

# **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](mailto:Patrice.Guillory@orj.cccounty.us)
- Administrative Support: Gariana Youngblood | 925-313-4135 | [Gariana.Youngblood@orj.cccounty.us](mailto:Gariana.Youngblood@orj.cccounty.us)

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