



# CONTRA COSTA COUNTY

## AGENDA

### Community Advisory Board on Public Safety

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Tuesday, August 26, 2025

2:00 PM

50 Douglas Dr., Martinez |

<https://us06web.zoom.us/j/88968630544>

Webinar ID: 889 6863 0544

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#### Outreach & Community Engagement Subcommittee Meeting

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions
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 the Record of Action from the July 22, 2025, CAB Outreach & Community Engagement Subcommittee Meeting. [25-3422](#)  
**Attachments:** [DRAFT CAB Outreach & Community Engagement \(OCEC\) Record of Action - July 22, 2025](#)
4. CONSIDER approving the Outreach & Community Engagement Subcommittee Work Plan. [25-3423](#)  
**Attachments:** [DRAFT CAB Outreach & Community Engagement Work Plan 2025](#)
5. Review the Community Advisory Board Overview Presentation [25-3424](#)  
**Attachments:** [CAB Overview Presentation](#)
6. Discuss Marketing and Outreach: Strategies, Materials, Budget, and Implementation Process. [25-3425](#)  
**Attachments:** [DRAFT Community Advisory Board Outreach Budget](#)
7. Discuss Outreach & Recruitment Strategies.
8. Reschedule CAB Outreach & Community Engagement September's Meeting.
9. Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 50 Douglas Drive, Martinez, California 94553, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. 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:

Gariana Youngblood, Committee Staff  
[gariana.youngblood@orj.cccounty.us](mailto:gariana.youngblood@orj.cccounty.us)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3422

**Agenda Date:** 8/26/2025

**Agenda #:** 3.

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Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: Record of Action - July 22, 2025

Presenter: Nicole Green

### Information:

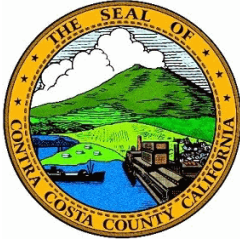
CONSIDER approving the Record of Action from July 22, 2025, CAB Outreach & Community Engagement Subcommittee meeting.

### Referral History and Update:

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 decisions made in the meeting. Attached for the Subcommittee's consideration is the Record of Action for the Subcommittee's July 22, 2025, meeting.

### Recommendation(s)/Next Step(s):

Review and provide any edits/corrections, if necessary, before approval.



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Community Advisory Board on Public Safety

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Tuesday, July 22, 2025

2:00 PM

50 Douglas Dr., Martinez |  
<https://us06web.zoom.us/j/88968630544>  
Webinar ID: 889 6863 0544

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#### Outreach & Community Engagement Subcommittee Meeting

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

Nicole Green called the meeting to order at 2:10 p.m.

1. Roll Call and Introductions

**Present** Nicole Green, Demetria Lawrence, and Alexandria Van Hook

**Absent** Gloribel Pastrana

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 received

3. CONSIDER approving the Record of Action from the May 20, 2025, CAB [25-2863](#)  
Outreach & Community Engagement Subcommittee Meeting.

**Attachments:** [DRAFT CAB Outreach & Community Engagement \(OCEC\) Record of Action - May 20, 2025](#)

**Motion:** Van Hook

**Second:** Green

**Aye:** Green, Lawrence, and Van Hook

**Absent:** Pastrana

**Result:** Passed

4. CONSIDER approving the Outreach & Community Engagement [25-2864](#)  
Subcommittee Work Plan.

**Motion:** Lawrence

**Second:** Green

**Aye:** Green, Lawrence, and Van Hook

**Absent:** Pastrana

**Result:** **Passed**

5. Discuss Marketing and Outreach: Strategies, Materials, Budget, and Implementation Process.

[25-2865](#)

**Attachments:** [Draft CAB Outreach Budget FY25](#)

Discussion was held.

Public comment received

The Subcommittee reviewed the CAB outreach budget proposal while discussing marketing, outreach strategies, and implementation. They will update the proposal to include links and quantities.

6. Review Community Advisory Board (CAB) Interview Process, Applicant Expectations, and Onboarding Materials.

[25-2866](#)

**Attachments:** [CAB Applicant Expectations](#)  
[CAB Interview Questions](#)  
[CAB New Member Orientation](#)  
[CAB Attendance and Tardiness Guidelines 2025](#)

Discussion was held.

Public comment was received.

The Subcommittee reviewed the interview process, applicant expectations, and onboarding materials. They agreed to add a scoring matrix and vetting process to the interviews. The Subcommittee will revise the interview process, applicant expectations, onboarding materials, and the CAB attendance policy and guidelines.

7. Discuss Outreach & Recruitment Strategies.

Discussion was held.

Public comment received.

The Subcommittee discussed outreach and recruitment strategies. They recommended identifying events for presentations and setting aside time at the retreat to address meeting conduct and strengthen Board leadership, with the option of offering online trainings for members.

8. Discuss CAB Outreach & Community Engagement Subcommittee Meeting Schedule.

Discussion was held.

Public comment received.

The Subcommittee reviewed their meeting schedule to consider returning to the third Tuesday of each month from 11:00 a.m. to 12:30 p.m. as their regular meeting time. Since one member was absent, they agreed to continue the discussion at the next meeting.

9. The next meeting is currently scheduled for Tuesday, August 26, 2025, at 11 a.m.

Next Steps:

1. Revise CAB Outreach Budget Proposal
2. Brainstorm ideas for CAB logo
3. Revise CAB interview process, applicant expectations, onboarding materials, attendance guidelines
4. Discuss CAB OCEC meeting schedule
5. Discuss interview process
6. Discuss recruitment - identifying events for presentations.

10. Adjourn

The meeting was adjourned at 3:37 p.m. by Nicole Green. The next scheduled meeting of the Subcommittee is Tuesday, August 26, 2025, at 2:00 p.m.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 50 Douglas Drive, Martinez, California 94553, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. 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:

Gariana Youngblood  
[gariana.youngblood@orj.cccounty.us](mailto:gariana.youngblood@orj.cccounty.us)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3423

**Agenda Date:** 8/26/2025

**Agenda #:** 4.

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Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: Outreach & Community Engagement Work Plan

Presenter: Nicole Green

### Information:

Review and discuss the work plan for the CAB Outreach & Community Engagement Subcommittee.

### Referral History and Update:

CAB Subcommittees (i.e., Program & Services, Policy & Budget, and Outreach & Community Engagement) were tasked with reviewing their work plans to identify their priorities for the remainder of the year.

### Recommendation(s)/Next Step(s):

Debrief and finalize the work plan to align with the CAB Subcommittees' priorities for 2025.

## 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 <b>(Further review)</b>	<b>(Note: Not a target focus for 2025)</b>
<b>Membership Cultivation</b>	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 <b>(Completed)</b>	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). <ul style="list-style-type: none"><li>• Applicant Expectations</li><li>• Applicant Interview Questions</li></ul>	January-December <b>(Ongoing)</b>	All
	Task 5- The OCEC and CAB Chair will ensure that all newly selected CAB members receive New Member Orientation and Onboarding. <ul style="list-style-type: none"><li>• New Member Onboarding</li></ul>	January-December <b>(ongoing/ as needed)</b>	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 <b>(Ongoing)</b>	All (and ORJ)
<b>Community Outreach</b>	Task 1 – Update the CAB outreach presentation PowerPoint to reflect the current CAB Policy Statement and Platform.	May	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.	May <b>(Ongoing)</b>	All (and ORJ) <b>(Note: OCEC will draft a list of Board / Committee meetings for CAB to attend and keep track of)</b>
	Task 3 – OCEC will create a list of boards, commissions, and organizations for CAB outreach to educate those organizations about the CAB's purpose, activities, and the work it is doing in relation to the reentry population. Additionally, the CAB representative(s) will report back to the CAB on the basic purposes of the outreached organizations, as well as their shared goals and objectives with the CAB	January-December <b>(Ongoing)</b>	All members (CAB Full Body) <b>(Note: Discuss w/ Full Body what meetings CAB members can attend)</b>
	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 <b>(Note: discuss assignments. September-October (Meetings to be scheduled))</b>	All members (CAB Full Body & ORJ)

DRAFT



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3424

**Agenda Date:** 8/26/2025

**Agenda #:** 5.

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Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: CAB Overview Presentation

Presenter: Nicole Green

**Information:**

Review and discuss the CAB Overview presentation to ensure accuracy and determine the presenter.

**Referral History and Update:**

The Subcommittee identified outreach and recruitment as a priority. Their goal is to present an overview of the Community Advisory Board (CAB) at community events, providers, county partners, and agencies to share the CAB's mission, goals, and current efforts.

**Recommendation(s)/Next Step(s):**

Review and finalize changes to the CAB Overview presentation before the upcoming presentation.

# Contra Costa County AB109 Community Advisory Board (CAB)

- ▶ Brenda Lee – Community Advisory Board Member (West County)- OCEC
- ▶ Mark Thomas –Community Advisory Board Member (East County)- OCEC
- ▶ Nicole Green- Community Advisory Board Member (East County)- Chair

# What is CAB

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The Community Advisory Board (CAB) on Public Safety Realignment was established by the Community Corrections Partnership (CCP) Executive Committee in December 2012 to provide input on community needs and encourage outcomes that are consistent with the County's Reentry Strategic Plan. The Community Advisory Board includes anyone interested in public safety issues and members with expertise in:

- ▶ Domestic violence prevention
- ▶ Workforce development
- ▶ Behavioral health issues
- ▶ Post-release reentry services
- ▶ Adult education within a correctional setting
- ▶ Services for reentering women
- ▶ Criminal and drug court
- ▶ Crime survivors
- ▶ law and policy related to issues of the formerly incarcerated

# What is The CCP- The Community Corrections Partnership

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CCP's are mandated by the state to oversee the AB 109 funding and policy implementation. The CCP is responsible for preparing the AB 109 Operational Plan, annual budgets, and policies for approval by the County Board of Supervisors. The CCP is led by the Probation Chief (Chair), and representatives from the following agencies:

- Superior Court
- District Attorney
- Public Defender
- Sheriff
- Head of the County department of social services
- Head of the County department of mental health
- Head of the County department of employment
- Head of the County alcohol and substance abuse programs
- Head of the County Office of Education
- County Supervisor, CAO, or a designee of the BOS
- Chief of Police, annual rotation of City Police Departments
- CBO representative with experience in rehabilitative services for criminal offenders
- Victims' representative

# AB 109 REALIGNMENT IN CONTRA COSTA COUNTY

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- ▶ Assembly Bill 109 (AB109), passed in 2011, and transferred responsibility for 40,000 California state prisoners from state control to county supervision.
- ▶ State prisons also had very high recidivism rates (70% in three years after release, 50% in six months of release).
- ▶ AB109 was intended to redress both of the above referenced conditions.

# PURPOSE & FUNCTIONS OF CAB

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- ▶ We report directly to, make recommendations, and advise the **Community Corrections Partnership – the CCP.**
- ▶ Address the Big Picture
- ▶ Advance Justice Reinvestment
- ▶ Provide Policy and Budget Advocacy
- ▶ Advocate for Increased Community Investments
- ▶ Serve as a Spotlight
- ▶ Engage with the Community



# CAB: RECENT WORK

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- ▶ Membership Outreach, Development, and Recruitment
- ▶ Seeking Continuous Improvement in AB 109 Budget Transparency & Reporting
- ▶ Funding for Community Programs with a focuses on housing, behavioral health, employment and pre/post release services.
- ▶ Advancement of Effective Reentry Services & Policy Recommendations

# GET INVOLVED AB 109 CAB

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Why Should you get involved in CAB?

YOUR VOICE MATTERS! Be part of the solution to end the cycle of recidivism and mass incarceration.

We Show Up!!!

Bring Ideas & Share Experiences

Report to The Board of Supervisors

Attend Outside County Meetings

Volunteer to assist a Vulnerable Population

Assist with Recruitment of CAB Board Members

# GET INVOLVED AB 109 CAB

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How long is the commitment?

- ▶ CAB meets the 2nd Thursday of every month. 10 AM to Noon.
- ▶ CAB meetings are open to the public.
- ▶ Sign up for a Sub-Committees ( Programs and Services, Policy and Budget, Out & Community Engagement. All Sub-Committees meet once a month

# GET INVOLVED AB 109 CAB

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- ▶ CAB is continually accepting applications from people who are interested in joining the CAB.
- ▶ One year commitment, with three year maximum
- ▶ Applications are accessible through the CAB website: Applications are on the CAB website at:  
<https://www.contracosta.ca.gov/8376/CABMember-Application>
- ▶ Anyone interested in public safety, reentry, and justice system issues is encouraged to apply!
- ▶ Refer your questions to CAB's Outreach & Community Engagement Subcommittee: (925) 335-6440 • CAB.OCEC@gmail.com

# CONTACT US

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- ▶ Refer your questions the Office of Reentry & Justice:
- ▶ Phone: (925) 313-4135
- ▶ Email: [admin@orj.cccounty.us](mailto:admin@orj.cccounty.us)

On behalf of CAB and the  
community we assist

# THANK YOU!



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3425

**Agenda Date:** 8/26/2025

**Agenda #:** 6.

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Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: Marketing & Outreach Materials

Presenter: Nicole Green

### Information:

Discuss marketing and outreach materials, including inventory, distribution procedures, and budget allocation.

### Referral History and Update:

The CAB Outreach & Community Engagement Subcommittee has drafted a budget proposal outlining essential items, board member materials, and additional supplies needed to support outreach efforts, engage with community members, and participate in tabling events.

### Recommendation(s)/Next Step(s):

Review the budget document and finalize materials and expenses required for outreach, recruitment, and tabling efforts.

## Community Advisory Board Outreach Budget

**Total Budget: \$1,000**

### Essential Display Items:

- **Foldable Table (mid-range):** \$75-100 *Portable 6ft folding table with sturdy construction*
- **Table Cloth with Logo (mid-range):** \$45-65 *Custom-printed polyester tablecloth with organization branding*
- **Table Sign Holders (2-3):** \$25-35 *Acrylic sign holders for event information and board mission*
- **Brochure Holders (2):** \$20-30 *Clear acrylic tri-fold literature displays*

### Board Member Materials:

- **Name Badges (12):** \$60-80 *Professional reusable badges with inserts for 12 members*
- **Brochure Printing (500):** \$300-350 *Full-color, double-sided tri-fold brochures on quality paper*

### Additional Supplies:

- **Pens with Logo (100):** \$50-75 *Branded pens for distribution to interested community members*
- **Hand Truck/Collapsible Wagon:** \$60-80 *For transporting materials to and from events*
- **Miscellaneous Supplies:** \$40-50 *Tape, clips, extra paper, markers for last-minute signage*

### Contingency/Flexibility: \$100-150

*For unexpected expenses or price fluctuations*

### Budget Summary:

- Display Items: \$165-230
- Board Member Materials: \$360-430
- Additional Supplies: \$150-205



- Contingency: \$100-150
- **Estimated Total: \$775-1,015**