



# 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:

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