

CAB Outreach and Community Engagement Committee – 2025 Work Plan

Objective(s): Community Outreach & Community Engagement's Goals

Task	Outcomes Goals	Timeline	Responsible Persons/ Resources
	Task 1 – Survey CAB on the knowledge base of the current CAB members. To be used to evaluate prospective new member applications in terms of the voids in knowledge base of the current CAB membership. This will allow for the search for targeted knowledge base during recruitment process.	January – December (Further review)	(Note: Not a target focus for 2025)
Membership Cultivation	Task 1 - To have the Application listed on the appropriate Contra Costa County websites to recruit for current and future CAB member vacancies.	January – December	All (and ORJ)
	Task 2 – OCEC outreach to County and/or City Boards/Commissions, CBOs, and Faith-Based communities for the recruitment of current and future membership needs.	January – December	All (and ORJ)
	Task 3 – OCEC will work with ORJ in reviewing the CAB membership applications and follow the Operating Guidelines to create an application pool.	January – December (Ongoing)	All
	Task 4 – Interview the prospective new CAB membership applicants and make recommendations to the full CAB for approval of any new CAB member(s). - Applicant Expectations - Applicant Interview Questions	January-December (Ongoing)	All
	Task 5- The OCEC and CAB Chair will ensure that all newly selected CAB members receive New Member Orientation and Onboarding. New Member Onboarding	January-December (as needed)	All (and ORJ)
	Task 6 – Coordinate the annual CAB Retreat designed to orient both new and existing members. This retreat discusses the CAB's purpose and function while providing an opportunity for team-building activities. Members will also engage in strategizing plans, improving communication, and realigning with the CAB's overall goals.	November – January (Ongoing)	All (and ORJ)
Community Outreach	Task 1 – Update the CAB outreach presentation PowerPoint to reflect the current CAB Policy Statement and Platform.	(Ongoing)	ORJ & OCEC Subcommittee

	Task 2 – Identify and Log the County and City Boards/Commissions, CBOs, Faith-Based and community meetings that directly affect the re-entry population. Seek community input, concern, and recommendations for reentry services. For example: HIP, QAC, RSC Steering Committee, CCP, PPC, BOS, etc.	(Ongoing)	All (and ORJ) (Note: OCEC will draft a list of Board / Committee meetings for CAB to attend and keep track of)
	Task 3a – The OCEC Subcommittee will create a list of boards, commissions, and organizations for CAB outreach to educate them about CAB's purpose, activities, and reentry-related work. Task 3b – CAB representatives will report back to the Board on the missions of the organizations they engage with, as well as shared goals and objectives with CAB. Task 3c – The OCEC Subcommittee will continually monitor and update the outreach list and provide regular updates to the Board.	January-December (Ongoing)	All members (CAB Full Body) (Note: Discuss w/ Full Body what meetings CAB members can attend)
	Task 4 – Coordinate the CAB Ambassadors program to assign CAB members to be ambassadors to the BOS and CCP Executive Members in order to create a two-way channel for sharing information between the CAB and the BOS and CCP. Assist CAB in developing messaging of talking points related to the Ambassadors Program.	March – July (Note: discuss assignments. September-October (Meetings to be scheduled))	All members (CAB Full Body & ORJ)