



CONTRA COSTA COUNTY

AGENDA

Community Advisory Board on Public Safety

Thursday, June 18, 2026

11:00 AM

50 Douglas Dr., Martinez |
<https://us06web.zoom.us/j/84706790338>
Webinar ID: 847 0679 0338

CAB Programs & Services 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 April 16, 2026, CAB Programs & Services Subcommittee meeting. [26-2608](#)
Attachments: [DRAFT CAB Programs & Services Record of Action - April 16, 2026](#)
4. Discuss CAB Programs & Services Subcommittee Work Plan. [26-2609](#)
Attachments: [Programs & Services Work Plan 2025](#)
5. Debrief Community Advisory Board (CAB) Retreat 2026
6. Discuss and Finalize Focus Group Logistics and Planning. [26-2610](#)
Attachments: [Focus Group Infographic](#)
[DRAFT Focus Group Questions](#)
8. The next meeting is currently scheduled for Thursday, July 16, 2026, at 11 a.m.
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. 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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2608

Agenda Date: 6/18/2026

Agenda #: 3.

Advisory Board: CAB Programs & Services Subcommittee

Subject: Record of Action - April 16, 2026

Presenter: Tiffany Anaya, Subcommittee Chair

Information:

CONSIDER approving the Record of Action of April 16, 2026, CAB Programs & Services 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 during the meeting. Attached for the Subcommittee's consideration is the Record of Action for the Subcommittee's April 16, 2026, meeting.

Recommendation(s)/Next Step(s):

Review and provide any necessary edits or corrections before approval.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Community Advisory Board on Public Safety

Thursday, April 16, 2026

11:00 AM

50 Douglas Dr., Martinez |
<https://us06web.zoom.us/j/84706790338> |
Webinar ID: 847 0679 0338

CAB Programs & Services Subcommittee Meeting

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

Tiffany Anaya called the meeting to order at 11:11 a.m.

1. Roll Call and Introductions

Present Tiffany Anaya, and Wilanda Hughes

Absent Rena Hurley

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

Public comment was received.

Upcoming events include Clean Slate Day, hosted by the Reentry Success Center in partnership with Contra Costa County's Public Defender's Office on April 17, 2026; the Reentry Simulation on April 21, 2026; and the LAO Open House on April 24, 2026.

3. CONSIDER approving the Record of Action from the March 19, 2026, CAB [26-1603](#) Programs & Services Subcommittee meeting.

Attachments: [DRAFT CAB Programs & Services Record of Action - March 19, 2026](#)

Motion: Hughes

Second: Anaya

Aye: Anaya, and Hughes

Absent: Hurley

Result: Passed

4. Discuss CAB Programs & Services Subcommittee Work Plan. [26-1604](#)

Attachments: [Programs & Services Work Plan 2025](#)

Discussion was held.

No Public comment was received.

Subcommittee members reviewed the work plan and discussed priorities, goals, and responsibilities for the upcoming year.

5. Review In-Custody Survey Results. [26-1605](#)

Attachments: [FINAL 2025 In-Custody Survey Results](#)
[In-Custody Survey Questions 2025](#)

Discussion was held.

Public comment was received.

The Subcommittee reviewed the in-custody survey results and received additional context from Jody Sicheneder regarding survey distribution and participation. Jody reported that survey notifications were sent via the tablet system at least twice daily; however, response rates remained low. Identified barriers to participation included competing activities during free time and the absence of incentives such as compensation or commissary credits.

The Subcommittee discussed alternative methods to increase participation, including administering paper surveys in library settings during browsing periods and within housing units. While members expressed interest in shifting from tablet-based surveys to paper distribution, Jody noted that this approach would likely alter the survey collection period. The Subcommittee affirmed the importance of continuing in-custody survey efforts and discussed strategies to improve outreach and increase response rates.

6. Discuss and Finalize Focus Group Logistics and Planning.

[26-1606](#)

Attachments: [Focus Group Presentation](#)
[Focus Group Infographic](#)
[Client Feedback Process - DRAFT](#)

Discussion was held.

Public comment was received.

The Subcommittee discussed focus group logistics and planning. Members reviewed the purpose of the focus groups: to better understand clients' knowledge of and access to services, as well as the quality of services received, to inform future CAB recommendations.

The Subcommittee discussed conducting focus groups within jail settings in partnership with educational programming, with confirmation that in-custody classes are open to CAB facilitating focus groups during class time. The Subcommittee also discussed conducting post-release focus groups with individuals within 90 days of release, in coordination with reentry hubs to support outreach and planning.

It was noted that conducting in-custody focus groups requires clearance through an application process and completion of the required monthly training. The Office of Reentry & Justice will support CAB in implementing focus groups.

The Subcommittee will draft pre- and post-focus group questions for review, discussion, and finalization.

7. Discuss Scheduling for Future CAB presentations to the Programs & Services Subcommittee.

Discussion was held.

Public comment was received.

The Subcommittee discussed programs it would like to hear from, including Hope Solutions, GRIP, COPE, Rainbow Community Center, Family Justice Center, Calli House, Department of Rehabilitation, and East Bay Regional Center, among others. The purpose of these presentations is to gain a better understanding of available services within the County and to increase awareness of resources that support the community.

8. The next meeting is currently scheduled for Thursday, June 18, 2026, at 11 a.m.

Next Steps:

- Debrief CAB Retreat 2026
- Review CAB Programs & Services Work plan
- Discuss focus group questions and logistics
- Discuss future Presentations
- Review Client Feedback Timeline

9. Adjourn

The meeting was adjourned at 12:03 p.m. by Tiffany Anaya. The next scheduled meeting of the Subcommittee is Thursday, June 18, 2026, at 11 a.m.

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2609

Agenda Date: 6/18/2026

Agenda #: 4.

Advisory Board: CAB Programs & Services Subcommittee

Subject: CAB Programs & Services Work Plan

Presenter: Tiffany Anaya, Subcommittee Chair

Information:

Review the CAB Programs & Services Subcommittee 2025 work plan and discuss priorities to ensure alignment with the Subcommittee's goals.

Referral History and Update:

In preparation for the upcoming year, the Subcommittee will review its current work plan, identify priorities, and outline planned activities to guide its work.

Recommendation(s)/Next Step(s):

Debrief and confirm the CAB Programs & Services Subcommittee's priorities for 2026 and revise the work plan as needed to ensure the Subcommittee is effectively working toward these goals.

CAB Programs & Services Subcommittee – 2025 Work Plan

Initiative	Sub-Tasks/Benchmarks	Timeline	Responsible Persons/ Resources
Advocacy and Support of CAB Policy Platform	Undertake and brainstorm priority projects and advocacy: <ul style="list-style-type: none"> ➤ Expanding Housing resources within the County for reentry beyond AB 109 (support best practice program models, governance structures, make recommendations) ➤ Expanding Restorative Justice within the County (support best practice program models, governance structures, make recommendations) ➤ Collaborate w/ Other External Boards, Committees or Work Groups (i.e., Measure X CAB) ➤ Implicit Bias Training for CAB board members and CBO's that are receiving AB 109 funding ➤ ADA Compliances for CBO's receiving AB109 Funding- i.e., wheelchair accessibility if serving individuals daily as well as Recovery Homes with ADA compliances for those needing special accommodations ➤ Presentations from all CBO's receiving funding to make presentations before the full CAB 	Ongoing	All
Conduct Survey of Program Service Needs and Present Findings – Government and CBO	<ul style="list-style-type: none"> ➤ Programs and Services Qualitative Survey: <ol style="list-style-type: none"> 1. Develop Survey for CBO's and In-Custody Participants 2. We will disseminate to AB109 funded agencies and government departments who work with reentry population 3. Analyze 4. Present CAB with findings/recommendations as related to budget/funds allocations, program success, challenges, etc. 	Government Agencies & CBOs: Survey finalized by April May Responses (2-week response period) June Findings	All & ORJ

<p>Promote a Comprehensive Needs Assessment</p>	<ul style="list-style-type: none"> ➤ Programs and Services Qualitative Data Collection: <ol style="list-style-type: none"> 1. Conduct qualitative interviews with providers as needed post survey findings 2. Analyze 3. Present CAB with findings/recommendations as related to budget/funds allocations, program success, challenges, etc. ➤ Look at local and regional needs assessment to reentry population/programs: <ol style="list-style-type: none"> 1. Survey Local CABs (e.g., San Francisco, Alameda, etc.) ➤ Provide findings to Policy and Budget Subcommittee ➤ Develop a script and set up appointments to visit CBS's and present a report out to the committee. 	<p>August</p> <p>In time for inclusion in CAB'S Policy Brief and/or and Budget Proposal to CCP</p>	<p>All:</p> <p>CBO Site Visits:</p>
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DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2610

Agenda Date: 6/18/2026

Agenda #: 6.

Advisory Board: CAB Programs & Services Subcommittee

Subject: Focus Groups Logistics and Planning

Presenter: Tiffany Anaya, Subcommittee Chair

Information:

The CAB Programs & Services Subcommittee is developing a structured approach to conducting focus groups with justice-involved individuals to gather feedback on service awareness, access, and participant experiences with services. Findings will inform future Community Advisory Board (CAB) recommendations.

Referral History and Update:

The Subcommittee has prioritized engaging individuals with lived experience to better understand service awareness, access, and participants' experiences with services, with focus group planning that includes both in-custody and post-release populations.

Previous discussions included a potential in-custody focus group partnership with educational programs, with confirmation that CAB could facilitate focus groups during class time. For post-release focus groups, the Subcommittee discussed partnering with program staff, County agencies, reentry hubs, and educational programs to support outreach, coordination, and participant engagement for individuals within 90 days of release.

The Subcommittee will refine focus group questions, confirm facilitation requirements, and coordinate with identified partners and program sites to finalize implementation. Standardized pre- and post-focus group questions will also be developed prior to implementation. Updates and recommendations will be brought forward to the full CAB as planning progresses.

Recommendation(s)/Next Step(s):

The Subcommittee will continue efforts to finalize focus group tools, logistics, and implementation procedures.

Focus Groups

a quick guide

Q: What is a focus group?

A: Small group conversation guided by a facilitator

Participants share their experiences, opinions, and ideas about a program, service, or issue.

- *Guided discussion with open-ended questions*
- *Participants build on each other's ideas*
- *Usually lasts 60-90 minutes*



Q: Why use a focus group?

A: To understand experiences behind the data

Focus groups understand the story behind the numbers.

Focus groups help us learn:

- *What participants think about programs or services*
- *What is working well and what can be improved*
- *New ideas from the community*

Q: Who participates in focus groups?

A: People with relevant lived experience

- *Program participants*
- *Community members*
- *Service providers*
- *Family members*



Q: How are results used?

A: To improve programs and decision-making

Insights from key themes can be used to make recommendations.

- *Highlight program strengths*
- *Identify participant barriers*
- *Suggest program improvements*
- *Inform planning and policy decisions*



Facilitating a Focus Group

A Step-by-Step Guide

1 Recruit Participants

- Invite participants with shared lived experience.
- Incentives can help increase participation.

2 Create a Protocol

- Prepare a discussion guide to structure the conversation.
- Use open-ended questions that encourage detailed responses rather than “yes” or “no” answers.

3 Gather Materials

- **Moderator** – Guides the discussion and keeps the group focused.
- **Note Taker** – Documents key points and records the session (AI tools can assist).
- **Recording Device** – Captures the discussion for later review when writing up results.

Example Question:

“Thinking about your experience with the program, what has been most helpful, and what could be improved?”

4 Set Up the Room

- Arrange seating in a circle or around a table to encourage conversation.

Ground Rules

1. **Respect and Confidentiality**
Create a supportive space where participants feel comfortable sharing without fear of being judged.
2. **Everyone Gets to Speak**
Minimize “dominant” voices (those who do most of the talking). Invite shy participants to offer their perspectives.

5 Before You Start

- Set ground rules
- Obtain informed consent for recording the session

Start with an Icebreaker

Helps participants get comfortable, lowers tension, and encourages open dialogue.

Stay Focused on Goals

Minimize off-topic conversations to make the most of time.

Encourage Constructive Feedback

Invite participants to share both challenges and successes. Ask how challenges could be improved.

Ask Follow-up Questions

For brief responses, never be afraid to say “tell me more about that”

Summarize Key Takeaways

At the end, briefly summarize the main themes you heard and invite participants to clarify or add anything that may have been missed

Thank Them!

Remind them that their feedback helps to improve the program

Let's go!

Pro Tip

Let them do all the talking!

A focus group is a **conversation** between participants. Ask questions neutrally and say as little as possible so participants don't feel you're looking for a specific answer. Let the conversation flow organically.

Purpose: To gather feedback on service awareness, access, and participant experiences with services to inform future CAB recommendations.

1. Knowledge of Services

- a. What services are you currently aware of that are available to you?
- b. How did you first learn about these services?
- c. How easy or difficult is it to find information about available services?
- d. Are there any services you think exist but are unclear about?

2. Access to Services

- a. Have you tried to use any of these services? What was your experience?
- b. What barriers make it hard to access services? (Examples: transportation, cost, hours, language, technology, childcare)
- c. What has made it easier for you to access services?
- d. Are there certain times or methods of contact that work best for you?

3. Needs and Gaps

- a. What are your biggest current needs right now?
- b. Are there services you need that are not currently available?
- c. What support would make the biggest difference for you or your family?
- d. Where do you feel current services fall short?

4. Communication and Improvement

- a. What is the best way for organizations to share information with clients?
- b. What would improve your experience when seeking help?
- c. If you could change one thing about current services, what would it be?

5. Closing

- a. Is there anything else you'd like us to know that we didn't ask?