<u>\$ 1,347.27</u>	<u>\$ 3,572.60</u>	
<b>Total</b>	<b><u>\$ 916,410.89</u></b>	<b><u>\$ 209,176.15</u></b>	<b><u>\$ 1,125,587.04</u></b>	
Funds Journalled In			-	
Balance Due			<b><u><u>\$ 1,125,587.04</u></u></b>	

**Please journal \$209,176.15 to Org 3085 for December 2018 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** January 31, 2019

**SUBJECT:** AB109 Pre-Trial Probation Department December 2018 Claim

---

	<u>Previously Claimed</u>	<u>December 2018 Claim</u>	<u>YTD Claim</u>	<u>Comments</u>
<u>Staff</u>	\$ 301,931.16	\$ 52,254.78	\$ 354,185.94	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ -	\$ -	\$ -	
<u>Equipment</u>				
Minor Furniture/Equipment	-	-	-	
Minor Computer Equipment	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	-	-	-	
Communication Exp	-	-	-	
Fleet Charges	5,408.70	2,653.76	8,062.46	
Data Processing Service	-	-	-	
Total Operating Costs	<u>\$ 5,408.70</u>	<u>\$ 2,653.76</u>	<u>\$ 8,062.46</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	-	-	-	
Bus/BART Passes	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<b>Total</b>	<u><b>\$ 307,339.86</b></u>	<u><b>\$ 54,908.54</b></u>	<u><b>\$ 362,248.40</b></u>	
Funds Journalled In			-	
Balance Due			<u><u><b>\$ 362,248.40</b></u></u>	

**Please journal \$54,908.54 to Org 3043 for December 2018 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO: Paul Reyes**  
**Senior Deputy County Administrator**

**FROM: Danielle Fokkema**  
**Chief of Administrative Services**

**DATE: June 5, 2019**

**SUBJECT: AB109 Probation Department January 2019 Claim**

---

	<u>Previously Claimed</u>	<u>January 2019 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
<u>Staff</u>	\$ 1,071,506.53	\$ 188,934.65	\$ 1,260,441.18	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ 2,550.71	\$ -	\$ 2,550.71	
<u>Equipment</u>				
Minor Furniture/Equipment	361.07	258.17	619.24	
Minor Computer Equipment	-	-	-	
	<u>\$ 361.07</u>	<u>\$ 258.17</u>	<u>\$ 619.24</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	337.25	-	337.25	
Communication Exp	1,952.48	25.60	1,978.08	
Fleet Charges	40,446.40	-	40,446.40	
Data Processing Service	4,860.00	810.00	5,670.00	
Total Operating Costs	<u>\$ 47,596.13</u>	<u>\$ 835.60</u>	<u>\$ 48,431.73</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	1,997.60	420.98	2,418.58	
Bus/BART Passes	1,575.00	100.00	1,675.00	
	<u>\$ 3,572.60</u>	<u>\$ 520.98</u>	<u>\$ 4,093.58</u>	
<b>Total</b>	<b><u>\$ 1,125,587.04</u></b>	<b><u>\$ 190,549.40</u></b>	<b><u>\$ 1,316,136.44</u></b>	
Funds Journalled In			-	
Balance Due			<b><u><u>\$ 1,316,136.44</u></u></b>	

**Please journal \$190,549.40 to Org 3085 for January 2019 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** June 5, 2019

**SUBJECT:** AB109 Pre-Trial Probation Department January 2019 Claim

---

	<u>Previously Claimed</u>	<u>January 2019 Claim</u>	<u>YTD Claim</u>	<u>Comments</u>
<u>Staff</u>	\$ 354,185.94	\$ 52,514.33	\$ 406,700.27	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ -	\$ -	\$ -	
<u>Equipment</u>				
Minor Furniture/Equipment	-	-	-	
Minor Computer Equipment	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	-	-	-	
Communication Exp	-	-	-	
Fleet Charges	8,062.46	-	8,062.46	
Data Processing Service	-	-	-	
Total Operating Costs	<u>\$ 8,062.46</u>	<u>\$ -</u>	<u>\$ 8,062.46</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	-	-	-	
Bus/BART Passes	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Total	<u>\$ 362,248.40</u>	<u>\$ 52,514.33</u>	<u>\$ 414,762.73</u>	
Funds Journalled In			-	
Balance Due			<u><u>\$ 414,762.73</u></u>	

**Please journal \$52,514.33 to Org 3043 for January 2019 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO: Paul Reyes**  
**Senior Deputy County Administrator**

**FROM: Danielle Fokkema**  
**Chief of Administrative Services**

**DATE: June 5, 2019**

**SUBJECT: AB109 Probation Department April 2019 Claim**

---

	<u>Previously Claimed</u>	<u>April 2019 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
<u>Staff</u>	\$ 1,630,088.12	\$ 197,466.38	\$ 1,827,554.50	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ 2,647.09	\$ 79.03	\$ 2,726.12	
<u>Equipment</u>				
Minor Furniture/Equipment	699.24		699.24	
Minor Computer Equipment	-		-	
	<u>\$ 699.24</u>	<u>\$ -</u>	<u>\$ 699.24</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	337.25		337.25	
Communication Exp	2,611.84	304.08	2,915.92	
Fleet Charges	58,845.43	6,211.22	65,056.65	
Data Processing Service	7,290.00	810.00	8,100.00	
Total Operating Costs	<u>\$ 69,084.52</u>	<u>\$ 7,325.30</u>	<u>\$ 76,409.82</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	2,602.49	1,518.54	4,121.03	
Bus/BART Passes	2,638.50	188.00	2,826.50	
	<u>\$ 5,240.99</u>	<u>\$ 1,706.54</u>	<u>\$ 6,947.53</u>	
<b>Total</b>	<b><u>\$ 1,707,759.96</u></b>	<b><u>\$ 206,577.25</u></b>	<b><u>\$ 1,914,337.21</u></b>	
Funds Journalled In			<u>534,100.47</u>	
Balance Due			<b><u><u>\$ 1,380,236.74</u></u></b>	

**Please journal \$206,577.25 to Org 3085 for April 2019 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** June 5, 2019

**SUBJECT:** AB109 Pre-Trial Probation Department April 2019 Claim

---

	<u>Previously Claimed</u>	<u>April 2019 Claim</u>	<u>YTD Claim</u>	<u>Comments</u>
<u>Staff</u>	\$ 507,427.36	\$ 41,554.82	\$ 548,982.18	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ -	\$ -	\$ -	
<u>Equipment</u>				
Minor Furniture/Equipment	-	-	-	
Minor Computer Equipment	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	-	-	-	
Communication Exp	-	-	-	
Fleet Charges	12,445.46	1,536.59	13,982.05	
Data Processing Service	-	-	-	
Total Operating Costs	<u>\$ 12,445.46</u>	<u>\$ 1,536.59</u>	<u>\$ 13,982.05</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	-	-	-	
Bus/BART Passes	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<b>Total</b>	<b><u>\$ 519,872.82</u></b>	<b><u>\$ 43,091.41</u></b>	<b><u>\$ 562,964.23</u></b>	
Funds Journalled In			-	
Balance Due			<b><u><u>\$ 562,964.23</u></u></b>	

**Please journal \$43,091.41 to Org 3043 for April 2019 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** June 5, 2019

**SUBJECT:** AB109 Probation Department February 2019 Claim

---

	<u>Previously Claimed</u>	<u>February 2019 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
<u>Staff</u>	\$ 1,260,441.18	\$ 188,928.14	\$ 1,449,369.32	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ 2,550.71	\$ -	\$ 2,550.71	
<u>Equipment</u>				
Minor Furniture/Equipment	619.24	30.00	649.24	
Minor Computer Equipment	-	-	-	
	<u>\$ 619.24</u>	<u>\$ 30.00</u>	<u>\$ 649.24</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	337.25	-	337.25	
Communication Exp	1,978.08	329.68	2,307.76	
Fleet Charges	40,446.40	6,159.66	46,606.06	
Data Processing Service	5,670.00	810.00	6,480.00	
Total Operating Costs	<u>\$ 48,431.73</u>	<u>\$ 7,299.34</u>	<u>\$ 55,731.07</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	2,418.58		2,418.58	
Bus/BART Passes	1,675.00	337.50	2,012.50	
	<u>\$ 4,093.58</u>	<u>\$ 337.50</u>	<u>\$ 4,431.08</u>	
<b>Total</b>	<b><u>\$ 1,316,136.44</u></b>	<b><u>\$ 196,594.98</u></b>	<b><u>\$ 1,512,731.42</u></b>	
Funds Journalled In			<u>534,100.47</u>	
Balance Due			<b><u>\$ 978,630.95</u></b>	

**Please journal \$196,594.98 to Org 3085 for February 2019 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** June 5, 2019

**SUBJECT:** AB109 Pre-Trial Probation Department February 2019 Claim

---

	<u>Previously Claimed</u>	<u>February 2019 Claim</u>	<u>YTD Claim</u>	<u>Comments</u>
<u>Staff</u>	\$ 406,700.27	\$ 53,157.84	\$ 459,858.11	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ -	\$ -	\$ -	
<u>Equipment</u>				
Minor Furniture/Equipment	-	-	-	
Minor Computer Equipment	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	-	-	-	
Communication Exp	-	-	-	
Fleet Charges	8,062.46	1,402.36	9,464.82	
Data Processing Service	-	-	-	
Total Operating Costs	<u>\$ 8,062.46</u>	<u>\$ 1,402.36</u>	<u>\$ 9,464.82</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	-	-	-	
Bus/BART Passes	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<b>Total</b>	<b><u>\$ 414,762.73</u></b>	<b><u>\$ 54,560.20</u></b>	<b><u>\$ 469,322.93</u></b>	
Funds Journalled In			-	
Balance Due			<b><u><u>\$ 469,322.93</u></u></b>	

**Please journal \$54,560.20 to Org 3043 for February 2019 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO: Paul Reyes**  
**Senior Deputy County Administrator**

**FROM: Danielle Fokkema**  
**Chief of Administrative Services**

**DATE: June 5, 2019**

**SUBJECT: AB109 Probation Department March 2019 Claim**

---

	<u>Previously Claimed</u>	<u>March 2019 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
<u>Staff</u>	\$ 1,449,369.32	\$ 180,718.80	\$ 1,630,088.12	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ 2,550.71	\$ 96.38	\$ 2,647.09	
<u>Equipment</u>				
Minor Furniture/Equipment	649.24	50.00	699.24	
Minor Computer Equipment	-	-	-	
	<u>\$ 649.24</u>	<u>\$ 50.00</u>	<u>\$ 699.24</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	337.25	-	337.25	
Communication Exp	2,307.76	304.08	2,611.84	
Fleet Charges	46,606.06	12,239.37	58,845.43	
Data Processing Service	6,480.00	810.00	7,290.00	
Total Operating Costs	<u>\$ 55,731.07</u>	<u>\$ 13,353.45</u>	<u>\$ 69,084.52</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	2,418.58	183.91	2,602.49	
Bus/BART Passes	2,012.50	626.00	2,638.50	
	<u>\$ 4,431.08</u>	<u>\$ 809.91</u>	<u>\$ 5,240.99</u>	
<b>Total</b>	<b><u>\$ 1,512,731.42</u></b>	<b><u>\$ 195,028.54</u></b>	<b><u>\$ 1,707,759.96</u></b>	
Funds Journalled In			<u>534,100.47</u>	
Balance Due			<b><u>\$ 1,173,659.49</u></b>	

**Please journal \$195,028.54 to Org 3085 for March 2019 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO: Paul Reyes**  
**Senior Deputy County Administrator**

**FROM: Danielle Fokkema**  
**Chief of Administrative Services**

**DATE: June 5, 2019**

**SUBJECT: AB109 Pre-Trial Probation Department March 2019 Claim**

---

	<u>Previously Claimed</u>	<u>March 2019 Claim</u>	<u>YTD Claim</u>	<u>Comments</u>
<u>Staff</u>	\$ 459,858.11	\$ 47,569.25	\$ 507,427.36	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ -	\$ -	\$ -	
<u>Equipment</u>				
Minor Furniture/Equipment	-	-	-	
Minor Computer Equipment	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	-	-	-	
Communication Exp	-	-	-	
Fleet Charges	9,464.82	2,980.64	12,445.46	
Data Processing Service	-	-	-	
Total Operating Costs	<u>\$ 9,464.82</u>	<u>\$ 2,980.64</u>	<u>\$ 12,445.46</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	-	-	-	
Bus/BART Passes	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<b>Total</b>	<u><b>\$ 469,322.93</b></u>	<u><b>\$ 50,549.89</b></u>	<u><b>\$ 519,872.82</b></u>	
Funds Journalled In			-	
Balance Due			<u><u><b>\$ 519,872.82</b></u></u>	

**Please journal \$50,549.89 to Org 3043 for March 2019 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO: Paul Reyes**  
**Senior Deputy County Administrator**

**FROM: Danielle Fokkema**  
**Chief of Administrative Services**

**DATE: July 15, 2019**

**SUBJECT: AB109 Probation Department June 2019 Claim**

---

	<u>Previously Claimed</u>	<u>June 2019 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
<u>Staff</u>	\$ 2,026,843.97	\$ 198,612.57	\$ 2,225,456.54	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ 2,726.12	\$ 133.51	\$ 2,859.63	
<u>Equipment</u>				
Minor Furniture/Equipment	824.24	-	824.24	
Minor Computer Equipment	-	-	-	
	<u>\$ 824.24</u>	<u>\$ -</u>	<u>\$ 824.24</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	337.25	-	337.25	
Communication Exp	3,245.60	304.08	3,549.68	
Fleet Charges	72,165.44	7,778.67	79,944.11	
Data Processing Service	8,100.00	810.00	8,910.00	
Total Operating Costs	<u>\$ 83,848.29</u>	<u>\$ 8,892.75</u>	<u>\$ 92,741.04</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	4,937.52	640.87	5,578.39	
Bus/BART Passes	2,826.50	-	2,826.50	
	<u>\$ 7,764.02</u>	<u>\$ 640.87</u>	<u>\$ 8,404.89</u>	
<b>Total</b>	<b><u>\$ 2,122,006.64</u></b>	<b><u>\$ 208,279.70</u></b>	<b><u>\$ 2,330,286.34</u></b>	
Funds Journalled In			<u>534,100.47</u>	
Balance Due			<b><u><u>\$ 1,796,185.87</u></u></b>	

**Please journal \$208,279.70 to Org 3085 for June 2019 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** July 15, 2019

**SUBJECT:** AB109 Pre-Trial Probation Department June 2019 Claim

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	<u>Previously Claimed</u>	<u>June 2019 Claim</u>	<u>YTD Claim</u>	<u>Comments</u>
<u>Staff</u>	\$ 587,152.49	\$ 41,416.75	\$ 628,569.24	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ 261.67	\$ 514.34	\$ 776.01	
<u>Equipment</u>				
Minor Furniture/Equipment	-	-	-	
Minor Computer Equipment	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	-	-	-	
Communication Exp	-	-	-	
Fleet Charges	15,434.23	1,288.03	16,722.26	
Data Processing Service	-	-	-	
Total Operating Costs	<u>\$ 15,434.23</u>	<u>\$ 1,288.03</u>	<u>\$ 16,722.26</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	-	-	-	
Bus/BART Passes	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<b>Total</b>	<b><u>\$ 602,848.39</u></b>	<b><u>\$ 43,219.12</u></b>	<b><u>\$ 646,067.51</u></b>	
Funds Journalled In			-	
Balance Due			<b><u><u>\$ 646,067.51</u></u></b>	

**Please journal \$43,219.12 to Org 3043 for June 2019 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO: Paul Reyes**  
**Senior Deputy County Administrator**

**FROM: Danielle Fokkema**  
**Chief of Administrative Services**

**DATE: July 15, 2019**

**SUBJECT: AB109 Probation Department May 2019 Claim**

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	<u>Previously Claimed</u>	<u>May 2019 Claim</u>	<u>YTD Claim</u>	<u>Comment</u>
<u>Staff</u>	\$ 1,827,554.50	\$ 199,289.47	\$ 2,026,843.97	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ 2,726.12	\$ -	\$ 2,726.12	
<u>Equipment</u>				
Minor Furniture/Equipment	699.24	125.00	824.24	
Minor Computer Equipment	-	-	-	
	<u>\$ 699.24</u>	<u>\$ 125.00</u>	<u>\$ 824.24</u>	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	337.25	-	337.25	
Communication Exp	2,915.92	329.68	3,245.60	
Fleet Charges	65,056.65	7,108.79	72,165.44	
Data Processing Service	8,100.00	-	8,100.00	
Total Operating Costs	<u>\$ 76,409.82</u>	<u>\$ 7,438.47</u>	<u>\$ 83,848.29</u>	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	4,121.03	816.49	4,937.52	
Bus/BART Passes	2,826.50	-	2,826.50	
	<u>\$ 6,947.53</u>	<u>\$ 816.49</u>	<u>\$ 7,764.02</u>	
<b>Total</b>	<b><u>\$ 1,914,337.21</u></b>	<b><u>\$ 207,669.43</u></b>	<b><u>\$ 2,122,006.64</u></b>	
Funds Journalled In			<u>1,287,322.85</u>	
Balance Due			<b><u>\$ 834,683.79</u></b>	

**Please journal \$207,669.43 to Org 3085 for May 2019 expenses.**

**CONTRA COSTA COUNTY  
PROBATION DEPARTMENT**

**TO:** Paul Reyes  
Senior Deputy County Administrator

**FROM:** Danielle Fokkema  
Chief of Administrative Services

**DATE:** July 15, 2019

**SUBJECT:** AB109 Pre-Trial Probation Department May 2019 Claim

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	Previously Claimed	May 2019 Claim	YTD Claim	Comments
<u>Staff</u>	\$ 548,982.18	\$ 38,170.31	\$ 587,152.49	
<u>Travel &amp; Subsistence</u>				
Training & Travel	\$ -	\$ 261.67	\$ 261.67	
<u>Equipment</u>				
Minor Furniture/Equipment	-	-	-	
Minor Computer Equipment	-	-	-	
	\$ -	\$ -	\$ -	
<u>Dissemination Activities</u>	\$ -	\$ -	\$ -	
<u>Evaluation Activities</u>	\$ -	\$ -	\$ -	
<u>Program Operations (non-personnel)</u>				
Office Expense	-	-	-	
Communication Exp	-	-	-	
Fleet Charges	13,982.05	1,452.18	15,434.23	
Data Processing Service	-	-	-	
Total Operating Costs	\$ 13,982.05	\$ 1,452.18	\$ 15,434.23	
<u>Incentives or other direct individual client support</u>				
Food for T4C Meetings	-	-	-	
Bus/BART Passes	-	-	-	
	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ 562,964.23</b>	<b>\$ 39,884.16</b>	<b>\$ 602,848.39</b>	
Funds Journalled In			-	
Balance Due			<b>\$ 602,848.39</b>	

**Please journal \$39,884.16 to Org 3043 for May 2019 expenses.**

**Behavioral Health Division  
Public Safety Realignment AB109 (Cost Center 5913)  
Expenditure Summary Report  
Fiscal Year 2018-2019**

		Q1			Q2			Q3			Q4			Closing	Total Expenses	Balance	
		FY18/19 Budget	July	August	September	October	November	December	January	February	March	April	May				June
<b>SALARIES AND BENEFITS</b>																	
1.5 MH Patient Financial Specialist	Cassandra Kolto -50%/ Oscar Orochena	137,398	4,763	4,768	4,768	4,778	14,553	4,416	4,411	4,418	4,417	4,417	4,417	4,417	51,846	116,388	21,010
2.0 Case Managers - Homeless	Linda Foutain/ Tristan Fleming/ Christian Nesbitt/ Randy McWilliams	104,807		6,503	10,417	7,917	8,828	15,762	11,403	19,168	13,845	17,820	18,272	9,659	104,786	21	
1.0 Registered Nurse	Ambrosio, Aileen F	190,325	16,627	16,532	17,437	15,764	16,278	18,372	18,030	17,468	17,715	13,845	17,820	18,272	204,162	(13,837)	
3.0 Mental Health Clinical Specialist	B. Curran/ C. Ringold Graham/ Alicia Silva/ Cassandra Ringold Graham	435,819	10,185	10,589	10,589	10,589	76,032	10,713	10,716	10,713	10,671	10,730	17,515	22,128	234,863	446,033	(10,214)
2.0 Community Health Worker	E. Ramirez-Figueroa/ C. Hasenpusch	137,181	12,297	12,311	12,311	12,246	12,261	11,578	12,200	12,094	11,149	12,248	12,090	6,491	139,277	(2,096)	
0.2 Psychiatrist	Danko, Adam	59,696	4,050	4,055	3,947	3,469	3,415	4,294	4,294	4,294	4,294	4,294	4,474	4,474	49,352	10,345	
1.0 Clerk	Schmerker, John Charles D	83,009	4,746	4,966	4,966	4,966	4,966	5,107	5,107	5,340	5,340	5,340	5,340	5,340	61,524	21,484	
0.3 Evaluator	K. Gallagher- 10% (MH)/ D. Ewing -10% (H3)/ V. Kogler- 10% (AOD)	44,461	1,402	2,662	2,663	2,666	1,407	2,676	4,000	2,711	1,417	4,004	2,711	2,711	10,429	41,458	3,003
1.0 AODS Subs Abuse Counselor	Keith Hall/ Antonia Fernandez	107,114	8,883	6,858		12,166		30,392		-	-	-	-		70,783	129,081	(21,967)
0.3 Program Supervisor	M. Messerer -10% (AOD)/ M. Scannell -10% (MH)/ M. Fischer -10%(H3)	41,406	1,590	2,583	2,340	14,303	1,652	10,668	3,733	2,977	1,865	4,328	3,052	3,058	5,741	57,891	(16,485)
<b>SUB-TOTAL</b>		<b>1,341,214</b>	<b>64,543</b>	<b>71,827</b>	<b>69,438</b>	<b>88,863</b>	<b>130,564</b>	<b>107,043</b>	<b>78,252</b>	<b>71,417</b>	<b>56,868</b>	<b>78,375</b>	<b>75,568</b>	<b>73,870</b>	<b>383,321</b>	<b>1,349,950</b>	<b>(8,736)</b>
<b>OPERATING COSTS</b>																	
Homeless Shelter Beds		100,000	6,240		13,182	12,222	6,978	5,815	7,754	10,225		22,098	8,820	2,617	-	95,951	4,049
Transitional Housing (AODS)	Uilkema House	133,488							57,133			122,032	(57,133)	-	55,769	177,801	(44,313)
Residential Drug Facility (AODS)	Discovery House	446,996						43,750	9,500					42,750	(10,437)	85,563	257,892
	Bi-Bett								5,930	51,365		27,018		107,722	(88,493)	103,541	
OutPatient/Non-Residential	Bi-Bett	130,071													86,146	86,146	(213,579)
	BACR Gateway House								4,814			-		-	-	4,814	
	Cole House							35,083				30,541	-	83,803	(23,454)	156,513	
	Anka Case Managers											31,537	-	41,090	(18,707)	96,178	
Lab & Pharmacy		182,336									117,211			-	62,850	180,060	2,276
Security/Safety (Deputy Sheriff)		49,350					21,308		5,320		15,991				21,352	63,971	(14,621)
Vehicle Operating - Fleet EQ Charge		22,448	1,999	2,062	2,366	1,965		4,244		1,961	3,822	1,995	2,263	2,048		24,724	(2,276)
Travel Expenses		10,200	435	39	936	292	1,339	500	818	1,258	1,162	1,897	771	1,027	-	10,474	(274)
Occupancy		58,752	6,108	3,416	3,771	3,380	3,381	3,458	3,436	3,634	3,159	1,765	3,323	338		39,170	19,582
<b>SUB-TOTAL</b>		<b>1,133,641</b>	<b>14,782</b>	<b>5,517</b>	<b>20,255</b>	<b>17,859</b>	<b>33,007</b>	<b>92,850</b>	<b>94,705</b>	<b>207,412</b>	<b>75,173</b>	<b>238,883</b>	<b>(41,956)</b>	<b>281,395</b>	<b>85,025</b>	<b>1,124,905</b>	<b>8,736</b>
		\$ 2,474,855	\$ 79,326	\$ 77,344	\$ 89,692	\$ 106,722	\$ 163,570	\$ 199,893	\$ 172,957	\$ 278,830	\$ 132,041	\$ 317,258	\$ 33,612	\$ 355,265	\$ 468,345	\$ 2,474,855	\$ 0



**Detention Health Services**  
**AB 109 Reimbursement for Staffing**  
**FY 2018-2019**  
**Funded Amount \$**

**\$1,141,969.00**

**Billing Months: July 1, 2018 through September 30, 2018**

**Positions Funded LVN/RN/FNP/MHCS**

		Jul-18	Aug-18	Sep-18	1st Quarter Total	YTD	Balance
<b>County Staff</b>	Hours	1416	1558	1482	4456	4456	
	Amount	\$103,830.98	123,943.95	\$ 124,966.35	\$352,741.28	\$ 352,741.28	\$789,227.72
<b>Total Montly Expenditure</b>		<b>\$103,830.98</b>	<b>\$ 123,943.95</b>	<b>\$ 124,966.35</b>	<b>\$352,741.28</b>	<b>\$352,741.28</b>	<b>\$789,227.72</b>



**Detention Health Services  
AB 109 Reimbursement for Staffing  
FY 2018-2019  
Funded Amount \$**

**\$1,141,969.00**

**Billing Months: Oct 1, 2018 through December 31, 2018**

**Positions Funded LVN/RN/FNP/MHCS**

		Oct-18	Nov-18	Dec-18	2nd Quarter Total	YTD	Balance
<b>County Staff</b>	Hours	1521	1456	1466	4443	8899	
	Amount	\$113,783.89	112,997.13	\$ 122,554.90	\$349,335.92	\$ 702,077.20	\$439,891.80
<b>Total Montly Expenditure</b>		<b>\$113,783.89</b>	<b>\$ 112,997.13</b>	<b>\$ 122,554.90</b>	<b>\$349,335.92</b>	<b>\$ 702,077.20</b>	<b>\$439,891.80</b>



**Detention Health Services**  
**AB 109 Reimbursement for Staffing**  
**FY 2018-2019**  
**Funded Amount \$** **\$1,141,969.00**

**Billing Months: January 1, 2019 through March 31, 2019**

**Positions Funded LVN/RN/FNP/MHCS**

		Jan-19	Feb-19	Mar-19	3rd Quarter Total	YTD	Balance
<b>County Staff</b>	Hours	1530	1081	1580	<b>4,191</b>	13090	
	Amount	\$142,371.50	\$ 138,184.81	\$ 135,886.60	<b>416,443</b>	\$ 1,118,520.11	\$23,448.89
<b>Total Monthly Expenditure</b>		<b>\$142,371.50</b>	<b>\$ 138,184.81</b>	<b>\$ 135,886.60</b>	<b>\$ 416,442.91</b>	<b>\$1,118,520.11</b>	<b>\$23,448.89</b>

**Detention Health Services****AB 109 Reimbursement for Staffing****FY 2018-2019****Funded Amount ..... \$1,141,969.00****Billing Months: April 1, 2019 through June 30, 2019****Positions Funded LVN/RN/FNP/MHCS**

		Apr-19	May-19	Jun-19	4th Quarter Total	YTD	Balance
<b>County Staff</b>	Hours	1354	1641	1574	<b>4,568</b>	17658	
	Amount	\$ 131,194.29	\$ 141,402.13	\$ 139,730.41	<b>\$ 412,326.83</b>	\$ 1,530,847.03	-\$388,878.03
<b>Total Monthly Expenditure</b>		<b>\$ 131,194.29</b>	<b>\$ 141,402.13</b>	<b>\$ 139,730.41</b>	<b>\$ 412,326.83</b>	<b>\$ 1,530,847.03</b>	<b>(\$388,878.03)</b>

Monthly Realignment Funding Report  
 FY 18/19  
 AB 109/CCP

Category	Budget	July	Aug	Sept	1st Qtr Total	Grand Total	Balance
<b>Realignment/Reentry Coordinator Attorney: (1 FTE)</b>							
Johnson, Venus		24,374	24,402	24,315	73,091	73,091	
<b>ACER Attorneys: (2 FTE)</b>							
Ed Dang		23,825	23,478	34,334			
Fernandez, Jun		22,276	22,093	21,372			
SubTotal		46,101	45,571	55,706	147,378	147,378	
<b>ACER Clericals: (3 FTE positions)</b>							
Perez, Veronica Sr. Clerk pos#14927		5,528	5,535	5,535			
Palacio, Alyssia Clk Exp pos#16455		5,025	4,574	5,095			
McKinney, Adam Clk Exp pos#14928		4,207	4,212	4,374			
Total		14,760	14,321	15,004	44,085	44,085	
<b>V/W Asst. Program Specialists: (3 FTE positions)</b>							
Vizcarrondo, Jacqueline (pos#16182)		7,392	7,672	8,303			
Garcia, Heather ( pos#15770)		5,742	5,729	5,009			
Jenkins, Era (pos#16083)		7,298	7,590	7,589			
Total		20,432	20,991	20,901	62,324	62,324	
<b>DV Attorney (1 FTE)</b>							
Dib, Angela		16,620	16,638	16,638	49,896	49,896	
<b>Sub Total Personnel Costs</b>		<b>16,620</b>	<b>16,638</b>	<b>16,638</b>	<b>376,774</b>	<b>376,774</b>	
ADD: Other Benefits Costs:							
Paulson Cost - Acct #1043		335	340	397	1,072		
Benefits Adm Fee - Acct #1060		492	559	480	1,531		
Retiree Health Cost - Acct #1061			9,212	5,295	14,507		
OPEB Pre-pay - Acct #1062		1,942	1,942	1,942	5,825		
Data Processing Cost - Acct #2315		1,022	1,022	1,022	3,065		
Occupancy Cost - Acct #2262		1,790	1,790	1,790	5,370		
SERVICES AND SUPPLIES (2000)					3,196		
<b>SubTotal Other Benefits Cost and Services and Supplies</b>		<b>5,580</b>	<b>14,864</b>	<b>10,925</b>	<b>34,566</b>	<b>34,566</b>	
<b>GRAND TOTAL</b>	<b>1,788,734</b>	<b>22,200</b>	<b>31,502</b>	<b>27,563</b>	<b>411,340</b>	<b>411,340</b>	<b>1,377,394</b>
% of Budget					23%		77%
% of Fiscal Year					25%		75%

**PRCS/Parole Revocation**

Category	Budget	July	Aug	Sept	1st Qtr Total	Grand Total	Balance
<b>Deputy District Attorneys</b>							
Bolen, Steve		24,695	24,402	23,802	72,899		
<b>Total Claimed</b>	<b>316,058</b>	<b>24,695</b>	<b>24,402</b>	<b>23,802</b>	<b>72,899</b>	<b>72,899</b>	<b>243,159</b>
% of Budget					23%		77%
% of Fiscal Year					25%		75%

**Monthly Realignment Funding Report**  
**FY 18/19**  
**AB 109/CCP**

Category	Budget	October	November	December	Q2 Total	Grand Total	Balance
<b>Realignment/Reentry Coordinator Attorney: (1 FTE)</b>							
Johnson, Venus		23,445	23,445	24,613	71,503	144,594	
<b>ACER Attorneys: (2 FTE)</b>							
Ed Dang		22,967	22,967	24,118			
Fernandez, Jun		21,422	21,422	22,616			
SubTotal		44,389	44,389	46,734	135,512	282,890	
<b>ACER Clericals: (3 FTE positions)</b>							
Perez, Veronica Sr. Clerk pos#14927		5,535	5,535	5,675			
Palacio, Alyssia Clk Exp pos#16455		5,095	5,194	5,231			
McKinney, Adam Clk Exp pos#14928		3,432					
Allen, Gabriela Clk (temp)		1,709	2,336	1,816			
Total		15,771	13,065	12,722	41,558	85,643	
<b>V/W Asst. Program Specialists: (3 FTE positions)</b>							
Vizcarrondo, Jacqueline (pos#16182)		7,672	7,672	7,873			
Garcia, Heather ( pos#15770)							
Jenkins, Era (pos#16083)		7,590	7,590	7,812			
Total		15,262	15,262	15,685	46,209	108,533	
<b>DV Attorney (1 FTE)</b>							
Dib, Angela		16,678	13,734	16,793	47,205	97,101	
<b>Sub Total Personnel Costs</b>		<b>115,545</b>	<b>109,895</b>	<b>116,547</b>	<b>341,987</b>	<b>718,761</b>	
ADD: Other Benefits Costs:							
Paulson Cost - Acct #1043		410	314	335	1,059	2,131	
Benefits Adm Fee - Acct #1060		797	-	-	797	2,328	
Retiree Health Cost - Acct #1061		4,737	4,887	4,078	13,702	28,209	
OPEB Pre-pay - Acct #1062		1,823	1,824	1,823	5,470	11,295	
Data Processing Cost - Acct #2315		959	959	960	2,878	5,943	
Occupancy Cost - Acct #2262		1,681	1,681	1,681	5,043	10,413	
SERVICES AND SUPPLIES (2000)		992	992	991	2,975	6,171	
<b>SubTotal Other Benefits Cost &amp; Services &amp; Supplies</b>		<b>11,399</b>	<b>10,657</b>	<b>9,868</b>	<b>31,924</b>	<b>66,490</b>	
<b>GRAND TOTAL</b>	<b>1,788,734</b>	<b>126,944</b>	<b>120,552</b>	<b>126,415</b>	<b>373,911</b>	<b>785,251</b>	<b>1,003,483</b>
<b>% of Budget</b>					<b>21%</b>	<b>44%</b>	<b>56%</b>
<b>% of Fiscal Year</b>					<b>25%</b>	<b>50%</b>	<b>50%</b>

**PRCS/Parole Revocation**

Category	Budget	October	November	December	1st Qtr Total	Grand Total	Balance
<b>Deputy District Attorneys</b>							
Bolen, Steve		33,641	23,853	25,117	82,611	155,510	
<b>Total Claimed</b>	<b>316,058</b>	<b>33,641</b>	<b>23,853</b>	<b>25,117</b>	<b>82,611</b>	<b>155,510</b>	<b>160,548</b>
<b>% of Budget</b>					<b>26%</b>	<b>49%</b>	<b>51%</b>
<b>% of Fiscal Year</b>					<b>25%</b>	<b>50%</b>	<b>50%</b>

**Monthly Realignment Funding Report**  
**FY 18/19**  
**AB 109/CCP**

Category	Budget	January	February	March	Q3 Total	Grand Total	Balance
<b>Realignment/Reentry Coordinator Attorney: (1 FTE)</b>							
Johnson, Venus		25,814	25,814	25,814	77,442	222,036	
<b>ACER Attorneys: (2 FTE)</b>							
Ed Dang		25,234	25,234	25,234			
Fernandez, Jun		23,685	23,685	23,685			
SubTotal		48,919	48,919	48,919	146,757	429,647	
<b>ACER Clericals: (3 FTE positions)</b>							
Perez, Veronica Sr. Clerk pos#14927		5,920	5,920	5,920			
Palacio, Alyssia Clk Exp pos#16455		5,231	5,729	5,231			
Allen, Gabriela Clk (temp)		2,810	2,976	1,661			
Total		13,961	14,625	12,812	41,398	127,041	
<b>V/W Asst. Program Specialists: (3 FTE positions)</b>							
Vizcarrondo, Jacqueline (pos#16182)		7,873	7,873				
Garcia, Heather ( pos#15770)		6,163	5,890	5,890			
Jenkins, Era (pos#16083)		7,812	7,812	7,812			
Total		21,848	21,575	13,702	57,125	165,658	
<b>DV Attorney (1 FTE)</b>							
Dib, Angela		17,575	17,575	17,575	52,725	149,826	
<b>Sub Total Personnel Costs</b>		<b>128,117</b>	<b>128,508</b>	<b>118,822</b>	<b>375,447</b>	<b>1,094,208</b>	
ADD: Other Benefits Costs:							
Paulson Cost - Acct #1043		335	388	361	1,084	3,215	
Benefits Adm Fee - Acct #1060		1,039	587	944	2,570	4,898	
Retiree Health Cost - Acct #1061		4,198			4,198	32,407	
OPEB Pre-pay - Acct #1062		1,707	1,707	1,707	5,121	16,416	
Data Processing Cost - Acct #2315		1,367	1,367	1,368	4,102	10,045	
Occupancy Cost - Acct #2262		1,736	1,736	1,737	5,209	15,622	
SERVICES AND SUPPLIES (2000)		1,132	725	1,346	3,203	9,374	
<b>SubTotal Other Benefits Cost &amp; Services &amp; Supplies</b>		<b>11,514</b>	<b>6,510</b>	<b>7,463</b>	<b>25,487</b>	<b>91,977</b>	
<b>GRAND TOTAL</b>	<b>1,788,734</b>	<b>139,631</b>	<b>135,018</b>	<b>126,285</b>	<b>400,934</b>	<b>1,186,185</b>	<b>602,549</b>
% of Budget					22%	66%	34%
% of Fiscal Year					25%	75%	25%

**PRCS/Parole Revocation**

Category	Budget	January	February	March	Q3 Total	Grand Total	Balance
<b>Deputy District Attorneys</b>							
Bolen, Steve		26,233	26,233	26,233	78,699	234,209	
<b>Total Claimed</b>	<b>316,058</b>	<b>26,233</b>	<b>26,233</b>	<b>26,233</b>	<b>78,699</b>	<b>234,209</b>	<b>81,849</b>
% of Budget					25%	74%	26%
% of Fiscal Year					25%	75%	25%

**Monthly Realignment Funding Report**  
**FY 18/19**  
**AB 109/CCP**

Category	Budget	April	May	June	Q4 Total	Grand Total	Balance
<b>Realignment/Reentry Coordinator Attorney: (1 FTE)</b>							
Johnson, Venus		25,814	25,814	26,393	78,021	300,057	
<b>ACER Attorneys: (2 FTE)</b>							
Ed Dang		25,234	25,234	25,290			
Fernandez, Jun		23,685	23,685	24,229			
SubTotal		48,919	48,919	49,519	147,357	577,004	
<b>ACER Clericals: (3 FTE positions)</b>							
Perez, Veronica Sr. Clerk pos#14927		5,920	5,920	5,920			
Palacio, Alyssia Clk Exp pos#16455		5,231	5,589	5,861			
Zachary, Nichole Clk Exp pos#14928			3,623	4,423			
Allen, Gabriela Clk (temp)		2,650					
Total		13,801	15,132	16,204	45,137	172,178	
<b>V/W Asst. Program Specialists: (3 FTE positions)</b>							
Serna, Isabel				1,086			
Garcia, Heather (pos#15770)		5,910	5,890	5,916			
Jenkins, Era (pos#16083)		7,812	7,812	7,812			
Total		13,722	13,702	13,728	41,152	206,810	
<b>DV Attorney (1 FTE)</b>							
Dib, Angela		17,575	17,575	17,575	52,725	202,551	
<b>Sub Total Personnel Costs</b>		<b>119,831</b>	<b>121,142</b>	<b>123,419</b>	<b>364,392</b>	<b>1,458,600</b>	
<b>ADD: Other Benefits Costs:</b>							
Paulson Cost - Acct #1043		352	323	299	974	4,189	
Benefits Adm Fee - Acct #1060		995	754	492	2,241	7,139	
Retiree Health Cost - Acct #1061		4,198			4,198	36,605	
OPEB Pre-pay - Acct #1062		1,647	1,647	1,647	4,940	21,356	
Data Processing Cost - Acct #2315		1,178	1,178	1,178	3,535	13,201	
Occupancy Cost - Acct #2262		1,736	1,736	1,736	5,209	20,831	
SERVICES AND SUPPLIES (2000)		1,036	784	845	2,665	12,039	
<b>SubTotal Other Benefits Cost &amp; Services &amp; Supplies</b>		<b>11,142</b>	<b>6,422</b>	<b>6,197</b>	<b>23,762</b>	<b>115,360</b>	
<b>GRAND TOTAL</b>	<b>1,788,734</b>	<b>130,973</b>	<b>127,564</b>	<b>129,616</b>	<b>388,154</b>	<b>1,573,960</b>	<b>214,774</b>
% of Budget					22%	88%	12%
% of Fiscal Year					25%	100%	0%

**PRCS/Parole Revocation**

Category	Budget	April	May	June	Q3 Total	Grand Total	Balance
<b>Deputy District Attorneys</b>							
Caron, Matthew		19,905	19,905	19,905	59,715	293,924	
<b>Total Claimed</b>	<b>316,058</b>	<b>19,905</b>	<b>19,905</b>	<b>19,905</b>	<b>59,715</b>	<b>293,924</b>	<b>22,134</b>
% of Budget					19%	93%	7%
% of Fiscal Year					25%	100%	0%

*OFFICE OF THE PUBLIC DEFENDER  
County of Contra Costa  
Martinez, California*

Date: October 15, 2018

To: Paul Reyes, Senior Deputy County Administrator

From: Robin Lipetzky, Public Defender   
Prepared by Joanne Sanchez-Rosa, ASO

Subject: AB 109 Reimbursement Request -Quarter 1 FY 2018-2019 (July-September)

Below is the Public Defender's request for AB109 reimbursement for quarter one of FY 2018-2019.

**From the AB109 dedicated PD fund:**

Jermel Thomas	\$65,201.17
<b>SUBTOTAL: \$65,201.17</b>	

**From the AB109 General Fund:**

Jeff Landau	[ACER Attorney] (through August)	\$40,459.91
Kira Klement	[ACER Attorney] (effective September)	\$18,208.00
Brooks Osborne	[ACER Attorney]	\$66,662.38
Mike Kelly	[0.5 ACER Attorney]	\$35,599.84
Brandon Banks	[0.5 ACER/0.5 Clean Slate Attorney]	\$62,713.34
Maria Quintanilla	[ACER Legal Assistant]	\$27,151.66
Ellen McDonnell	[Reentry Coordinator]	\$74,409.05
Helen Guitron	[Clean Slate Legal Assistant]	\$23,954.19
Angelene Musawwir	[Social Worker]	\$37,303.56
Rachel Belden	[FTA Attorney]	\$20,156.81
Christy Pierce	[FTA Attorney] (effective September)	\$17,630.91
Berna Romero	[FTA Legal Assistant]	\$25,944.36
Jonathan Fu	[FTA Legal Assistant] (effective August)	\$10,094.95
Paul Cetoute	[Prop. 47 Legal Assistant]	\$21,656.94
<b>SUBTOTAL: \$481,945.90</b>		

**From the Pretrial Services Fund:**

Philip Salcido	[Legal Assistant] (through August)	\$19,477.38
Jennifer Duran	[Legal Assistant] (effective September)	\$9,832.58
Morgan Malmgren	[Legal Assistant]	\$22,939.30
Robin Ward	[Legal Assistant]	\$23,113.00
<b>SUBTOTAL: \$75,362.26</b>		

**Stand Together Contra Costa**

Jessica Shephard [Admin Analyst]

\$6,851.22

Contracts/Services

\$117,659.74

**SUBTOTAL: 124,510.96**

**TOTAL REIMBURSEMENT REQUESTED: \$747,020.29**

*OFFICE OF THE PUBLIC DEFENDER  
County of Contra Costa  
Martinez, California*

Date: January 31, 2019

To: Paul Reyes, Senior Deputy County Administrator

From: Robin Lipetzky, Public Defender

Prepared by Joanne Sanchez-Rosa, ASO

Subject: AB 109 Reimbursement Request -Quarter 2 FY 2018-2019 (October-December)

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Below is the Public Defender's request for AB109 reimbursement for quarter two of FY 2018-2019.

**From the AB109 dedicated PD fund:**

Jermel Thomas	\$64,607.14
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**SUBTOTAL: \$64,607.14**

**From the AB109 General Fund:**

Kira Klement	[ACER Attorney] (effective September)	\$53,664.33
Brooks Osborne	[ACER Attorney]	\$66,095.47
Mike Kelly	[0.5 ACER Attorney]	\$34,830.49
Brandon Banks	[0.5 ACER/0.5 Clean Slate Attorney]	\$62,357.52
Maria Quintanilla	[ACER Legal Assistant]	\$27,310.31
Ellen McDonnell	[Reentry Coordinator]	\$72,554.32
Danielle Vanderlip	[Support Clerk]	\$8,774.26
Helen Guitron	[Clean Slate Legal Assistant]	\$21,796.30
Angelene Musawwir	[Social Worker]	\$37,405.93
Rachel Belden	[FTA Attorney]	\$20,759.47
Christy Pierce	[FTA Attorney] (end November)	\$35,333.84
Adam Burke	[FTA Attorney] (effective December)	\$19,303.60
Berna Romero	[FTA Legal Assistant]	\$25,953.69
Jonathan Fu	[FTA Legal Assistant] (end November)	\$16,126.85
Sharon Williams	[FTA Legal Assistant] (effective December)	\$8,351.26
Paul Cetoute	[Clean Slate Legal Assistant]	\$21,617.67

**SUBTOTAL: \$532,235.31**

**From the Pretrial Services Fund:**

Jennifer Duran	[Legal Assistant]	\$30,343.44
Morgan Malmgren	[Legal Assistant]	\$23,147.89
Robin Ward	[Legal Assistant]	\$22,780.59

**SUBTOTAL: \$76,271.92**

**Stand Together Contra Costa**

Lanett Williams	[Admin Services Asst. III]	\$14,577.24
Contracts/Services		\$285,703.16
	<b>SUBTOTAL:</b>	<b>\$300,280.40</b>

**TOTAL REIMBURSEMENT REQUESTED: \$973,394.77**

*OFFICE OF THE PUBLIC DEFENDER  
County of Contra Costa  
Martinez, California*

Date: May 6, 2019

To: Paul Reyes, Senior Deputy County Administrator

From: Robin Lipetzky, Public Defender  
Prepared by Joanne Sanchez-Rosa, ASO



Subject: AB 109 Reimbursement Request -Quarter 3 FY 2018-2019 (January-March)

Below is the Public Defender's request for AB109 reimbursement for quarter three of FY 2018-2019.

**AB 109 DEDICATED FUND**

Jermel Thomas	1FTE	\$71,839.57
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<b>AB 109 Dedicated Fund Total</b>		<b>\$71,839.57</b>
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**AB 109 GENERAL FUND**

ACER Attorneys:

Kira Klement	1 FTE	\$57,951.92
Brooks Osborne	1 FTE	\$72,245.66
Mike Kelly	.5 FTE	\$37,655.91
Brandon Banks	.5 FTE	\$34,868.47

ACER Legal Assistant:

Maria Quintanilla	1 FTE	\$27,963.83
<b>ACER Subtotal</b>		<b>\$230,685.78</b>

Clean Slate Attorney:

Brandon Banks	.5 FTE	\$34,868.47
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Clean Slate Legal Assistants:

Helen Guitron	1 FTE	\$18,214.91
Paul Cetoute	1 FTE	\$22,310.78

<b>Clean Slate Subtotal</b>		<b>\$75,394.16</b>
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Client Services Social Work Supervisor II:

Angelene Musawwir	1 FTE	\$37,405.62
<b>Client Services Subtotal</b>		<b>\$37,405.62</b>

Re-entry Coordination:

Ellen McDonnell	1 FTE	\$87,352.26
Danielle Vanderlip (Support Clerk)	1FTE	\$10,269.08
<b>Re-entry Coordination Subtotal</b>		<b>\$97,621.34</b>

Failure to Appear (FTA) Attorneys:

Rachel Belden	1 FTE	\$22,972.14
Adam Burke	1FTE	\$63,224.52

Failure to Appear (FTA) Legal Assistants:

Sharon Williams	1FTE	\$26,093.94
Berna Romero	1 FTE	\$26,452.75
	<b>FTA Subtotal</b>	<b>\$138,743.35</b>

Pretrial Services Legal-Assistants:

Jennifer Duran	1 FTE	\$31,000.53
Morgan Malmgren	1 FTE	\$23,749.70
Robin Ward	1FTE	\$22,929.36
	<b>PTS Subtotal</b>	<b>\$77,679.59</b>

Stand Together Contra Costa

Lanett Williams, ASAIII-Project	1 FTE	\$28,994.70
Contracts and Services		132872.18
	<b>STCC Subtotal</b>	<b>\$161,866.88</b>

<b>AB 109 General Fund Total</b>		<b>\$819,396.72</b>
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*OFFICE OF THE PUBLIC DEFENDER  
County of Contra Costa  
Martinez, California*

Date: July 24, 20197

To: Paul Reyes, Senior Deputy County Administrator

From: Robin Lipetzky, Public Defender

Prepared by Joanne Sanchez-Rosa, ASO

Subject: AB 109 Reimbursement Request -Quarter 4 FY 2018-2019 (April-June)

Below is the Public Defender's request for AB109 reimbursement for quarter four of FY 2018-2019.

**AB 109 DEDICATED FUND**

Jermel Thomas	1FTE	\$69,667.15
<b>AB 109 Dedicated Fund Sub Total</b>		<b>\$69,667.15</b>

**AB 109 GENERAL FUND**

ACER Attorneys:

Kira Klement	1 FTE	\$57,360.19
Brooks Osborne	1 FTE	\$71,743.46
Mike Kelly	.5 FTE	\$37,655.91
Brandon Banks	.5 FTE	\$33,704.30

ACER Legal Assistant:

Maria Quintanilla	1 FTE	\$27,463.59
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<b>ACER Subtotal</b>		<b>\$227,927.45</b>
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Clean Slate Attorney:

Brandon Banks	.5 FTE	\$33,704.30
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Clean Slate Legal Assistants:

Helen Guitron	1 FTE	\$27,212.01
Paul Cetoute	1 FTE	\$22,657.35

<b>Clean Slate Subtotal</b>		<b>\$83,573.66</b>
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Client Services Social Work Supervisor II:

Angelene Musawwir	1 FTE	\$37,405.63
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<b>Client Services Subtotal</b>		<b>\$37,405.63</b>
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Re-entry Coordination:

Ellen McDonnell	1 FTE	\$80,850.60
Danielle Vanderlip (Support Clerk)	1FTE	\$9,407.17

<b>Re-entry Coordination Subtotal</b>		<b>\$90,257.77</b>
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Failure to Appear (FTA) Attorneys:

Rachel Belden	1 FTE	\$33,957.35
Adam Burke	1FTE	\$63,730.76

Failure to Appear (FTA) Legal Assistants:

Sharon Williams	1FTE	\$26,078.36
Berna Romero	1 FTE	\$25,952.55
		<hr/>
<b>FTA Subtotal</b>		<b>\$149,719.02</b>

Pretrial Services Legal-Assistants:

Jennifer Duran	1 FTE	\$31,820.50
Morgan Malmgren	1 FTE	\$24,442.82
Robin Ward	1FTE	\$23,089.30
		<hr/>
<b>PTS Subtotal</b>		<b>\$79,352.62</b>

Stand Together Contra Costa

Lanett Williams, ASAlll-Project	1 FTE	0
Contracts and Services		0
		<hr/>
<b>STCC Subtotal</b>		<b>0</b>

<b>General AB 109 PD Fund Total</b>		<b>\$668,236.14</b>
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**TOTAL Q4 REQUEST: \$737,903.29**

Public Defender's Office  
 AB-109 Salary/Benefit Cost Reimbursement  
 FY 2018-19

**Quarter 4: April-June 2019**

<b>AB109 DEDICATED FUND</b>		<b>Apr-19</b>	<b>May-19</b>	<b>Jun-19</b>	<b>Q4 Total</b>	<b>Request</b>
Jermel Thomas	1FTE	\$23,222.38	\$23,222.39	\$23,222.38	\$69,667.15	\$69,667.15
					<b>AB109 Dedicated Fund Total</b>	<b>\$69,667.15</b>
<b>ACER ATTORNEYS</b>		<b>Apr-19</b>	<b>May-19</b>	<b>Jun-19</b>	<b>Q4 Total</b>	
Kira Klement	1 FTE	\$19,060.37	\$19,149.91	\$19,149.91	\$57,360.19	\$57,360.19
Brooks Osborne	1 FTE	\$23,914.49	\$23,914.49	\$23,914.48	\$71,743.46	\$71,743.46
Mike Kelly	.5 FTE	\$25,103.94	\$25,103.93	\$25,103.95	\$75,311.82	\$37,655.91
Brandon Banks	.5 FTE	\$22,469.53	\$22,469.53	\$22,469.53	\$67,408.59	\$33,704.30
<b>ACER Legal Assistant</b>						
Maria Quintanilla	1 FTE	\$9,154.53	\$9,154.53	\$9,154.53	\$27,463.59	\$27,463.59
					<b>ACER Subtotal</b>	<b>\$227,927.45</b>
<b>REENTRY COORDINATOR</b>						
Ellen McDonnell	1 FTE	\$26,950.02	\$26,950.55	\$26,950.03	\$80,850.60	\$80,850.60
Danielle Vanderlip (Support Clerk)	1FTE	\$3,335.36	\$3,423.01	\$2,648.80	\$9,407.17	\$9,407.17
					<b>Reentry Coord. Subtotal</b>	<b>\$90,257.77</b>
<b>CLEAN SLATE ATTORNEY</b>						
Brandon Banks	.5 FTE	\$22,469.53	\$22,469.53	\$22,469.53	\$67,408.59	\$33,704.30
<b>CLEAN SLATE LEGAL ASSISTANT</b>						
Helen Guitron	1 FTE	\$9,070.67	\$9,070.67	\$9,070.67	\$27,212.01	\$27,212.01
Paul Cetoute	1 FTE	\$7,552.46	\$7,552.43	\$7,552.46	\$22,657.35	\$22,657.35
					<b>Clean Slate subtotal</b>	<b>\$83,573.66</b>
<b>SOCIAL WORK SUPERVISOR</b>						
Angelene Musawwir	1 FTE	\$12,468.54	\$12,468.55	\$12,468.54	\$37,405.63	\$37,405.63
					<b>SWS subtotal</b>	<b>\$37,405.63</b>
<b>EARLY REPRESENTATION ATTORNEY</b>						
Rachel Belden	1 FTE	\$11,234.76	\$11,234.75	\$11,487.84	\$33,957.35	\$33,957.35
Adam Burke (effective Dec.)		\$21,076.19	\$21,578.39	\$21,076.18	\$63,730.76	\$63,730.76
<b>EARLY REPRESENTATION LEGAL ASSISTANT</b>						
Sharon Williams (effective Dec.)		\$8,692.78	\$8,692.80	\$8,692.78	\$26,078.36	\$26,078.36
Berna Romero	1 FTE	\$8,650.85	\$8,650.84	\$8,650.86	\$25,952.55	\$25,952.55
					<b>Early Rep subtotal</b>	<b>\$149,719.02</b>
<b>PRE TRIAL SERVICES-LEGAL ASSISTANTS</b>						
Jennifer Duran	1 FTE	\$10,634.74	\$10,592.87	\$10,592.89	\$31,820.50	\$31,820.50
Morgan Malmgren	1 FTE	\$8,147.61	\$8,147.60	\$8,147.61	\$24,442.82	\$24,442.82
Robin Ward	1FTE	\$7,696.43	\$7,696.43	\$7,696.44	\$23,089.30	\$23,089.30
					<b>PTS Total</b>	<b>\$79,352.62</b>
					<b>General AB109 Total</b>	<b>\$668,236.14</b>
<b>TOTAL Q4 REQUEST</b>						<b>\$737,903.29</b>

Prepared by: Joanne Sanchez-Rosa  
 Date: 7/24/2019









Org	Sub Obj	Description	TC	Reference	Date Posted	Amount	
5620	1062	1ST QTR OPEB IRVT EXP	35	JV095100	10/10/2018	\$131.00	
5620	1081	AUG WDB S&B ALLOCATION	35	JV086100	10/10/2018	\$6,368.97	
5620	1081	JULY WDB S&B ALLOCATION	35	JV044200	9/17/2018	\$7,112.17	
5620	2301	09/18 - BROWN III CHARLE	53	G-389530	10/8/2018	\$94.29	
5620	2303	EMPL EXP 09/18 BROWN III	53	G-389530	10/8/2018	\$33.30	
5620	5022	AUG WDB OPERATING COST	35	JV086100	10/10/2018	\$3,178.37	
5620	5022	JULY WDB OPERATING COST	35	JV44200	9/17/2018	\$6,471.44	
					<b>Q1 Total</b>	<b>\$23,389.54</b>	<b>Q1</b>
5620	1062	2ND QTR OPEB IRVT EXP	35	JV198700	1/8/2019	\$131.00	
5620	1081	NOV WDB S&B ALLOCATION	35	JV196500	1/10/2019	\$7,192.50	
5620	1081	OCT WDB S&B ALLOCATION	35	JV148400	12/11/2018	\$5,871.31	
5620	1081	SEP. WDB S&B ALLOCATION	35	JV113901	11/30/2018	\$6,129.41	
5620	2301	11/18 - BROWN III CHARLE	53	G-411543	12/6/2018	\$34.34	
5620	2301	E/C 05/18 GERNAN PAMELA	35	JV113900	11/9/2018	\$75.78	
5620	2360	E/C EX POL#57WEABOC8B/15	35	JV113900	11/9/2018	\$107.28	
5620	2360	S65726 THE HARTFORD-REFN	25	DP772073	11/1/2018	(\$143.96)	
5620	2479	E/C REENTRY GUIDE AND TO	35	JV113900	11/9/2018	\$2,000.00	
5620	5022	EC OCT WDB OPER COST	35	JV196500	1/10/2019	\$1,597.19	
5620	5022	REV OCT WDB OPER COST	35	JV196500	1/10/2019	(\$1,601.45)	
5620	5022	NOV WDB OPERATING COST	35	JV196500	1/10/2019	\$3,773.22	
5620	5022	1ST QTR 1819 WDB AB109	35	JV131600	1/8/2019	\$464.98	
5620	5022	OCT WDB OPERATING COST	35	JV148400	12/11/2018	\$1,601.45	
5620	5022	E/C SEP WDB OPERATING CO	35	JV113901	11/30/2018	(\$2,027.51)	
5620	5022	SEP. WDB OPERATING COST	35	JV113901	11/30/2018	\$2,091.35	
5620	5022	SEP WDB OPERATING COST	35	JV113900	11/9/2018	\$2,027.51	
					<b>Q2 Total</b>	<b>29,324.40</b>	<b>Q2</b>
<b>AB109 Summary Expenditures FY2018-19 July-December</b>							
Org	Sub Obj	Description	TC	Reference	Date Posted	Amount	
5620	1062	2ND QTR OPEB IRVT EXP	35	JV198700	1/8/2019	\$131.00	Q2
5620	1062	1ST QTR OPEB IRVT EXP	35	JV095100	10/10/2018	\$131.00	Q1
5620	1081	NOV WDB S&B ALLOCATION	35	JV196500	1/10/2019	\$7,192.50	Q2
5620	1081	OCT WDB S&B ALLOCATION	35	JV148400	12/11/2018	\$5,871.31	Q2
5620	1081	SEP. WDB S&B ALLOCATION	35	JV113901	11/30/2018	\$6,129.41	Q2
5620	1081	AUG WDB S&B ALLOCATION	35	JV086100	10/10/2018	\$6,368.97	Q1
5620	1081	JULY WDB S&B ALLOCATION	35	JV044200	9/17/2018	\$7,112.17	Q1
5620	2301	11/18 - BROWN III CHARLE	53	G-411543	12/6/2018	\$34.34	Q2
5620	2301	E/C 05/18 GERNAN PAMELA	35	JV113900	11/9/2018	\$75.78	Q2
5620	2301	09/18 - BROWN III CHARLE	53	G-389530	10/8/2018	\$94.29	Q1
5620	2303	EMPL EXP 09/18 BROWN III	53	G-389530	10/8/2018	\$33.30	Q1
5620	2360	E/C EX POL#57WEABOC8B/15	35	JV113900	11/9/2018	\$107.28	Q2
5620	2360	S65726 THE HARTFORD-REFN	25	DP772073	11/1/2018	(\$143.96)	Q2
5620	2479	E/C REENTRY GUIDE AND TO	35	JV113900	11/9/2018	\$2,000.00	Q2
5620	5022	EC OCT WDB OPER COST	35	JV196500	1/10/2019	\$1,597.19	Q2
5620	5022	REV OCT WDB OPER COST	35	JV196500	1/10/2019	(\$1,601.45)	Q2
5620	5022	NOV WDB OPERATING COST	35	JV196500	1/10/2019	\$3,773.22	Q2
5620	5022	1ST QTR 1819 WDB AB109	35	JV131600	1/8/2019	\$464.98	Q2
5620	5022	OCT WDB OPERATING COST	35	JV148400	12/11/2018	\$1,601.45	Q2
5620	5022	E/C SEP WDB OPERATING CO	35	JV113901	11/30/2018	(\$2,027.51)	Q2
5620	5022	SEP. WDB OPERATING COST	35	JV113901	11/30/2018	\$2,091.35	Q2
5620	5022	SEP WDB OPERATING COST	35	JV113900	11/9/2018	\$2,027.51	Q2
5620	5022	AUG WDB OPERATING COST	35	JV086100	10/10/2018	\$3,178.37	Q1
5620	5022	JULY WDB OPERATING COST	35	JV044200	9/17/2018	\$6,471.44	Q1
		<b>TOTAL</b>				<b>\$52,713.94</b>	
<b>AB109 Summary Expenditures FY2018-19 Jan-Jun</b>							
5620	DEC WDB		35	JV221200	1/25/2019	\$9,292.72	
5620	12/18 - BR		53	G-426977	1/23/2019	\$13.08	
5620	EMPL EXP		53	G-426977	1/23/2019	\$11.70	
5620	DEC WDB		35	JV221200	1/25/2019	\$3,265.76	
5620	JAN WDB		35	JV253300	2/25/2019	\$7,336.17	
5620	02/19 - BF		53	G-440926	3/6/2019	\$23.20	
5620	01/19 - BF		53	G-436667	2/21/2019	\$13.92	
5620	11/18 - OF		53	G-436670	2/21/2019	\$8.72	
5620	EMPL EXP		53	G-436667	2/21/2019	\$4.30	
5620	EMPL EXP		53	G-436670	2/21/2019	\$19.60	
5620	L185194 F		49	49418659	3/1/2019	\$42.25	
5620	JAN WDB		35	JV253300	2/25/2019	\$2,795.67	
5620	3RD QTR		35	JV302600	4/3/2019	\$131.00	
5620	FEB WDB		35	JV287100	3/27/2019	\$4,882.65	
5620	03/19 - BF		53	G-452889	4/8/2019	\$21.46	
5620	FEB WDB		35	JV287100	3/27/2019	\$2,714.03	
5620	MAR WDE		35	JV329200	5/8/2019	\$6,497.56	
5620	MAR WDE		35	JV329200	5/8/2019	\$2,629.99	
5620	APR WDB		35	JV380000	5/31/2019	\$11,231.14	
5620	APR WDB		35	JV380000	5/31/2019	\$6,973.10	
5620	4TH QTR		35	JV414200	6/21/2019	\$131.00	
5620	MAY WDE		35	JV424300	6/26/2019	\$50,461.21	
5620	MAY WDE		35	JV424300	6/26/2019	\$16,575.04	
5620	JUNE WD		35	JV465200	7/16/2019	\$32,177.43	
5620	JUNE WD		35	JV465200	7/16/2019	\$6,389.45	
					<b>Page 15 of 182</b>		
					<b>\$163,642.15</b>	<b>838.04</b>	

**Contra Costa County 2018-19  
Expenses  
July 1, 2018 - June 30, 2019  
AB109**

**ORG 5620 W20**

Budget						216,320.00
Month	Salary	Benefit	Operating cost	Travel	Misc	Total
July						-
August						-
September	8,223.50	5,257.64	9,649.81	127.59	131.00	23,389.54
October			2,027.51	75.78	1,963.32	4,066.61
November	12,000.72	1,665.29		34.34		13,700.35
December	7,192.50		3,768.96		595.98	11,557.44
January	9,292.72	3,265.76		24.78		12,583.26
February	7,336.17	2,795.67		69.74	42.25	10,243.83
March	4,882.65	2,714.03			152.46	7,749.14
April	6,497.56	2,629.99				9,127.55
May	11,231.14	6,973.10				18,204.24
June	50,461.21	16,575.04			131.00	67,167.25
closing	32,177.43	6,389.45				38,566.88
						-
<b>Total:</b>	<b>149,295.60</b>	<b>48,265.97</b>	<b>15,446.28</b>	<b>332.23</b>	<b>2,885.01</b>	<b>216,356.09</b>
<b>Accruals</b>			-	-		-
<b>Total to claim</b>		<b>48,265.97</b>	<b>15,446.28</b>	<b>332.23</b>	<b>2,885.01</b>	<b>216,356.09</b>

## FY 18-19 Org 1215 YTD Expenditures Summary

**FY 18-19 YTD Police Services (1215)**

Fund	Dept	Org	Obj	Sub Obj	Description	Amount	Vendor #
100300	0003	1215	2000	2310	Pittsburg MHET and AB 109 Police Services	\$282,297.84	00155
100300	0003	1215	2000	2310	Concord AB109 Police Services	\$141,149.00	04877
100300	0003	1215	2000	2310	Richmond MHET and AB 109 Police Services	\$282,298.00	08708
100300	0003	1215	2000	2310	Antioch AB 109 Police Services	\$141,149.00	07719
100300	0003	1215	2000	2310	Walnut Creek MHET Services	\$135,886.29	08405
<b>TOTAL</b>						<b>\$982,780.13</b>	

**FY 18-19 YTD Courts (1215)**

Fund	Dept	Org	Obj	Sub Obj	Description	Amount	Vendor #
100300	0003	1215	2000	2310	Q1-Q4 FY18/19 AB109 - Courts	\$216,756.00	00504
<b>TOTAL</b>						<b>\$216,756.00</b>	

**FY 18-19 YTD AB 109 Community Programs (1215)**

Fund	Dept	Org	Obj	Sub Obj	Description	Amount	Vendor #
100300	0003	1215	2000	2310	AB109 East/Central Network - HR 360	\$977,723.40	02401
100300	0003	1215	2000	2310	AB109 Housing - SHELTER Inc.	\$710,838.70	05015
100300	0003	1215	2000	2310	AB109 Family Reunification - CHD	\$85,618.64	07452
100300	0003	1215	2000	2310	AB 109 Peer Mentoring - MWP	\$113,283.96	08625
100300	0003	1215	2000	2310	AB109 Legal Services - BALA	\$155,507.00	10473
100300	0003	1215	2000	2310	AB109 Employment - Goodwill	\$774,330.65	11330
100300	0003	1215	2000	2310	AB109 Reentry Success Center WCRSC	\$495,033.78	20095
100300	0003	1215	2000	2310	AB109 Employment - Rubicon	\$1,176,011.87	20095
100300	0003	1215	2000	2340	AB 109 County Counsel Legal Services	\$5,985.83	
100300	0003	1215	2000	2310	SAFE License (Salesforce Database)	\$17,155.89	
<b>TOTAL</b>						<b>\$4,511,489.72</b>	

**ORG 1215 FY 18-19 YTD TOTAL****\$5,711,025.85**

<b>1216 Summary</b>	<b>2017-18 Actuals</b>	<b>2018-19 Adopted</b>	<b>Year to Date Actuals</b>	<b>Unencumbered Balance</b>	<b>Variance</b>
<b>Expense</b>					
E1000 - Salaries And Benefits	546,949	707,555	681,338	26,216	96.29%
E2000 - Services And Supplies	170,651	1,096,521	142,542	953,979	13.00%
<b>Expense Total</b>	<b>717,600</b>	<b>1,804,076</b>	<b>823,880</b>	<b>980,196</b>	<b>45.67%</b>
<b>Revenue</b>					
R9800 - Miscellaneous Revenue	717,600	854,076	330,552	523,524	38.70%
<b>Revenue Total</b>	<b>717,600</b>	<b>854,076</b>	<b>330,552</b>	<b>523,524</b>	<b>38.70%</b>
<b>Net Cost:</b>	<b>0</b>	<b>950,000</b>	<b>493,328</b>	<b>456,672</b>	<b>51.93%</b>
<b>Account Detail</b>					
1011 - Permanent Salaries	217,823	454,840	340,663	114,177	74.90%
1015 - Deferred Comp	2,190	4,572	6,000	-1,428	131.23%
1042 - FICA/Medicare	16,112	34,795	25,203	9,592	72.43%
1043 - Ret Exp-Pre 97 Retirees	689	0	919	-919	#DIV/0
1044 - Retirement Expense	67,191	170,109	92,712	77,397	54.50%
1060 - Employee Group Insurance	16,043	39,648	45,620	-5,972	115.06%
1063 - Unemployment Insurance	488	227	142	85	62.48%
1070 - Workers Comp Insurance	1,590	3,363	2,317	1,047	68.88%
1081 - Labor Received/Provided	224,822	0	167,763	-167,763	#DIV/0
2100 - Office Expense	1,993	17,500	2,752	14,748	15.73%
2102 - Books-Periodicals-Subscriptions	0	0	70	-70	#DIV/0
2103 - Postage	70	0	0	0	0.00%
2110 - Communications	2,057	0	4,086	-4,086	#DIV/0
2131 - Minor Furniture/Equipment	291	0	0	0	0.00%
2132 - Minor Computer Equipment	613	0	2,069	-2,069	#DIV/0
2150 - Food	364	0	1,382	-1,382	#DIV/0
2251 - Computer Software Cost	0	0	3,347	-3,347	#DIV/0
2260 - Rents & Leases - Property	275	0	0	0	0.00%
2262 - Building Occupancy Costs	0	0	7,811	-7,811	#DIV/0
2265 - Bldg Lifecycle Costs	0	0	2,446	-2,446	#DIV/0
2284 - Requested Maintenance	1,332	0	1,908	-1,908	#DIV/0
2301 - Auto Mileage Employees	878	0	2,063	-2,063	#DIV/0
2303 - Other Travel Employees	358	0	682	-682	#DIV/0
2310 - Non Cnty Prof/Spclzd Svcs	155,679	129,021	108,598	20,423	84.17%
2316 - Data Processing Supplies	326	0	0	0	0.00%
2335 - Other Telecom Charges	675	0	1,630	-1,630	#DIV/0
2340 - Other Intrdptmntl Charges	4,500	0	2,155	-2,155	#DIV/0
2467 - Training & Registrations	0	0	365	-365	#DIV/0
2479 - Other Special Departmental Exp	0	950,000	0	950,000	0.00%
2490 - Misc Services & Supplies	1,240	0	1,178	-1,178	#DIV/0
<b>Expense Total</b>	<b>717,600</b>	<b>1,804,076</b>	<b>823,880</b>	<b>980,196</b>	<b>45.67%</b>
9951 - Reimbursements-Gov/Gov	717,600	854,076	330,552	523,524	38.70%
<b>Revenue Total</b>	<b>717,600</b>	<b>854,076</b>	<b>330,552</b>	<b>523,524</b>	<b>38.70%</b>
<b>Net Cost:</b>	<b>0</b>	<b>950,000</b>	<b>493,328</b>	<b>456,672</b>	<b>51.93%</b>
	Minus the PLO	<b>854,076</b>	<b>823,880</b>	<b>30,196</b>	
			<b>\$ 812,709</b>	CCP Allocation	\$ 805,688
				<b>\$ (11,170.87)</b>	