



# CONTRA COSTA COUNTY

## AGENDA

### Community Advisory Board on Public Safety

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Thursday, July 10, 2025

10:00 AM

50 Douglas Dr., Martinez |  
<https://us06web.zoom.us/j/89204991210>  
Webinar ID: 892 0499 1210

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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 June 12, 2025, CAB General meeting. [25-2792](#)  
**Attachments:** [DRAFT CAB General Meeting Record of Action - June 12, 2025](#)
4. Presentation by Contra Costa Workforce Development Board. [25-2793](#)  
**Attachments:** [County AB 109 Employment Pathway Pilot Program](#)
5. Discuss Office of Reentry & Justice: Updates on Resources and Solicitations. [25-2794](#)  
**Attachments:** [Office of Reentry & Justice: Updates on Resources and Solicitations](#)
6. Discuss Updates on Ambassador Outreach and Meeting Scheduling. [25-2795](#)  
**Attachments:** [Ambassador Program Meeting Assignment 2025](#)
7. Discuss the Community Advisory Board's Attendance Policy and Procedures. [25-2796](#)  
**Attachments:** [CAB Attendance and Tardiness Guidelines 2025](#)
8. Review of Community Advisory Board's Interview Process, Applicant Expectations, and Onboarding Materials. [25-2797](#)  
**Attachments:** [Community Advisory Board - Applicant Expectations](#)  
[Community Advisory Board - Interview Questions](#)  
[Community Advisory Board - New Member Orientation](#)

9. Review Community Advisory Board's Calendar. [25-2798](#)  
**Attachments:** [Community Advisory Board Calendar 2025](#)
10. Discuss Reports from CAB Subcommittee & External Meetings. [25-2799](#)  
**Attachments:** [CAB Programs and Services Subcommittee Meeting Report - June, 26, 2025](#)
11. The next meeting is currently scheduled for Thursday, August 14, 2025, at 10 a.m.
12. 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 #:** 25-2792

**Agenda Date:** 7/10/2025

**Agenda #:** 3.

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Advisory Board: Community Advisory Board on Public Safety

Subject: Record of Action - June 12, 2025

Presenter: Nicole Green, CAB Chair

**Information:**

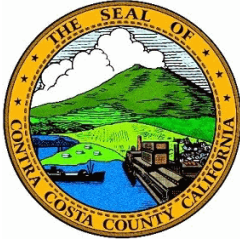
CONSIDER approving the Record of Action from the June 12, 2025, CAB General meeting.

**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 Committee's consideration is the Record of Action for the Committee's June 12, 2025, 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

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Thursday, June 12, 2025

10:00 AM

50 Douglas Dr., Martinez |  
<https://us06web.zoom.us/j/89204991210>  
Webinar ID: 892 0499 1210

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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 10:10 a.m.

1. Roll Call and Introductions

**Present** Nicole Green, Wilanda Hughes, Rena Hurley, Demetria Lawrence, Alexandria Van Hook, Justin Van Zerber, and Gloribel Pastrana

**Absent** Briana Lucca, and Traci Simpson

**Late** Tiffany Anaya, and Rena Moore

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes). [25-2348](#)

**Attachments:** [Public Comment - The Guaranteed Income Initiative](#)

Public comment received

3. CONSIDER approving the Record of Action from the May 8, 2025, CAB General meeting. [25-2349](#)

**Attachments:** [DRAFT CAB General Meeting Record of Action - May 8, 2025](#)

**Motion:** Van Zerber

**Second:** Pastrana

**Aye:** Green, Hughes, Hurley, Lawrence, Van Hook, Van Zerber, and Pastrana

**Absent:** Lucca, and Simpson

**Late:** Anaya, and Moore

**Result:** Passed



4. Presentation by Contra Costa Health's Health, Housing, and Homeless Services Division. [25-2350](#)

**Attachments:** [Presentation on AB 109 Updates from the Health, Housing, and Homeless Services Division](#)

Discussion held.

Public comment received.

CAB received a presentation from Contra Costa Health's Health, Housing, and Homeless Services Division on AB 109 one-time funding efforts. CAB inquired about referrals, data to identify service gaps, budgeting, hours of operation, TAY services, provider access to referral links, and support for families and community members.

5. Presentation by the Contra Costa County Probation Department. [25-2351](#)

**Attachments:** [Presentation on AB 109 Goals and Outcomes of Probation](#)

Discussion held.

Public comment received.

CAB received a presentation from Probation on AB 109 goals and outcomes. Members raised concerns regarding high caseloads in West County, duplicate referrals, low referral rates to Rubicon, discrepancies in how the transient population is identified under AB 109, and the need for clearer strategies to reduce incarceration and probation rates.

6. Presentation on Updates for the AB 109 Community Programs Solicitation. [25-2352](#)

**Attachments:** [Presentation on AB109 Community Programs Solicitation Update](#)

Discussion held.

Public comment received.

CAB received a presentation from the Office of Reentry & Justice on the AB 109 Community Programs Solicitation. Members expressed interest in learning more about efforts to increase the number of proposal submissions and what steps the County is taking to encourage broader participation.

7. Updates on Tabling at Community Events.

Discussion held.

Members debriefed recent tabling events and discussed upcoming opportunities to determine CAB's availability to participate and host a table.

8. Discuss Outreach & Scheduling Ambassador Meetings. [25-2353](#)

**Attachments:** [Ambassador Program Meeting Assignment 2025](#)

Discussion held.

Members reviewed the Ambassador meeting assignments and began outreach efforts to schedule meetings, particularly with the Board of Supervisors.

Updates on these outreach efforts will be provided at the next CAB General meeting.

9. Discuss the Community Advisory Board's Attendance Policy and Procedures. [25-2354](#)

**Attachments:** [Community Advisory Board's Attendance Policy and Pr](#)

Discussion held.

Members will review CAB's attendance policy and procedures and provide feedback.

10. Discuss Reports from CAB Subcommittees & External Meetings. [25-2355](#)

**Attachments:** [CAB Outreach & Community Engagement Subcommittee Report - May 20, 2025](#)  
[CAB Programs & Services Subcommittee Meeting Report 2025](#)  
[CAB Policy & Budget Subcommittee Meeting Report - \]](#)

Discussion held.

CAB Subcommittees including Programs & Services, Policy & Budget, and Outreach & Community Engagement provided updates and next steps from their monthly meetings. Additionally, CAB received updates from external meetings.

11. The next meeting is currently scheduled for Thursday, July 10, 2025, at 10 a.m.

**Next steps:**

Provide feedback on CAB interview questions, applicant expectations, and onboarding documents

Presentation from Behavioral Health, Workforce Development Board, and Support for Recovery

Updates on Ambassador outreach and scheduling

Review CAB attendance policy and procedures

Submit additional questions for Probation follow-up

Share availability for tabling and presenting at community events

12. Adjourn

The meeting was adjourned at 10:10 a.m. by Nicole Green. The next scheduled meeting of the Committee is Thursday, July 10, 2025, at 10 a.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,  
[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 #:** 25-2793

**Agenda Date:** 7/10/2025

**Agenda #:** 4.

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Advisory Board: Community Advisory Board on Public Safety

Subject: AB 109 One-Time Pilot Updates from Workforce Development Board

Presenter: Contra Costa Workforce Development Board

### Information:

Receive a presentation from the Contra Costa Workforce Development Board on updates related to the AB 109 employment pathway pilot program.

### Referral History and Update:

As part of their priorities for the year, the Community Advisory Board (CAB) is focused on reviewing updates related to the program implementation and expenditures of the one-time \$15 million AB 109 excess funding recommendations. To this end, the CAB has formally invited various agencies to provide an update on their planned allocations, and any work completed to date, including the status of any solicitations that have been or will soon be released, and their year-to-date expenditures.

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

Debrief the presentation from the Contra Costa Workforce Development Board on the AB 109-related employment pathway pilot program, and discuss next steps.





Workforce  
Development Board  
Contra Costa County

# County AB-109 Employment Pathway Pilot Program







# Contents

## Overview of the presentation

- 01** Program Overview
- 02** Goals and Objectives
- 03** Target Classifications: Analysis Summary
- 04** Comparative Model Analysis
- 05** Recordation's & Implementation Challenges
- 06** Timeline & Next Steps



# Program Overview

1

Structured pathways program for justice-involved individuals

2

\$2 million funding over 3 years from AB 109

3

Job Classifications: SSPA I and Clerk – Experienced Level



# Workforce Development Board

The Workforce Development Board aims to improve job opportunities for AB 109 reentry participants by implementing targeted initiatives and resources similar to CCWorks Program.

## **CONNECTING JOB SEEKERS WITH LOCAL EMPLOYERS**

We aim to provide comprehensive support, including training and mentorship, to ensure successful transitions into stable employment for participants.





# WDB Analysis

## Target Classifications: Analysis Summary

Criteria	SSPA I - EHSD	Clerk – Experienced Level
Education Requirement	HS Diploma/GED	HS Diploma/GED
Experience Requirement	Some public contact experience	1–2 years clerical
Vacancy Trend	Moderate-to-high	High
Onboarding Complexity	Medium (may require screening)	Low (fast onboarding possible)
Advancement Opportunities	High (Human Services ladder)	Moderate (Administrative pathways)
Pilot Placement Potential	Strong	Strong

## WDB Analysis cont.

### Comparative Model Analysis

- **Santa Clara ESUP:** Utilizes unclassified County job roles to establish direct-entry pathways for individuals facing significant employment barriers.
- **SF JobsNOW! / Community Ambassador Program:** Integrates year-round subsidized placements with ongoing coaching and housing support.
- **Alameda County CTE + Transitional Employment:** Links paid transitional jobs with sector-focused training and stackable credentials.
- **Alameda Returning Home Career Grant:** Combines housing assistance, stipends, and internships to enhance stability and facilitate successful reentry.
- **LA County Reentry Career Center / Weingart AB 109 Program:** Centralizes services (employment, housing, legal aid) within a trauma-informed care coordination framework.

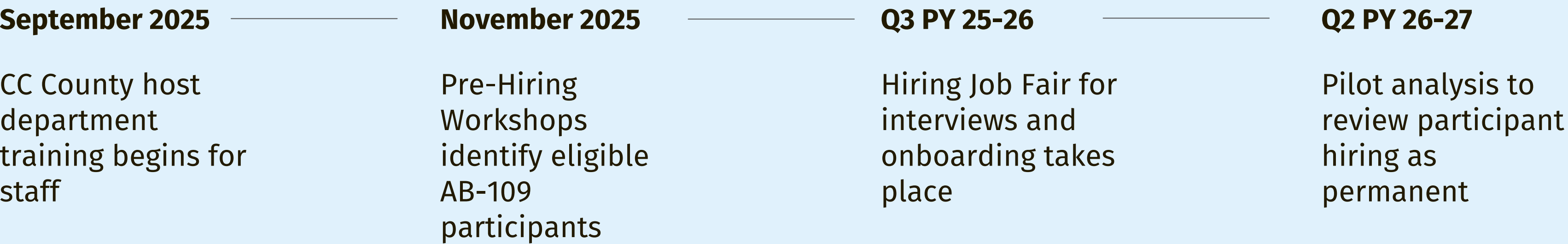
## WDB Analysis cont.

# Recordation's & Implementation Challenges

- Recommended Strategic Enhancements
- Lessons Learned from Peer Programs
- Implementation Challenges


# Timeline

This timeline outlines key milestones for the County Employment Pathway Pilot (AB 109) project, highlighting important training and hiring events.



# Our Contact Information

Workforce Development Board of Contra Costa County  
4071 Port Chicago Highway, Suite 200, Concord, CA 94520

 (925)-671-4500

 wdb@ehsd.cccounty.us

 [www.wdbccc.com/](http://www.wdbccc.com/)





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-2794

**Agenda Date:** 7/10/2025

**Agenda #:** 5.

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Advisory Board: Community Advisory Board on Public Safety

Subject: Office of Reentry & Justice: Updates on Resources and Solicitations

Presenter: Patrice Guillory, Director of the Office of Reentry & Justice

**Information:**

Review and discuss resource and solicitation updates from the Office of Reentry & Justice.

**Referral History and Update:**

The Office of Reentry & Justice (ORJ) will provide an update on newly released online data and resource tools developed by ORJ and the Probation Department. These publicly accessible tools aim to enhance transparency, facilitate community members' access to local services, and provide insights into funded programs. ORJ will also share information on open solicitations, including links to key documents and updates on the competitive bidding process.

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

Debrief the ORJ updates on resources and solicitations, and discuss how CAB can support and help promote these efforts.

## Updates & Reference Links to Resource and Solicitation Pages – 7/10/2025, CAB General Body Meeting

Below is a list of newly released online data and resource tools by the ORJ and Probation Department that are accessible to the public to better understand funded programs, improve transparency, and help those in need find resources locally.

Resource	Web-Links	Summary Description
CCC Probation Data Dashboard	<b>Probation Population Data &amp; Demographics -</b> <a href="https://contracostaprobation.ca.gov/public_dashboard.php">https://contracostaprobation.ca.gov/public_dashboard.php</a>	Provides an overview of adult probation, juvenile probation, pre-trial and Juvenile Hall booking statistics. Key metrics include number of clients on probation, demographic breakdowns by race, region, gender, and age group, as well as most common offense categories.
CCC AB 109 Program Data Dashboards	<b>AB 109 Reentry Service Hubs Dashboard –</b> <a href="https://contracostaprobation.ca.gov/services_hub.php">https://contracostaprobation.ca.gov/services_hub.php</a>	Provides an overview of program data of the AB 109 Community Programs in the areas of reentry housing, employment, family reunification, mentoring, civil legal aid, and the county's Reentry Service Hubs models. Key metrics include referral data, service needs at intake, client demographics, and notable program outcomes.
	<b>AB 109 Community-Based Programs –</b> <a href="https://contracostaprobation.ca.gov/ab109_dashboard.php">https://contracostaprobation.ca.gov/ab109_dashboard.php</a>	
	For more information and inquiries regarding Data Dashboards, please contact the ORJ Data Team at <a href="mailto:data.research@orj.cccounty.us">data.research@orj.cccounty.us</a> . We'd like to hear your feedback!	
**You can find all future dashboard releases on <a href="#">Probation's Data Dashboard webpage</a>		
Search Engine for Social & Reentry Services in CCC	<b>RESTORING HOPE COCO online service directory -</b> <a href="https://www.restoringhopecoco.org/">https://www.restoringhopecoco.org/</a>  You can also find a link to this search engine on <a href="#">ORJ's Webpage</a> . **If you have a program or know of one you'd like to see added to this directory, contact <a href="mailto:admin@orj.cccounty.us">admin@orj.cccounty.us</a>	An online search engine for local free resources in your area. The Probation-ORJ, in partnership with Findhelp.org, is making this resource tool available to connect individuals and families impacted by the justice system to existing local resources. Enter a zip code or search by keywords, program or agency names to find support.

## Updates & Reference Links to Resource and Solicitation Pages – 7/10/2025, CAB General Body Meeting

Below is a list of ORJ's open solicitations, links to online documents, and updates on the status of the competitive bidding process to date.

Open Solicitations		Web-Links	Status Updates
AB 109 Family Reunification Service	Request for Interest – <a href="#">RFI Link</a>		<ul style="list-style-type: none"><li>• Issued: 6/2</li><li>• Received 5 responses; applicants were invited to submit full proposals for Phase 2</li><li>• RFI Deadline: 6/23</li><li>• Phase 2 deadline: 7/30</li><li>• Review Process: 8/1-8/7</li><li>• Recommendation Notice: 8/8</li></ul>
	AB 109 One-Time Pilots	<div>Gender Responsive Services Pilot – <a href="#">RFP Link</a></div> <div>Peer Support + Transportation Services Pilot – <a href="#">RFP Link</a></div> <div>Innovative Reentry Projects – <a href="#">RFP Link</a></div>	<ul style="list-style-type: none"><li>• Mandatory Bidders Conference: 7/1 – 10am &amp; 1:30pm</li><li>• ~45 attendees</li><li>• Deadline: 7/23</li><li>• Review Process: 7/30 – 8/8</li><li>• Recommendation Notice: 8/15</li></ul>
<b>**You can find all current and future solicitation releases on <a href="#">Probation’s Contract Opportunities webpage</a>. You can also sign up for notifications when bids are released through the OpenGov portal.</b>			



To receive ORJ e-newsletter alerts, you can [sign up here](#) to join the email list:





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-2795

**Agenda Date:** 7/10/2025

**Agenda #:** 6.

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Advisory Board: Community Advisory Board on Public Safety

Subject: Ambassador Meeting Assignments

Presenter: Nicole Green, CAB Chair

**Information:**

Review and discuss the updated Ambassador meeting assignments.

**Referral History and Update:**

The Community Advisory Board will review the updated Ambassador meeting assignments to coordinate and organize meetings with the County's Community Corrections Partnership, Board of Supervisors, and other key County representatives. These meetings are intended to provide updates on past initiatives and to discuss CAB's priorities and goals for the remainder of the year.

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

Review and provide feedback on the Ambassador meeting assignments as needed before proceeding with outreach to schedule meetings.

# 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

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-2796

**Agenda Date:** 7/10/2025

**Agenda #:** 7.

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Advisory Board: Community Advisory Board on Public Safety  
Subject: Community Advisory Board's Attendance Policy and Procedures  
Presenter: Nicole Green, CAB Chair

**Information:**

Review and discuss the Community Advisory Board's Attendance Policy and Procedures for clarity and alignment before finalization.

**Referral History and Update:**

The Community Advisory Board Chair, Nicole Green, in collaboration with the Office of Reentry & Justice, drafted the Board's Attendance Policy and Procedures to ensure all members share a clear and consistent understanding of the process.

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

Review and provide feedback on the Community Advisory Board's Attendance Policy and Procedures before finalization.

# Attendance and Tardiness Guidelines

## Contra Costa County Community Advisory Board on Realignment (CAB)

*Based on Operating Guidelines, amended December 2023*

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### 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.

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### 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.
- 

### 3. Attendance Requirements

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

### 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** (excused or unexcused) 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.

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## 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.

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## 6. Re-Eligibility

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



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-2797

**Agenda Date:** 7/10/2025

**Agenda #:** 8.

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Advisory Board: Community Advisory Board on Public Safety

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

Presenter: Nicole Green, CAB Chair

### 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 discussed the interview process and applicant expectations to formalize and standardize the Community Advisory Board's (CAB) interview procedures and applicant guidelines. This review also supports the development of a more structured onboarding process for new members following their appointment with the Community Advisory Board on Public Safety, as recommended by the Community Corrections Partnership (CCP). A draft onboarding guideline has been developed as part of this effort.

### 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 to 1-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
- 

*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?

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*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 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. 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

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*Document Last Updated: April 29, 2025*



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-2798

**Agenda Date:** 7/10/2025

**Agenda #:** 9.

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Advisory Board: Community Advisory Board on Public Safety

Subject: Community Advisory Board Calendar

Presenter: Nicole Green, CAB Chair

### Information:

Review the Community Advisory Board (CAB) calendar and discuss any additional events or meetings to be added.

### Referral History and Update:

To keep members informed and engaged, a calendar has been created to raise awareness of the upcoming Community Advisory Board (CAB) events. This will help strengthen CAB's presence in the community, advocate for the justice-involved population, highlight CAB's priorities, mission, and values, and provide opportunities to connect with local resources.

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

Review the CAB calendar and allow members to add CAB-related events as they come up.

# July 2025

June '25							August '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30						24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8	9	10 CAB General Meeting 10-12	11	12
13	14	15	16	17	18	19
20	21 PPC 1:30-3	22	23	24	25	26
27	28	29	30	31	1	2
3	4	Notes				
Calendar Templates by Vertex42 <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a>						

# August 2025

July '25							September '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30	31			28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14 CAB General Meeting 10-12	15	16
17	18 PPC 1:30-3	19	20	21	22	23
24	25	26	27	28	29	30
31	1	Notes				
Calendar Templates by Vertex42 <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a>						

# September 2025

August '25							October '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11 CAB General Meeting 10-12	12	13
14	15 PPC 1:30-3	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	Notes				
Calendar Templates by Vertex42 <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a>						

# October 2025

September '25							November '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30					23	24	25	26	27	28	29
							30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9 CAB General Meeting 10-12	10	11
12	13	14	15	16	17	18
19	20 PPC 1:30-3	21	22	23	24	25
26	27	28	29	30	31	1
2	3	Notes				

# November 2025

October '25							December '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4		1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30	31		28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6 CAB General Meeting 10-12	7	8
9	10	11	12	13	14	15
16	17 PPC 1:30-3	18	19	20	21	22
23	24	25	26	27	28	29
30	1	Notes				

# December 2025

November '25							January '26						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1					1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31
30													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
7	8	9	10	11 CAB General Meeting 10-12	12	13
14	15 PPC 1:30-3	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	Notes				





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-2799

**Agenda Date:** 7/10/2025

**Agenda #:** 10.

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Advisory Board: Community Advisory Board on Public Safety  
Subject: Reports from CAB Subcommittees & External Meetings  
Presenter: Nicole Green, CAB Chair

### Information:

Review and discuss reports from CAB Subcommittees and external meetings.

### Referral History and Update:

The proposed reports from CAB Subcommittees and external meetings are intended to strengthen communication and collaboration between the Community Advisory Board (CAB), its Subcommittees (Programs & Services, Policy & Budget, and Outreach & Community Engagement), other County advisory bodies (such as the Community Corrections Partnership, Public Protection Committee, and Measure X CAB), and the broader community. These reports aim to enhance transparency by offering regular updates on Subcommittee activities and sharing key insights from external meetings.

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

Receive updates and reports from CAB Subcommittees and representatives attending external meetings.

## Report from a Committee Meeting of the CAB – Programs & Services Subcommittee

Group Name	Programs & Services Subcommittee	Date	6/26/25
Chair	Tiffany Anaya	Time	1:00PM-2:30PM
Recorder	Gariana Youngblood	Location	50 Douglas Drive

### MEETING ATTENDED BY THE FOLLOWING

Tiffany Anaya (Chair)	Rena Hurley	Staff: Patrice Guillory
Wilanda Hughes (Vice Chair)	Jill Ray	Staff: Kimmy Aseo
Cheryl Sudduth		

### MEETING HIGHLIGHTS

- Reviewed the CAB Programs & Services Subcommittee work plan.
- Discussed updates on outreach activities and site visit coordination.
- Discussed in-custody survey and process

### NEXT STEPS

- Subcommittee to complete initial outreach to CBOs by the end of the week and have completed and/or scheduled site visit updates by the next full body meeting on Thursday, July 10, 2025.
- Follow up with Jody regarding survey participation for individuals on discipline or tablet restriction and inquire about distributing another in-custody survey via tablet and paper in the fall or winter.
- ORJ to provide focus group overview and procedures at the next Subcommittee meeting
- Subcommittee to brainstorm future service model ideas for discussion at the next Subcommittee meeting.

### ACTION REQUESTED OF FULL CAB

- N/A

### IMPORTANT DATES

- Next CAB Programs & Services Subcommittee meeting is Thursday, July 17, 2025, at 11 a.m.

#### ATTACHMENTS

- N/A