

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

August 10, 2017
10:00am to 12:00 p.m.

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

Agenda

- 10:00 Introductions and Announcements
- 10:05 Public Comment
- 10:10 Approve June Meeting Minutes (Attachment 1) [VOTE]
- 10:15 Update on CCP Meeting (TBD)
- 10:25 CAB Committee Meeting Updates including status of work plan implementation (Patrice, Pat, Harry)
- 10:45 Discussion and VOTE on budget to actual reporting template (Attachment 2) (Patrice)
- 10:55 Discussion and VOTE on recommendations to CCP and PPC regarding meeting frequency and follow up to CAB's policy recommendations (Patrice)
- 11:05 Discussion on CAB use of AB 109 quarterly reports (Martine)
- 11:15 Discussion on CDCR Public Comment Period for Prop 57 Regulations (Jason)
- 11:25 Presentation: Contra Costa Office of Education (CCOE) presentation about offerings related to returning residents (Lynn Mackey, CCOE, Senior Director, Education Services)
- 12:00 Adjourn

Next Meetings:

CCP Exec Committee

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

Public Protection Committee

Monday, October 2, 2017
10:30 am
County Admin. Bldg., Room 101
651 Pine Street
Martinez, CA 94553

Community Advisory Board

Thursday, September 14, 2017
10 a.m. to 12 p.m.
Probation Dept, Sequoia Room
50 Douglas Drive, Suite 200
Martinez, CA 94553

The Community Corrections Partnership (CCP) will provide reasonable accommodations for persons with disabilities planning to attend CCP Executive Committee meetings. Contact the staff person listed below at least 48 hours before the meeting.

Any disclosable public records related to an item on a regular meeting agenda and distributed by staff to a majority of members of the CCP Executive Committee less than 96 hours prior to that meeting are available for public inspection at 50 Douglas Drive, Suite 201, Martinez, CA, during normal business hours, 8 am – 12 Noon and 1-5 pm. Materials are also available on line at <http://www.co.contra-costa.ca.us/index.aspx?nid=3113>

 Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Donté Blue, Committee Staff Phone (925) 313-4158 Donte.Blue@cao.cccounty.us

ATTACHMENT 1
MINUTES OF JUNE 8, 2017 CAB MEETING

CAB. Meeting Notes
June 8, 2017

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

- 1) Called to order at 10:02
- 2) Announcements:
 - a) Rebecca reports: Prop 47
- 3) Public comment:
 - a) None
- 4) Item to approve Minutes
 - a) Need to add names of people present, since there's a sign-in sheet
 - b) Talia motions to approve with identified changes, Harry seconds, unanimous
- 5) Item on report on last PPC meeting
 - a) No report. PPC has not met since February.
 - i) Rebecca offers thoughts with concerns about lack of action on CAB findings and recommendations, on juvenile justice fees updates, on quarterly invoices and reviews, on failure of CAO to produce budget to actual request, and CCP's decision to meet only quarterly.
 - ii) Talia expresses her concerns about the fact that CAB can't move items forward if CCP and PPC fail to meet.
 - iii) Jason says that the CAB could make a written request for consideration at the next CAB meeting. Jason will ask Patrice to draft one through policy and budget committee and bring to next meeting.
 - iv) Martine asks whether action has to wait until the schedule of PPC and CCP
 - v) Jill says PPC gave direction to Tim Ewell to do that and report at the next PPC; Jill is not sure whether he would provide it to the CAB directly.
 - vi) David says that there have been scheduling problems and the concern is legitimate and "I will report this concern back to Supervisor Glover." Says that anybody can ask a staffer for public documents; Rebecca points out her concern that a PPC member who cannot manage to make time for PPC meetings, then perhaps someone else should be appointed.
 - vii) Jill says PPC meeting for July 3 is cancelled and will likely be rescheduled for July 10.
 - b) On 5/9/17, Rebecca made a request for Budget to actual documents to Tim; as of this morning, Tim now says they will be available tomorrow.
 - c) Talia suggests that CAB review notes from past PPC meeting and use those notes as a starting point to identify issues that the CAB wants PPC to address at its next meeting.
 - d) Candace says the CCP's decision to reduce meetings seem to reflect CCP indifference to CAB
 - e) Donté summarizes that the CAB is discussing four issues:

- i) Juvenile fee update
 - ii) Action on the CAB findings and recommendations
 - iii) AB109 budgets and report on budgets v actual requested of CAO
 - iv) PPC and CCP meeting frequency and its impact on process.
- f) Jason says he will ask Patrice to look at these four issues and come up with recommendations, including outlining how these issues affect CAB work.
- 6) Item on CAB vacancies
- a) Motion to remove Mike, Angelene/Pat, unanimous; on CAB's behalf, ORJ will send a letter to his existing address notifying him of this vote.
 - b) Talia points out that this means there are two vacancies
- 7) Item on subcommittee leadership:
- a) Pat/Talia for Program and Service; Harry/Angelene on Outreach; Patrice/Martine for Policy and Budget
 - i) Program and Services: Angelene motions, Harry seconds, unanimous
 - ii) Outreach: Martine motions, Talia seconds, unanimous, Angelene abstains
 - iii) Policy and Budget: Talia/Angelene, unanimous
 - b) Record of participation
 - i) Missed 0 Jason, Harry, Talia,
 - ii) Missed 1 Patrice, Angelene, Adam, Martine
 - iii) Missed 2 Pat
 - iv) Missed 3 Candace
 - v) Missed 5: Mike
- 8) Innovations Fund:
- a) Programs and Services Met June 1, Donté, Jason and Pat. Pat reports
 - b) Donté points out that these should be considered one-time funds, and that \$240K doesn't go very far if you're spreading it across many agencies. Also points out that the SMART reentry grant includes \$75K to assess how they contract with/outcomes of contracted services.
 - i) Martine: What are the services being evaluated in this grant? Donté says not necessarily all contracting processes and the results of the contracting process
 - ii) efficacy of the contracting process for reentry-related services and the outcomes achieved.
 - iii) Rebecca talks about capacity building and methods for how organizations could self-assess to identify areas for improvement.
 - iv) Jason mentions the idea of a conference – a lot of people have been working really hard for five years and people don't get recognition, but it could also include things like community needs assessments and panels on capacity building.
 - v) Adam asks about the timeline for this: Donté says as soon as possible, but the fact is also that the county has these funds so there's no external timeline
 - vi) Harry thinks it's important for organizations to do self-assessments as a basic step, and then once that's accomplished, certain funds can be assigned to that.

- c) Talia asks whether the CAB is providing input to the ORJ or to make the decision? Donte says that he expects the ORJ would strongly consider the CAB's recommendation; after that, the ORJ would then develop a solicitation method, and CAB could be involved in all of that.
 - d) Show of hands:
 - i) Community needs assessment: 1 vote
 - ii) Self-assessment and capacity building (perhaps with technical assistance and cohort): six votes
 - iii) Conference: no votes
 - e) Talia says that her biggest concern with capacity building is the concern that the organizations might not carry through and that it must ensure there's actual implementation.
- 9) Item on committee updates: see Committee reports in meeting packet
- a) Policy and Budget:
 - i) Jason says that Patrice is going to work on budget to actual template; that committee, however, has not met.
 - b) Outreach:
 - i) Harry: He, Angelene, and Talia met on 5/24 with focus on recruitment for current or upcoming CAB vacancies, will combine recruitment with outreach. Talia reports on the outreach meetings they're conducting, and Angelene
 - ii) Donte will unlock the form so that Talia can update it.
 - c) Programs and Services: See report
- 10) Item on jail project
- a) This morning, BSCC has just approved the ESC recommendations
 - b) David Fraser: Says that the senate and assembly have differing points of view, and that the Governor intends to veto any efforts to redirect funding at the state level.
 - c) David says that the CAO says that the BOS doesn't have to vote to accept the award, since they've already taken an action to accept it, since they voted to approve the application and to accept it if received. So any further action would just reconfirm that prior action.
 - d) Rebecca suggests that the CAB might consider whether it should develop an element of the Operating Guidelines to address political issues. Talia says that she doesn't see this issue as any more political than many others the CAB considers and takes positions on.
 - e) Jason says one option for CAB is to take the feedback they've gathered, summarize it, and submit to the BOS. Individual CAB members could offer their own comments separately as voices of the community.
 - i) Jason suggests that the headers called "decision-points" could be re-titled as "Findings," while also removing the one photograph that did not come from the proposal/local jails.
 - ii) Harry motions to submit to the BOS (via Clerk of the Board) the CAB presentation, including the list of organizations and stakeholders, without the improper photograph, provided "for information only." Martine seconds. Five votes, motion passes, with Talia and Candace abstaining
- 11) Meeting adjourned 12:05 PM

Next Meetings

- PPC: July 10, 2017 (?)
- CAB: July 13, 2017, 10-noon
- CCP: August 4, 2017, 8 AM

ATTACHMENT 2
BUDGET TO ACTUALS TEMPLATE

[SEE NEXT PAGE]

AB 109 QUARTERLY BUDGET SUMMARY REPORT - DRAFT COPY

AGENCY NAME

[Date]

Quarterly Reporting														
Budget Summary	Month 1 Actuals	Month 1 Targets	Month 1 Variance	Month 2 Actuals	Month 2 Targets	Month 2 Variance	Month 3 Actuals	Month 3 Targets	Month 3 Variance	YTD Actuals	YTD Targets	YTD Variance	Remaining Balance	Notes
Total Revenue														
Total Expenses														
Total Personnel Expenses														
Total Operating Expenses														
Total Indirect Expenses														

Quarterly Reporting														
Revenue Summary	Month 1 Actuals	Month 1 Targets	Month 1 Variance	Month 2 Actuals	Month 2 Targets	Month 2 Variance	Month 3 Actuals	Month 3 Targets	Month 3 Variance	YTD Actuals	YTD Targets	YTD Variance	Remaining Balance	Notes
AB 109 Funds														

Quarterly Reporting														
Expenses Summary <i>(Please include all approved expenses.)</i>	Month 1 Actuals	Month 1 Targets	Month 1 Variance	Month 2 Actuals	Month 2 Targets	Month 2 Variance	Month 3 Actuals	Month 3 Targets	Month 3 Variance	YTD Actuals	YTD Targets	YTD Variance	Remaining Balance	Notes
Personnel & FTE														
Director (0.10)														
Reentry Coordinator (1.0)														
Benefits (%)														
Operating Expenses														
Facility Rent														
Indirect Expenses (%)														

TOTAL AB 109 BUDGET (FY 16-17)	
TOTAL Salaries & Benefits	
TOTAL Operating Expenses	
TOTAL Indirect Expenses	
TOTAL Expenses	

TOTAL Leveraged Funds <i>(Please include a description of leveraged resources for reentry programs.)</i>	
Leverage Fund 1	
Leverage Fund 2	
TOTAL Other Funds <i>(Please include a description of other funding sources for reentry programs.)</i>	
Other Fund 1	
Other Fund 2	