



# CONTRA COSTA COUNTY

## AGENDA

### Community Advisory Board on Public Safety

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**Monday, September 15, 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 August 26, 2025, CAB Outreach & Community Engagement Subcommittee Meeting. [25-3759](#)  
**Attachments:** [DRAFT CAB Outreach & Community Engagement \(OCEC\) Record of Action - August 26, 2025](#)
4. Review the Outreach & Community Engagement Subcommittee Work Plan. [25-3760](#)  
**Attachments:** [DRAFT CAB Outreach & Community Engagement Work Plan 2025](#)
5. Review the Community Advisory Board Overview Presentation. [25-3761](#)  
**Attachments:** [CAB Overview Presentation](#)
6. Discuss Marketing and Outreach: Strategies, Materials, Budget, and Implementation Process. [25-3762](#)  
**Attachments:** [DRAFT Community Advisory Board Outreach Budget](#)  
[DRAFT Community Advisory Board's Logo Designs](#)

7. Review CAB Application, Orientation, Interview Questions, and Ambassador Guide. [25-3763](#)

**Attachments:** [DRAFT Ambassadors Program Guide 2025](#)  
[CAB Applicant Expectations](#)  
[CAB New Member Orientation](#)  
[CAB Interview Questions](#)

8. Discuss Outreach & Recruitment Strategies.
9. Discuss CAB Outreach & Community Engagement Meeting Schedule.
10. The next meeting is currently scheduled for Tuesday, October 28, 2025, at 11:00 a.m.
11. 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 #:** 25-3759

**Agenda Date:** 9/15/2025

**Agenda #:** 3.

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Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: Record of Action - August 26, 2025

Presenter: Demetria Lawrence, Subcommittee Chair

**Information:**

CONSIDER approving the Record of Action from the August 26, 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 August 26, 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, 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

Nicole Green called the meeting to order at 2:00 p.m.

1. Roll Call and Introductions

**Present**

Nicole Green, and Alexandria Van Hook

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. 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](#)

**Motion:** Van Hook

**Second:** Green

**Aye:** Green, and Van Hook

**Result:** Passed

4. CONSIDER approving the Outreach & Community Engagement Subcommittee Work Plan. [25-3423](#)

**Attachments:** [DRAFT CAB Outreach & Community Engagement Work Plan 202](#)

**Motion:** Green

**Second:** Van Hook

**Aye:** Green, and Van Hook

**Result:** Passed

5. Review the Community Advisory Board Overview Presentation [25-3424](#)

**Attachments:** [CAB Overview Presentation](#)

Discussion was held.

Public comment received.

The Subcommittee tabled review of the CAB Overview Presentation, as the Chair is still revising it for the September 30th Partners & Providers presentation. The revised version will be reviewed at the next CAB General Meeting, with feedback applied at the following CAB OCEC Subcommittee meeting.

6. Discuss Marketing and Outreach: Strategies, Materials, Budget, and Implementation Process. [25-3425](#)

**Attachments:** [DRAFT Community Advisory Board Outreach Budget](#)

Discussion was held.

Public comment received.

The Subcommittee reviewed the outreach budget, raised questions on specific items, and agreed to finalize a logo incorporating the County emblem before ordering additional materials.

7. Discuss Outreach & Recruitment Strategies.

Discussion was held.

Public comment received.

The Subcommittee tabled outreach and recruitment strategies until the next meeting, pending an update on potential events and contacts for CAB presentations.

8. Reschedule CAB Outreach & Community Engagement September's Meeting.

Discussion was held.

Public comment received.

The Subcommittee will revisit whether the standing meeting on the 4th Tuesday of each month still works for everyone's schedule at their next meeting.

Next steps include discussing the outreach budget proposal and logo design, reviewing the CAB overview presentation, and exploring recruitment strategies.

9. Adjourn

The meeting was adjourned at 2:53 p.m. by Nicole Green. The next scheduled meeting of the Subcommittee is Monday, September 15, 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, 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 #:** 25-3760

**Agenda Date:** 9/15/2025

**Agenda #:** 4.

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Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: Outreach & Community Engagement Work Plan

Presenter: Demetria Lawrence, Subcommittee Chair

### Information:

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

### Referral History and Update:

The CAB Outreach & Community Engagement Subcommittee finalized its work plan at the previous meeting. The Subcommittee now intends to include the work plan as a recurring agenda item to ensure ongoing alignment with their goals and priorities, and to track progress toward meeting or exceeding their identified objectives for the remainder of the year

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

Debrief and assess progress toward the CAB Outreach & Community Engagement Subcommittee's goals.

## 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>(Ongoing)</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>(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.	<b>(Ongoing)</b>	ORJ & OCEC Subcommittee



	<p>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.</p>	<p><b>(Ongoing)</b></p>	<p>All (and ORJ)</p> <p><b>(Note: OCEC will draft a list of Board / Committee meetings for CAB to attend and keep track of)</b></p>
	<p>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.</p> <p>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.</p> <p>Task 3c – The OCEC Subcommittee will continually monitor and update the outreach list and provide regular updates to the Board.</p>	<p>January-December</p> <p><b>(Ongoing)</b></p>	<p>All members (CAB Full Body)</p> <p><b>(Note: Discuss w/ Full Body what meetings CAB members can attend)</b></p>
	<p>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.</p>	<p>March – July</p> <p><b>(Note: discuss assignments. September-October (Meetings to be scheduled))</b></p>	<p>All members (CAB Full Body &amp; ORJ)</p>



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3761

**Agenda Date:** 9/15/2025

**Agenda #:** 5.

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Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: CAB Overview Presentation

Presenter: Demetria Lawrence, Subcommittee Chair

**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 OFFICE OF REENTRY & JUSTICE

## COMMUNITY ADVISORY BOARD ON AB 109 PUBLIC SAFETY REALIGNMENT (CAB)

[ Insert Name] – Community Advisory Board Member  
[Insert County Region]

[ Insert Name] – Community Advisory Board Member  
[Insert County Region]

[ Insert Name] – Community Advisory Board Member  
[Insert County Region]

# COMMUNITY ADVISORY BOARD (CAB)

## WHAT IS CAB?

The Community Advisory Board (CAB) for AB 109 Public Safety Realignment was established by the Community Corrections Partnership (CCP) Executive Committee in December 2012 to ensure community voices help shape local justice reform efforts.

## MISSION & ROLE IN AB109 IMPLEMENTATION

The Community Advisory Board (CAB) aims to improve the justice system in Contra Costa County, ensuring it serves everyone fairly and effectively. Their primary goal is to provide guidance on how to help people reintegrate into the community after interacting with the justice system. CAB looks at how well the County's plans for helping individuals transition back to society are working, reviews data on the results of those plans, recommends ways to engage the community, and suggests programs and policies that fit into the County's overall strategy for reentry.

# WHO IS CAB?

- CAB is composed of 12 Voting Members and 3 Alternate Members, bringing expertise in workforce development, spiritual & behavioral health, reentry services, domestic violence prevention, support for crime survivors, correctional education, and public safety.
- The CAB serves as the community's voice in shaping how AB109 realignment funds are used locally, ensuring that programs effectively support individuals returning from incarceration while enhancing public safety.

## PURPOSE & FUNCTIONS OF CAB

We collaborate with the Community Corrections Partnership (CCP), offering insights and guidance to inspire meaningful changes that truly enhance our community.

Together, we're making a real impact!



Advocate for Increased  
Community Investments



Serve as a Spotlight



Engage with the Community

## WHAT IS AB109?

Assembly Bill 109 (AB 109), enacted in 2011, shifted the supervision of approximately 40,000 California state prisoners from state authorities to county oversight.

State prisons had high recidivism rates: 70% within three years and 50% within six months after release.

The purpose of AB109 was to address both of these conditions.

## WHAT IS THE COMMUNITY CORRECTIONS PARTNERSHIP (CCP)?

The state mandates that Community Corrections Partnerships (CCPs) manage the implementation of AB 109 funding and policies. The CCP is responsible for developing the AB 109 Operational Plan, drafting annual budgets, and formulating policies that require approval from the County Board of Supervisors. The Probation Chief leads the CCP, which includes representatives from various agencies:

- Superior Court
- District Attorney
- Public Defender
- Sheriff
- Chief of Police
- Victim's Advocate
- 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 & Substance Abuse Programs
- Head of the County Office of Education
- County Supervisor, or a designee of the Board of Supervisors (BOS)
- CBO Representative specializing in rehabilitation for individuals with criminal histories.



## OUR WORK

### AB 109 BUDGET TRANSPARENCY & REPORTING

- Advocated for policy improvements to enhance transparency in county agency spending.
- Established thresholds for reporting overspending and underspending.
- Implemented improved budget reporting policy with a detailed breakdown of subcontracted services.

### FUNDING FOR COMMUNITY PROGRAMS

- Successfully protected Community-Based Organizations (CBOs) from mid-year budget cuts.
- County agencies agreed to absorb budget adjustments for FY 2021-22.
- Recommended a four-year contract for the West County Reentry Resource Center by 2025.
- Proposed a 3% cost-of-living adjustment (COLA) for CBOs in the FY 2022-23 contract cycle.

## OUR WORK

### ADVANCEMENT OF EFFECTIVE REENTRY SERVICES

- Received status updates on contracted reentry services from CBOs.
- Continued support for the expansion of the Office of Reentry & Justice (ORJ).
- Maintained Ambassador program for direct communication with county leadership.
- Produced policy memo for housing services with an equity focus:
- Prioritized funding for individuals with disabilities in the justice system.
- Expanded county employment opportunities for justice-involved individuals.

# WHY SHOULD YOU GET INVOLVED IN CAB?

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YOUR VOICE IS IMPORTANT!

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If you care about community safety and improving our justice system, we invite you to apply!

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Your involvement can help shape the future and impact our community in meaningful ways.

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Connect with others by sharing your experiences and insights. Participate actively in exchanging ideas to encourage growth and collaboration.

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Report to The Board of Supervisors

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Participate in Valuable Meetings Beyond Our County!

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Get involved and make a difference! Volunteer to help support a community in need.

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Join us in recruiting passionate individuals to serve on the CAB Board!

# GET INVOLVED AB 109 CAB



CAB meets on the 2<sup>nd</sup> Thursday of the month-10 AM to Noon.



Meetings are open to the public. Any member of the public can attend in person or via Zoom



Active Subcommittees where members engage:



Programs & Services



Policy & Budget



Outreach & Community Engagement

## GET INVOLVED AB 109 CAB

- CAB is always open to welcoming new members who want to join our team. If you're interested, we'd love to hear from you!
- If you care about keeping our communities safe, helping people transition back into society, and improving our justice system, we invite you to apply!
- Applications are accessible through the Contra Costa County Office of Reentry and Justice website.

## CONTACT Us



**Contra Costa County  
Office of Reentry &  
Justice**



**Phone: (925) 313-4135**



**Email:  
[admin@orj.cccounty.us](mailto:admin@orj.cccounty.us)**



THANK YOU!



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3762

**Agenda Date:** 9/15/2025

**Agenda #:** 6.

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Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: Marketing & Outreach Materials

Presenter: Demetria Lawrence, Subcommittee Chair

### 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 (Updated)

**Total Budget: \$3,000**

### Essential Display Items:

- **Premium Foldable Table (6ft):** \$150-200 *Portable 6ft folding table w/sturdy construction*

<a href="#">6ft Folding table, folds in half with handles</a>

- **Custom Tablecloth with Logo:** \$120-150 *High-quality polyester with full-color logo and messaging*


- **Table Sign Holders (4-5):** \$60-80 *Professional acrylic stands in various sizes*


- **Brochure Holders (4):** \$80-100 *Multi-pocket literature displays for different materials*


**Enhanced Board Materials:**

- **Professional Name Badges (12):** \$150-200 *Premium magnetic or clip-on badges with professional printing*


- **Brochure Printing (500 initial + reprints):** \$600-800 *High-quality full-color brochures with professional design*


**Additional Outreach Materials:**

- **Branded Pens (500):** \$150-200 *Quality promotional pens with organization logo*

<a href="#">Stylus Metal Pen – Laser Engraved</a>

- **Heavy-Duty Hand Truck:** \$120-150 *Professional-grade cart for easy transport*

<a href="#">Quad Fold Wagon</a>

- **Pop-up Banner/Backdrop:** \$200-300 *Portable display banner with organization branding*


- **Tablecloth Storage Bag:** \$40-60 *Protective carrying case*


**Optional Items with Expanded Budget:**

- **Small Giveaway Items:** \$300-400 *Branded items like magnets, stickers, or small useful items*


- **Professional Signage Set:** \$150-200 *Multiple signs for different purposes*


- **Tablet/iPad & Stand:** \$50-75 *For digital presentations or sign-up forms*


- **Extension Cord/Power Strip:** \$30-50 *For events requiring power*


**Budget Summary:**

- Display Items: \$410-530
- Board Materials: \$750-1,000
- Transportation & Storage: \$190-260
- Additional Outreach Materials: \$680-925
- Miscellaneous/Contingency: \$300-400
- **Estimated Total: \$2,330-3,115**

**Please share your logo ideas for the Community Advisory Board.**

Consider elements such as colors, images, symbols, and words you think should be included.



**COMMUNITY  
ADVISORY BOARD**  
Equity. Reentry. Voice.



**COMMUNITY  
ADVISORY BOARD**  
Equity. Reentry. Voice.

## CAB Logo Designs Suggestions



















# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3763

**Agenda Date:** 9/15/2025

**Agenda #:** 7.

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Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: CAB Application Expectations, Orientation Document, Interview Questions, and Ambassador Guide.

Presenter: Demetria Lawrence, Subcommittee Chair

### Information:

Review and discuss the updated Application Expectations, Orientation Document, Interview Questions, and Ambassador meeting assignments.

### Referral History and Update:

The Subcommittee will review the updated Application Expectations, Orientation Document, Interview Questions, and Ambassador Guide to enhance the internal systems and processes of the Community Advisory Board. These documents are designed to strengthen CAB's operations and workflows.

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

Review and provide feedback on the Application Expectations, Orientation Document, Interview Questions, and Ambassador Program Guide prior to finalization.

**CAB**  
**AMBASSADOR PROGRAM**  
**GUIDE**

# **CAB Ambassador Program Guide**

## **Table of Contents**

1. Ambassador Program Overview and Structure
2. Tips for Conducting Successful Ambassador Meetings
  - Sample Talking Points
  - Effective Communication Strategies
  - Ambassador Dos & Don'ts
3. Sample Email Template to Request & Confirm Zoom Meeting
4. Sample Ambassador Meeting Outline
5. Sample Thank You Email
6. Summary of Meeting Notes - Example
7. Sample External Meeting Report-Key Results

## CAB AMBASSADOR PROGRAM

### PROGRAM OVERVIEW:

The CAB Ambassadors Program (CAP) was established in 2016 to strengthen communication between the Community Advisory Board and key decision-makers. As an AB109 Community Advisory Board member, you serve as an ambassador for our work in the community, representing the board when meeting with county supervisors, community organizations, and other stakeholders.

The program serves two essential purposes:

1. **Creating Communication Channels:** CAP establishes direct communication between CAB and those who vote on CAB's proposals. Ambassadors gather valuable insights about departmental and elected officials' priorities through regular engagement while sharing CAB's annual focus areas. This ongoing dialogue ensures mutual understanding and builds collaborative relationships.
2. **Mobilizing Support:** CAP builds support for significant CAB recommendations, particularly those addressing complex or potentially challenging issues. Ambassadors meet with each stakeholder annually to discuss priorities and build understanding before critical end-of-year voting processes.

### Program Structure

CAB members collectively develop recommended talking points to guide discussions with Community Corrections Partnership members and County Supervisors. The program operates through carefully assigned Ambassador pairs consisting of a Lead and a Second who function as a coordinated team. The Office of Reentry & Justice (ORJ) reviews all assignments to ensure compliance with Brown Act requirements.

This guide provides the tools and information you need to effectively communicate our board's priorities, gather valuable feedback, and build strong partnerships across the community to support successful reintegration efforts.

### Your Role as an Ambassador

As a CAB ambassador, you:

- Represent the collective voice of the advisory board, not just personal opinions
- Build relationships with key stakeholders and community partners
- Educate others about AB109 and its local implementation
- Gather community feedback and concerns to bring back to the board
- Help identify potential partnerships and resources

## Tips for Conducting Successful Meetings

### Before the Meeting

1. **Prepare thoroughly**
  - Briefly research the organization or official you're meeting with
  - Review relevant data and recent CAB discussions
  - Prepare concise handouts/notes with key information
  - Confirm meeting logistics (time, location, attendees)
  - Be prepared to share any approved board materials

## **2. Set clear objectives**

- Define 2-3 specific goals for the meeting
- Prepare an agenda and share it in advance if appropriate
- Anticipate questions and prepare thoughtful responses
- Know which decisions require full board approval

## **During the Meeting**

### **1. Make a strong first impression**

- Log into Zoom 5-10 minutes early
- Begin with a brief introduction of yourself and the board's role
- Thank them for their time and interest
- Start with common ground before addressing challenging topics

### **2. Communicate effectively**

- Use plain language, avoiding jargon and acronyms
- Balance facts and data with personal stories and examples
- Listen actively and take notes on feedback
- Be honest about what you know and don't know
- Offer to follow up on questions you can't immediately answer

### **3. Handle difficult conversations**

- Acknowledge concerns respectfully
- Focus on shared goals for community safety and successful reentry
- Use "we" language to emphasize a collaborative approach
- Redirect politically charged discussions to evidence-based outcomes
- Stay calm and professional if tensions arise

### **4. Close effectively**

- Summarize key discussion points and any agreements reached
- Clarify next steps and who is responsible for each
- Invite ongoing communication and feedback
- Thank them for their time and perspectives

## **After the Meeting**

### **1. Follow through**

- Send a thank-you email summarizing key points and next steps
- Provide any additional information promised
- Share relevant feedback with the full board and/or chair
- Update your CAB Ambassador Meeting Report Out document
- Schedule follow-up communications as appropriate

## **Sample Talking Points: County Supervisors**

### **About AB109 Implementation**

- "Our county's AB109 implementation plan focuses on evidence-based practices to reduce recidivism while enhancing public safety."
- "The Community Advisory Board provides community perspective and oversight to ensure programs align with local needs."
- "Since implementation began in 2011, we've seen [insert local data point on positive outcomes]."
- "Our current priorities include [list 2-3 board priorities]."



## **Funding and Resources**

- "AB109 funding has allowed our county to develop innovative programs such as [specific local examples]."
- "We continuously evaluate program effectiveness to ensure responsible use of taxpayer dollars."
- "The advisory board reviews data to identify successes and areas needing improvement."

## **Community Impact**

- "Effective reentry services benefit everyone by reducing crime, strengthening families, and creating taxpaying citizens."
- "Our community-based approach addresses the root causes of recidivism, including housing instability, unemployment, and untreated mental health issues."
- "The board includes diverse community voices, including [examples of board composition]."
- "We're seeing promising results in [specific outcome area], with [specific data point]."

## **Requests and Recommendations**

- "Based on our current priorities, we recommend [specific policy or program recommendation]."
- "We invite you to attend our upcoming community forum on [topic] to hear directly from program participants and providers."
- "We'd appreciate your support for [specific initiative or funding request] in the upcoming budget cycle."
- "We see an opportunity to leverage county resources by partnering with [specific organization or department]."

## **Sample Talking Points: Community Organizations**

### **Partnership Opportunities**

- "The Community Advisory Board seeks community partners who can help address gaps in our reentry continuum."
- "Your organization's expertise in [specific area] could significantly benefit individuals transitioning back to the community."
- "We can connect you with the AB109 program manager to discuss potential collaboration or funding opportunities."
- "Together, we can create stronger pathways to successful community reintegration."

### **Information Sharing**

- "We'd value your perspective on how realignment has affected your clients or community."
- "The advisory board is currently focusing on [specific issue], and we'd appreciate your insights."
- "We can present to your staff or clients about available reentry resources."

### **Community Education**

- "Many community members misunderstand who AB109 serves – these are non-violent, non-serious, non-sexual offenders returning to our community."
- "Research consistently shows that stable housing, employment, and treatment significantly reduce recidivism."
- "Successful reintegration benefits everyone through increased public safety, family stability, and community wellbeing."
- "Community support is essential for successful reentry – isolation and stigma increase the risk of reoffending."

## **Addressing Concerns**

- "Public safety remains our top priority, which is why we emphasize supervision and support services."
- "We welcome community feedback and incorporate it into our recommendations to the Community Corrections Partnership."

## Effective Communication Strategies

### Telling the AB109 Story

- Use a balanced approach that acknowledges both challenges and successes
- Share specific examples and success stories (with appropriate permissions)
- Connect realignment to broader community benefits
- Use visual aids when possible (simple charts, infographics)
- Personalize without compromising confidentiality

### Representing Diverse Perspectives

- Acknowledge the range of views represented on CAB
- Focus on areas of consensus when speaking officially
- Clarify when you're sharing personal views vs. CAB positions
- Recognize the different impacts of criminal justice policies across communities
- Invite diverse stakeholders to board meetings to share their perspectives directly

### Discuss CAB priorities and the goals of subcommittees

- **Current Priorities:** [Discuss current CAB priorities]
- **Success Metrics:** [Discuss 2-3 positive outcome measurements]
- **Challenges:** [Discuss 2-3 ongoing challenges]
- **Local Impact:** [Discuss 2-3 key local statistics about AB109 population and outcomes]
- **Services:** [Discuss key services funded through AB109]

## Ambassador Dos and Don'ts

### Do:

- Represent the board's official positions accurately
- Listen more than you speak when gathering community input
- Bring community concerns back to the full board
- Focus on data and evidence-based practices
- Acknowledge both successes and challenges honestly
- Coordinate with the board chair before major presentations

### Don't:

- Make promises or commitments without board approval
- Share confidential information about specific cases or individuals
- Criticize other agencies or officials publicly
- Present personal opinions as board positions
- Engage in partisan political discussions when representing the board
- Speak to the media without proper authorization

### Resources for Ambassadors

- Office of Reentry and Justice website
- Annual report executive summary
- CAB PowerPoint presentation (customizable)
- Success stories (with appropriate releases)
- Schedule of upcoming community events and meetings

### Feedback Loop

After representing the board at meetings or events:

1. Complete the External Meeting Report Form
  2. Share key takeaways at the next board meeting
  3. Submit any new community contacts to OCEC
  4. Identify any needed updates to talking points or materials
  5. Mentor new board members in ambassador activities
- 

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## Sample Email template for CAB Ambassadors to request a Zoom meeting:

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**Subject:** AB109 Community Advisory Board - Request for Meeting on Funding Priorities

Dear [Recipient Name],

I hope this email finds you well. As a member of the AB109 Community Advisory Board (CAB) Ambassador program, my colleague, [Colleague Name], and I would like to schedule a 45-minute Zoom meeting with you to discuss our work related to the AB109 Community Advisory Board for [priorities for the current year].

Purpose of Meeting:

- Provide a brief overview of the CAB Ambassador program
- Share updates on our current initiatives
- Request your valuable feedback on four key priority areas: [list the priorities for the current year]
  1. Housing
  2. Behavioral health
  3. Employment
  4. Pre/post-release services

Your insights would greatly contribute to our efforts in ensuring effective resource allocation and program development for returning community members.

Potential Meeting Dates: Please share your availability in the next few weeks for any of the following time frames.

- [Date Option 1]: Between [time range]
- [Date Option 2]: Between [time range]
- [Date Option 3]: Between [time range]

If these dates don't work for your schedule, please suggest alternatives that would be more convenient for you. Additionally, if you prefer that another individual from your office attend in your place, please let us know, and we'll be happy to coordinate with them directly.

We appreciate your consideration. We look forward to connecting and discussing these important community matters.

Best regards,

[Your Name]  
AB109 Community Advisory Board Ambassador  
Phone: [Your Phone Number]  
Email: [Your Email Address]

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## Sample Email template for CAB Ambassadors to confirm a Zoom meeting:

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**Subject:** Confirming Our Meeting - CAB Ambassador Program Discussion

Dear [Name/Title],

Thank you for agreeing to meet with us regarding the Community Advisory Board (CAB) Ambassador Program. We look forward to our conversation about how we can collaborate to support AB109 reentry services in Contra Costa County.

Meeting Details:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location/Zoom Link]

During our time together, [CAB Member Name] and I will share an overview of CAB's recent work and would love to hear your thoughts on our four key priority areas [list the priorities for the current year]:

1. Housing services for justice-involved individuals
2. Behavioral health support
3. Employment opportunities for the reentry population
4. Pre/post-release engagement services

We're particularly interested in learning about your current priorities and exploring how CAB might support your initiatives moving forward.

If you need to reschedule or have any questions before we meet, please don't hesitate to reach out to me at [phone number] or [email address].

We appreciate your time and look forward to this important conversation.

Best regards,

[Your Name]  
AB109 Community Advisory Board Ambassador  
[Phone Number]  
[Email Address]

---

# CAB Ambassador Meeting Outline

## Pre-Meeting Preparation

- [ ] Lead and Co-Lead meet beforehand to coordinate approach
  - [ ] Review interviewee's background/webpage
  - [ ] Prepare questions specific to their role/department
  - [ ] Bring materials: notepads, CAB overview materials
  - [ ] Log In 5-10 minutes early
- 

## OPENING (5 minutes)

### LEAD: Introductions & Welcome

- "Good [morning/afternoon], thank you for taking the time to meet with us today."
- "I'm [Name], and this is my colleague [Co-Lead Name]. We're both members of the Community Advisory Board."
- **Allow opportunity for them to introduce themselves and any staff present**

### LEAD: Establish Meeting Purpose

- "We're here to establish a direct line of communication between CAB and your office."
  - "Our main goals today are to:
    - Share an overview of CAB's current work and priorities
    - Learn about your priorities and initiatives
    - Explore how CAB might support your work
    - Get your feedback on our key focus areas"
  - "Please feel free to jump in with questions or comments at any time."
  - "Before we dive in, are there any specific priorities or issues you'd like to discuss or bring to our attention?"
- 

## CAB OVERVIEW (8-10 minutes)

### CO-LEAD: CAB Mission & Accomplishments

- "Over the past several years, CAB has worked to realize the goals of AB 109 Public Realignment by advocating for increased community-based reentry services and supporting expansion of our reentry system."
- **Key Accomplishments:**
  - Successful funding increases for community-based housing, legal aid, and employment services
  - New expense reporting templates
  - Strengthened pre-release transition planning
  - Permanent creation and expansion of the Office of Reentry and Justice

### CO-LEAD: CAB's Four Pillars

"Our approach to policy rests on four core principles:

1. **We want to invest in what works**
2. **We believe true justice requires social justice**
3. **We believe incarceration should serve as a last resort**
4. **We believe safety for all depends on justice for all"**

### LEAD: Recent Major Project

- "This year, CAB's Policy & Budget Subcommittee was tasked by the Community Corrections Partnership and supported by the Board of Supervisors to develop recommendations for a one-time \$15M allocation from AB 109 excess funds."
  - "We worked extensively with departments and organizations across the county through workgroups and presentations."
  - "This collaborative approach included partners like H3, Behavioral Health, Rubicon, WIOA, Sheriff's Office, DA, Public Defender's Office, and many others."
- 

## PRIORITY AREAS DISCUSSION (10-15 minutes)

### CO-LEAD: "We'd like to share our four key priority areas and get your feedback:"

#### Priority Area #1: HOUSING

- Additional countywide CORE teams for homeless reentry population
- Expanded housing supports following H3's 1-2-4 framework (interim, permanent, homelessness prevention)
- **"What are your thoughts on housing challenges for the reentry population in your area/department?"**

**LEAD: Priority Area #2: BEHAVIORAL HEALTH\*\***

- Countywide on-demand mobile outreach for behavioral health resources
- Additional Community Support Workers (peer support specialists) for field-based services
- **"How do you see behavioral health needs impacting the populations you serve?"**

**CO-LEAD: Priority Area #3: EMPLOYMENT SERVICES\*\***

- Countywide employment pathway for reentry participants in county positions
- Job training workshops and on-the-job training
- Pre-release employment services and job placement support
- Clean slate program for record clearing
- **"What employment barriers do you see, and how might we address them together?"**

**LEAD: Priority Area #4: PRE/POST-RELEASE SERVICES\*\***

- Guaranteed Income pilot program for justice-involved individuals
- Gap-filler services including:
  - 24/7 transportation and mentoring services
  - Extended service hours (weekends/after hours)
  - Language services expansion
  - Enhanced services for women
- Interim Bridge Housing coordinated by CORE teams
- **"What gaps do you see in current pre and post-release services?"**

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**STAKEHOLDER INPUT & DISCUSSION (8-10 minutes)**

**LEAD: Open Discussion**

- "What priorities or initiatives are you currently focused on that align with these areas?"
- "How can CAB support your work or collaborate on shared goals?"
- "What challenges are you seeing that we should be aware of?"
- "Are there other community partners we should be connecting with?"

**CO-LEAD: Alignment & Next Steps**

- "Our recommendations will be going before the Board of Supervisors for consideration."
- "How can we ensure our work complements and strengthens what you're already doing?"

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**CLOSING (3-5 minutes)**

**CO-LEAD: Appreciation & Follow-up**

- "We really appreciate you taking the time to meet with us. This has been incredibly valuable."
- "Your insights about [mention specific feedback they provided] will definitely inform our ongoing work."

**LEAD: Ongoing Partnership**

- "Please don't hesitate to reach out if there's ever a need for clarification or if CAB can provide support for your initiatives."
- "The fact that you made time for this meeting demonstrates your commitment to this important work."
- "We're excited about the possibility of continued collaboration as we work to make Contra Costa County a better place for everyone."

**Both: Contact Information Exchange**

- Provide CAB contact information
  - Confirm best way to reach them for follow-up
  - "Thank you again for your partnership."
-

## POST-MEETING ACTION ITEMS

- ☐ Complete meeting notes within 24 hours
  - ☐ Share key insights with CAB at the next board meeting
  - ☐ Follow up on any commitments made
  - ☐ Send thank you email within 2 business days
  - ☐ Schedule any requested follow-up meetings
- 

## During the meeting, be sure to take notes on the following:

- Key priorities they mentioned
- Specific feedback on CAB's priorities
- Collaboration opportunities identified
- Follow-up actions needed
- Contact information for key staff
- Important dates or deadlines mentioned

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## Sample Email template: Thank you (post-meeting)

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**Subject:** Thank You - CAB Ambassador Program Meeting

Dear [Name/Title],

Thank you for taking the time to meet with [CAB Member Name] and me [yesterday/on Date]. Your insights about [specific topic discussed or priority mentioned] were particularly valuable, and we appreciated learning more about [specific initiative or concern they mentioned].

The conversation reinforced the importance of CAB maintaining open communication with partners like you, who are working to improve outcomes for justice-involved individuals in our community. Your perspective on [mention specific feedback they provided related to housing/behavioral health/employment/pre-post release services] will inform our ongoing work.

As we discussed, CAB remains committed to supporting initiatives that align with our shared goals of reducing recidivism and strengthening reentry services. We'll be sure to keep you updated on [any specific follow-up items discussed], and please don't hesitate to reach out if there are ways CAB can support your work.

We look forward to continuing this partnership and working together to make a positive impact for the reentry population in Contra Costa County.

Thank you again for your time and collaboration.

Warm regards,

[Your Name]  
[Your Title/Role]  
CAB Member  
[Phone Number]  
[Email Address]

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### Notes:

- Customize bracketed placeholders with specific information
- Add specific meeting outcomes or commitments to the thank you email
- Include any relevant attachments or follow-up materials as needed
- Adjust meeting duration in confirmation email based on your planned agenda

## EXAMPLE SUMMARY OF MEETING NOTES

- Applauded CAB work in strengthening ties across county departments and CBOs
- Recommend bringing law enforcement into some conversations so we can address issues that lead to incarceration that may be preventable.
- One area I would like to see us learn more about is its pathways for AB109 individuals to get connected back to the education pipeline.
- Supervisor Carlson explored the idea of supporting the families of AB109 individuals.
- One recommendation was to develop training or interactive videos for county staff to walk a day in the shoes of those they serve.

## External Meeting Report - Key Results

### Report to CAB After Member Participation in an External Meeting SAMPLE REPORT OUT – CAB

#### AMBASSADOR MEETING:

Group Name	Supervisor Burgis	Date	November 3, 2021
Location	Zoom Call	Time	3:15 PM
Purpose	Update the Supervisor of CAB's Proposals & Activities		

#### MEETING HIGHLIGHTS

- In attendance were Jon'Ta Davenport (Lead) & Crawford Carpenter (Second)
- Her assignments as a County Supervisor have not been in the Criminal Justice arena. They are learning about this area.
- Develop a relationship with Alicia Nuchols (925 655 2335) in her office who watches various areas such as this. She can assist us with priorities for the Supervisor's District
- We should look into Measure X money. It allows receiving agencies to be creative with the use of that money. It would be most helpful if we could assist the county in finding funding for various initiatives.
- Public Safety is a key issue for her District. We should frame our messaging to those we are seeking assistance from stressing that our programs save considerable money by not investing it in the prison system
- She feels we can give people HOPE by stressing accountability
- As far as transparency, it would be helpful to provide a model from a county that's engaging in transparency in an effective manner. We should keep in mind that there are limits as to what can be reasonably accomplished. Our emphasis should not be on coming in after the fact, but on being proactive with measures that can be adequately planned for
- Three areas that are priorities for her District are:
  - Housing
  - Mental Health
  - Homelessness

#### ACTION REQUESTED OF FULL CAB

- Note comments above regarding providing a model of successes

#### IMPORTANT DATES

- N/A

#### ATTACHMENTS

- N/A

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*Last Updated: June 2025*

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# 2025 CAB Ambassadors Program Member Assignments

Community Corrections Partnership (CCP) Select Members											Board of Supervisors- District				
CAB Member	CAO	Court	H3	Behavioral Health	District Attorney	EHSD	LEA	Probation	Sheriff's Office	Public Defender	1 Gioia	2 Andersen	3 Burgis	4 Carlson	5 Scales - Preston
Nicole	1st	1st				1st									
Rena H.			2nd	2nd						2nd					
Gloribel					1st			2nd			1st				
Justin			1st										1st		2 <sup>nd</sup>
Rena M.		2nd				2nd	2nd								
Traci					2nd							2nd		1st	
Alexandria				1st					2nd			1st			
Demetria							1st			1st				2nd	
Tiffany									1st		2nd				1st
Wilanda	2nd							1st					2nd		
Briana				3rd				3rd		3rd					

1<sup>st</sup> = Lead

2<sup>nd</sup> = Second

3<sup>rd</sup> = Third

## Standing Committee Assignments

**Policy & Budget:** Justin Van Zerber; Traci Simpson; Briana Lucca

**OCEC:** Demetria Lawrence; Alexandria Van Hook; Gloribel Pastrana

**Programs & Services:** Rena Hurley; Rena Moore, Tiffany Anaya, Wilanda Hughes

## **Contra Costa County Community Advisory Board on Public Safety**

### **Applicant Expectations**

OCEC or the Committee staff will email applicants the expectations before the interview. During the interview, OCEC will ask the applicant if they have any questions regarding the expectations of CAB members.

#### **Overview:**

The Community Advisory Board (CAB) plays a vital role in implementing AB109 Public Safety Realignment in our county. As a volunteer member, you will offer community perspectives and suggestions on strategies, programs, and services that promote the successful reentry of formerly incarcerated individuals while improving public safety.

#### **Time Commitment**

- Attend monthly board meetings (2 hours, held on the second Thursday of each month from 10am to 12pm)
- Participate in at least one subcommittee and assist in completing projects. (requires approximately 3-5 hours per month)
- Review meeting materials in advance (approximately 1-2 hours of preparation per meeting)
- Attend annual retreat (3-4 hours)
- Attend community events selected by CAB (2-3 hours per event)
- Commit to 3-year term of service
- Attend at least 2-3 of the CCP meetings virtually (approximately 1-2 hours)

#### **Responsibilities**

- Provide guidance and recommendations on AB109 implementation strategies
- Represent diverse stakeholder perspectives in the decision-making process
- Review program performance data and outcomes
- Identify service gaps and community needs related to reentry
- Serve as a liaison between the community and criminal justice agencies
- Assist in developing annual priorities and funding recommendations

- Participate in review panels for reentry-related county-based funding opportunities
  - Participate in site visits to funded programs when applicable (approximately 2-4 visits annually)
  - Attend relevant trainings to stay informed on best practices and emerging issues
- 

*Document Last Updated: June 2025*

## **Contra Costa County Community Advisory Board on Public Safety**

### **New Member Orientation**

1. AB109 Background and Purpose
2. Community Advisory Board Structure
3. Roles and Responsibilities
4. Meeting Procedures
5. Subcommittees
6. Key Stakeholders and Partners
7. Important Resources
8. First 90 Days Checklist
9. Contact Information

## **1. AB109 Background and Purpose**

### **What is AB109?**

Assembly Bill 109 (Public Safety Realignment Act) shifted responsibility for supervising certain lower-level offenders from state prisons and parole to county jails and probation. This legislation was designed to reduce prison overcrowding and recidivism through local control, supervision, and services.

### **Goals of Realignment:**

- Reduce state prison population
- Decrease recidivism through improved rehabilitation services
- Enhance public safety through better supervision and support
- Create cost-effective local solutions

[Review Community Advisory Board Retreat Annual Planning Presentation](#)

## **2. Community Advisory Board Structure**

### **Purpose:**

The Community Advisory Board (CAB) provides community input and oversight for implementing AB109, ensuring programs meet local needs and utilize effective practices.

### **Composition:**

- Community members (including formerly incarcerated individuals)
- Service providers



- Faith community representatives
- Business sector representatives
- Government agency representatives
- Victims' advocates
- Public health/behavioral health professionals

### **Reporting Structure:**

The CAB makes recommendations to the [Community Corrections Partnership \(CCP\)](#), which oversees the county's AB109 implementation plan. The CCP consists of the following:

#### **Ex-Officio Members:**

1. Chief Probation Officer (Chair)
2. Presiding Judge (or designee)
3. District Attorney
4. Public Defender
5. Sheriff
6. Head of County Department of Social Services
7. Head of County Department of Mental Health
8. Head of County Department of Employment
9. Head of County Alcohol and Substance Abuse Programs
10. Head of County Office of Education

#### **Appointed Members:**

11. County Supervisor, CAO, or BOS designee
12. Chief of Police
13. CBO Representative
14. Victim's Representative

## **3. Roles and Responsibilities**

As a CAB member, you are expected to:

### **General Responsibilities:**

- Attend all scheduled board meetings (typically monthly)
- Review materials in advance of meetings
- Participate actively in discussions and decision-making
- Serve on at least one subcommittee
- Attend relevant trainings and educational opportunities

- Represent the board at community events when appropriate
- Maintain confidentiality regarding sensitive information

### **Advisory Functions:**

- Review program effectiveness data
- Identify service gaps and community needs
- Provide input on funding allocations
- Develop policy recommendations
- Ensure community perspectives are considered
- Advocate for evidence-based practices
- Monitor implementation of the local plan

## **4. Meeting Procedures**

### **Schedule:**

Regular meetings are held on the 2<sup>nd</sup> Thursday of each month from 10AM-12PM at 50 Douglas Dr., Martinez. Special meetings may be called as needed.

### **Format:**

- Meetings follow parliamentary procedure (Robert's Rules of Order)
- Public comment periods are included in each agenda
- Quorum requires attendance of a majority of members
- Decisions typically require a majority vote

### **Agenda Items:**

- Members can submit agenda items to the chair & Gariana at least two weeks before meetings
- Standard agenda includes approval of minutes, committee reports, program updates, discussion items, action items, and public comment

### **Attendance Policy:**

Members can miss up to three (3) regular meetings for any reason. They must inform the Office of Reentry and Justice and the CAB Chair of any absence as soon as possible. CAB will review the membership status of any member who is absent from four (4) regular CAB meetings or four regular CAB Subcommittee meetings.

When medical or family medical leave is needed, members should inform the Office of Reentry and Justice and the CAB Chair as soon as possible. Medical and/or family medical

leave absences will be handled separately and will not count toward the three-meeting absence limit. Documentation may be required to confirm the status of medical or family medical leave.

### **Tardiness Guidelines:**

Our goal is to ensure that meetings start on time and proceed efficiently, respecting everyone's time. All CAB members are expected to arrive on time for scheduled meetings. If you anticipate being late to a meeting, please notify both:

- The Office of Reentry and Justice Staff, AND
- The CAB Chair

Notification should be emailed at least 30 minutes before the scheduled meeting start time. Please include your estimated time of arrival.

We understand that unexpected situations arise. If you're experiencing challenges with meeting attendance or punctuality, please contact the CAB Chair to discuss possible accommodations or solutions.

## **5. Subcommittees**

The board maintains three (3) standing subcommittees. Each member is expected to serve on at least one. Additionally, CAB members can hold seats on the Contra Costa County Reentry Success Center Steering Committee, [CCP Quality Assurance Committee \(QAC\)](#), the Public Defender's Holistic Intervention Partnership (HIP) Steering Committee, and review panels for reentry-related county-based funding opportunities.

### **Programs and Services Committee**

- Reviews program performance data
- Identifies service gaps
- Recommends program improvements
- Conducts site visits to funded programs

### **Policy and Budget Committee**

- Reviews spending reports
- Develops funding recommendations
- Monitors grant compliance
- Identifies potential funding sources

### **Outreach and Community Engagement Committee**

- Develops communication strategies
- Plans public forums and education events
- Gathers community input
- Encourages member recruitment

## 6. Key Stakeholders and Partners

### **Criminal Justice Agencies:**

- Office of Reentry & Justice
- County Sheriff's Department
- Probation Department
- District Attorney's Office
- Public Defender's Office
- Superior Court
- Local Police Departments

### **Service Providers:**

- Mental Health Services
- Substance Use Treatment Providers
- Housing Assistance Programs
- Workforce Development
- Education and Vocational Training
- Family Support Services

### **Community Partners:**

- Faith-Based Organizations
- Neighborhood Associations
- Recovery Community
- Victims' Services Organizations
- Business Community
- Educational Institutions

## 7. Important Resources

### **Key Documents are available in [Google Drive](#) for review:**

- CAB Operating Guidelines and Charters
- Proposal to Establish the ORJ
- Annual CAB Retreat Documents
- Subcommittee Folders

- Meeting Minutes and Agendas

### **Training Opportunities:**

- New Member Orientation (required)
- Annual Retreat (required)
- AB109 Symposium
- ORJ's Procurement Process and Proposal Review Training
- Site Visits to Model Programs \*when applicable

### **Online Resources:**

- County AB109 Website: <https://www.contracosta.ca.gov/3091/Public-Safety-Realignment>
  - [Implementation Plan](#)
  - [CCC Reentry Strategic Plan](#)
- [Office of Reentry and Justice](#)
  - [Community Advisory Board](#)
- Board Member Google Drive

## **8. First 90 Days Checklist**

- ☐ Schedule a 30–45 minute check-in with the CAB Chair.
- ☐ Meet with the CAB Chair and/or OCEC chair for individual orientation
- ☐ Plan to attend the annual retreat (based on scheduled date)
- ☐ Review AB109 Implementation Plan and recent annual reports
- ☐ Join at least one subcommittee
- ☐ Tour key facilities (jail, day reporting center, etc.) \*when applicable
- ☐ Meet with the Director of the Office of Reentry & Justice
- ☐ Review the meeting minutes from the last six months and any documents or plans proposed by the CAB Chair.
- ☐ Complete required ethics training, implicit bias, and Brown Act

## **9. Contact Information**

## **Board Leadership:**

- Chair: Nicole Green
- Vice Chair: Justin Van Zerber
- Secretary: Rena Moore

## **Subcommittee Chairs:**

- Programs and Services
  - Chair: Tiffany Anaya
  - Vice Chair: Wilanda Huges
- Policy and Budget
  - Chair: Justin Van Zerber
  - Vice Chair: Tracy Simpson
- Outreach and Community Engagement:
  - Chair: Demetria Lawrence
  - Vice Chair: Gloribel Pastrana

## **Committee Staff:**

- Office of Reentry and Justice Director: Patrice Guillory | 925-313-4087 | Patrice.Guillory@orj.cccounty.us
- Administrative Support: Gariana Youngblood | 925-313-4135 | Gariana.Youngblood@orj.cccounty.us

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*Document Last Updated: July, 2025*

## **Contra Costa County Community Advisory Board on Public Safety**

### **Applicant Interview Questions**

#### **Overview**

OCEC will select 5-10 questions for each applicant. The OCEC Vice Chair will record which questions were asked for the CAB to review when considering the applicant's CAB application. CAB Application Interview Questions should not be listed on the OCEC agenda when reviewing CAB applications for new membership.

#### **Background and Experience**

1. What motivated you to apply for the AB109 Community Advisory Board position?
2. How do you understand AB109 (Public Safety Realignment) and its impact on our community?
3. What personal or professional experiences have you had with the criminal justice system, rehabilitation programs, or community reentry services?
4. How are you connected to the community this board serves?

#### **Knowledge and Perspectives**

5. What do you see as the biggest challenges facing formerly incarcerated individuals returning to our community?
6. How would you describe the balance between public safety concerns and rehabilitation needs?
7. What local resources or programs are you familiar with that support successful reintegration?
8. What gaps do you perceive in our current reentry services?

#### **Skills and Contributions**

9. What specific skills, knowledge, or perspectives would you bring to the advisory board?
10. How have you worked collaboratively in diverse groups to address complex community issues?

11. How would you gather input from community members who might be affected by AB109 policies?
12. What experience do you have reviewing data or program outcomes to inform recommendations?

### **Values and Approach**

13. How do you think about equity and fairness in the criminal justice system?
14. What role do you believe the community should play in supporting rehabilitation and reentry?
15. How would you approach disagreements about priorities or resource allocation on the board?
16. What does success look like to you regarding AB109 implementation in our community?

### **Commitment and Logistics**

17. What is your availability for board meetings, committee work, and community engagement activities?
18. How do you plan to balance this volunteer commitment with your other responsibilities?
19. Are you willing to participate in ongoing education about criminal justice reform and best practices?
20. Is there anything else you'd like us to know about your interest in serving on this advisory board?

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*Document Last Updated: April 2025*