



CONTRA COSTA COUNTY

AGENDA

Community Advisory Board on Public Safety

Tuesday, July 22, 2025

2:00 PM

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

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 May 20, 2025, CAB Outreach & Community Engagement Subcommittee Meeting. [25-2863](#)
Attachments: [DRAFT CAB Outreach & Community Engagement \(OCEC\) Record of Action - May 20, 2025](#)
4. CONSIDER approving the Outreach & Community Engagement Subcommittee Work Plan. [25-2864](#)
5. Discuss Marketing and Outreach: Strategies, Materials, Budget, and Implementation Process. [25-2865](#)
Attachments: [Draft CAB Outreach Budget FY25](#)
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](#)
7. Discuss Outreach & Recruitment Strategies.
8. Discuss CAB Outreach & Community Engagement Subcommittee Meeting Schedule.

9. The next meeting is currently scheduled for Tuesday, August 26, 2025, at 11 a.m.
10. 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
gariana.youngblood@orj.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-2863

Agenda Date: 6/24/2025

Agenda #: 3.

Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: Record of Action - May 20, 2025

Presenter: Demetria Lawrence

Information:

CONSIDER approving the Record of Action from May 20, 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 May 20, 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

Tuesday, May 20, 2025

2:00 PM

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

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

Demetria Lawrence called the meeting to order at 2:07 p.m.

1. Roll Call and Introductions

Present Demetria Lawrence, and Gloribel Pastrana

Absent 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).

Public comment received

3. CONSIDER approving the Record of Action from the April 22, 2025, CAB [25-1900](#)
Outreach & Community Engagement Subcommittee meeting.

Attachments: [DRAFT CAB Outreach & Community Engagement \(OCEC\) Record of Action - April 22, 2025](#)

Motion: Pastrana

Second: Lawrence

Aye: Lawrence, and Pastrana

Absent: Van Hook

Result: Passed

4. CONSIDER approving the CAB Outreach & Community Engagement [25-1901](#)
Subcommittee Work Plan

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

Motion: Pastrana

Second: Lawrence

Aye: Lawrence, and Pastrana

Absent: Van Hook

Result: Passed

5. Discuss Marketing & Outreach Materials: Inventory, Storage Procedures, and Budget Allocation

Discussion was held

Public comment received

Subcommittee discussed marketing and outreach materials following a review of a proposed budget drafted by the Subcommittee Chair.

The Office of Reentry & Justice will provide an update on the CAB outreach and marketing budget.

Subcommittee will further discuss storage procedures, a sign-out process, and budget allocation at the next meeting.

6. Discuss AB 109 Mini Summit

Discussion was held

Public comment received

Subcommittee discussed potential objectives for the next AB 109 Mini Summit and identified the need for additional input from the CAB Chair and full Board regarding desired outcomes, timing, and invitees.

Preliminary ideas for the Summit include focusing on best practices, current challenges, successes, and recruitment.

Subcommittee envisions a presentation-style format with opportunities for networking.

7. The next meeting is currently scheduled for Tuesday, June 24, 2025, at 11 a.m.

Next Steps:

Reorganize the Subcommittee workplan and include it as a recurring agenda item.

Develop a list of organizations for CAB recruitment. The Office of Reentry & Justice will provide the mayor and congregation list created by the previous OCEC Subcommittee.

Revise the CAB interview process, applicant expectations, membership commitments, and attendance policy.

Discuss outreach and recruitment strategies.

Review and finalize the meeting schedule at the next meeting.

8. Adjourn

The meeting was adjourned at 3:13 p.m. by Demetria Lawrence. The next scheduled meeting of the Subcommittee is Tuesday, June 24, 2025, at 11 a.m.

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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 #: 25-2864

Agenda Date: 6/24/2025

Agenda #: 4.

Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: Outreach & Community Engagement Work Plan

Presenter: Demetria Lawrence

Information:

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

Referral History and Update:

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

Recommendation(s)/Next Step(s):

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-2865

Agenda Date: 7/22/2025

Agenda #: 5.

Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: Marketing & Outreach Materials

Presenter: Nicole Green

Information:

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

Referral History and Update:

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

Recommendation(s)/Next Step(s):

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

Community Advisory Board Outreach Budget

Total Budget: \$1,000

Essential Display Items:

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

Board Member Materials:

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

Additional Supplies:

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

Contingency/Flexibility: \$100-150

For unexpected expenses or price fluctuations

Budget Summary:

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

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-2866

Agenda Date: 6/24/2025

Agenda #: 6.

Advisory Board: CAB Outreach & Community Engagement Subcommittee

Subject: Review of CAB Interview Process, Applicant Expectations, and Onboarding Materials

Presenter: Demetria Lawrence

Information:

Review and discuss the Community Advisory Board's interview process, applicant expectations, and onboarding materials.

Referral History and Update:

The CAB Outreach & Community Engagement Subcommittee was tasked with developing the interview process, applicant expectations, and onboarding materials with the goal of formalizing and standardizing the Community Advisory Board's interview procedures and onboarding guidelines.

Recommendation(s)/Next Step(s):

Debrief and make any necessary edits or corrections before finalizing.

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 (2-3 hours per event)
- Commit annually during a 3-year term of service.
- Attend at least half of the CCP meetings

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 (approximately 2-4 visits annually)
 - Attend relevant trainings to stay informed on best practices and emerging issues
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Document Last Updated: April 29, 2025

DRAFT

Contra Costa County Community Advisory Board on Public Safety

Applicant Interview Questions

Overview

OCEC will choose 5-10 questions for each applicant. The OCEC Vice Chair will document which questions were posed for CAB to consider while reviewing the applicant's CAB application. CAB Application Interview Questions should not appear on the OCEC agenda when considering 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?

Document Last Updated: April 29, 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 2nd 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. A member absent from four (4) regular meetings will be automatically removed from the CAB.

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 meeting attendance or punctuality challenges, please get in touch with 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
- State Resources?
- Others?

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: Brenda Lee
- 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

Document Last Updated: April 29, 2025

Attendance and Tardiness Guidelines

Contra Costa County Community Advisory Board on Realignment (CAB)

Based on Operating Guidelines, amended December 2023

1. Importance of Attendance and Punctuality

Regular, on-time attendance is essential for CAB to effectively advise the Community Corrections Partnership (CCP) Executive Committee. Consistent participation ensures continuity, informed decision-making, and community representation. Punctuality supports efficient, respectful meetings.

2. Meeting Schedule and Quorum

- **Meetings:** Monthly on the second Thursday, 10:00 a.m.–12:00 p.m., typically at the Probation Department, 50 Douglas Drive, Martinez, CA. (Confirm schedule and location on the official CAB page.)
 - **Quorum:** A quorum is established when a majority (50% plus one) of CAB members are present. As the CAB consists of 12 seats, at least 7 members must be in attendance to conduct business. Once quorum is met, actions may be taken by a majority vote of those present.
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3. Attendance Requirements

- **Full CAB Members:** Must attend all regular CAB meetings.
 - **Subcommittee Members:** Must attend all regular subcommittee meetings.
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4. Absence Policy

a. Notification

Notify the Office of Reentry and Justice (Gariana & Patrice) and CAB Chair by email, ideally 24–48 hours in advance.

b. Excused Absence (examples include):

- Illness or medical emergency (self or family)

- Family emergency
- Unavoidable professional conflict
- Pre-approved leave
- Jury duty or court obligation

c. Unexcused Absence:

- No prior notice
- Insufficient reason (e.g., forgot, no explanation)
- Pattern of non-engagement

d. Absence Limits:

- Up to **3 absences** allowed per year.
- At **4 absences**, CAB will review the member's participation.
- Applies separately to both CAB and Subcommittee meetings.

e. Attendance Review Process

- After a **second absence**, the CAB Chair will send a courtesy notice to review the attendance policy, gently remind the member of the operating guidelines, and offer support if needed.
- After a **third absence**, the CAB leadership team will issue a final reminder, offering an opportunity to discuss leave options or the potential consequences of continued absences.
- If a **fourth absence** occurs, the full Board will conduct a formal review to assess the member's participation and determine whether removal is appropriate.

5. Tardiness Policy

- **Notification:** Members should notify the Office of Reentry and Justice and CAB Chair if arriving late, with estimated arrival time.
- **Impact:** Late arrivals may delay meeting start if quorum is not met.
- **Chronic Tardiness:**
 - Repeated lateness may prompt a private discussion.
 - Ongoing issues may contribute to a review under the absence policy.

6. Re-Eligibility

Members removed for excessive absences may reapply through standard CAB application processes.