



CONTRA COSTA COUNTY

AGENDA

Community Advisory Board on Public Safety

Thursday, March 19, 2026

11:00 AM

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

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 November 20, 2025, CAB Programs & Services Subcommittee meeting. [26-1160](#)
Attachments: [DRAFT CAB Programs & Services Record of Action - November 20, 2025](#)
4. Discuss CAB Programs & Services Subcommittee Work Plan. [26-1161](#)
Attachments: [Programs & Services Work Plan 2025](#)
5. Update on In-Custody Survey and Process. [26-1162](#)
Attachments: [In-Custody Survey Questions 2025](#)
6. Review and Update: Timeline for Client Feedback Process and Focus Group Planning. [26-1163](#)
Attachments: [Client Feedback Process - DRAFT Focus Group Infographic](#)
7. Review Community Advisory Board (CAB) Meeting Schedule 2026. [26-1164](#)
Attachments: [DRAFT CAB Meeting Schedule 2026](#)
8. The next meeting is currently scheduled for Thursday, April 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 #: 26-1160

Agenda Date: 3/19/2026

Agenda #: 3.

Advisory Board: CAB Programs & Services Subcommittee

Subject: Record of Action - November 20, 2025

Presenter: Tiffany Anaya, Subcommittee Chair

Information:

CONSIDER approving the Record of Action of November 20, 2025, 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 November 20, 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

Thursday, November 20, 2025

11:00 AM

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

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

Wilanda Hughes called the meeting to order at 11:00 a.m.

1. Roll Call and Introductions

Present Wilanda Hughes, Rena Hurley, and Rena Moore

Absent Tiffany Anaya

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 September 18, 2025, [25-4908](#)
CAB Programs & Services Subcommittee meeting.

Attachments: [DRAFT CAB Programs & Services Record of Action - September 2025](#)

Motion: Moore

Second: Hurley

Aye: Hughes, Hurley, and Moore

Absent: Anaya

Result: Passed

4. Review the CAB Programs & Services Subcommittee Work Plan. [25-4909](#)

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

Discussion was held.

Public comment was received.

The Subcommittee reviewed the work plan and discussed completed activities and next year's priorities.

5. Update on Outreach Activities and Program Tour Coordination. [25-4910](#)

Attachments: [CAB Programs & Services – Program Tour Assignments 2025](#)

Discussion was held.

Public comment was received.

Subcommittee members shared updates on their program tours and discussed the remaining tours that have yet to be completed. They will provide an update on the unfinished tours at the next meeting.

6. Discuss In-custody Survey and Process. [25-4911](#)

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

Discussion was held.

Public comment received.

The Office of Reentry & Justice has provided an update on the in-custody survey questions. A new question was added to the survey before it was submitted for distribution via tablets across various facilities. We will present an update on the number of responses at the next Subcommittee meeting.

7. Review Timeline for Client Feedback Process.

[25-4912](#)

Attachments: [Client Feedback Process - DRAFT](#)

Discussion was held.

Public comment received.

The Subcommittee reviewed the client feedback timeline and outlined the next steps for the in-custody survey. They also discussed the planning of focus groups for further engagement.

8. Discuss Service Model Ideas.

No discussion was held.

The Subcommittee has decided to revisit this agenda topic during next month's meeting.

9. The next meeting is currently scheduled for Thursday, December 18, 2025, at 11 a.m.

Next Steps:

- Review CAB Programs & Services Work plan
- Updates on Program Tours (Bay Area Legal Aid)
- Update In-Custody Survey and process.
- Discuss focus group process and logistics
- Review Client Feedback Process Timeline
- Discuss future service model ideas

10. Adjourn

The meeting was adjourned at 11:24 a.m. by Wilanda Hughes. The next scheduled meeting of the Subcommittee is Thursday, December 18, 2025, at 11 a.m.

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For Additional Information Contact:

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1161

Agenda Date: 3/19/2026

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 #: 26-1162

Agenda Date: 3/19/2026

Agenda #: 5.

Advisory Board: CAB Programs & Services Subcommittee

Subject: In-Custody Survey

Presenter: Tiffany Anaya, Subcommittee Chair

Information:

Review and discuss the updates on the in-custody survey questions, the distribution plan, and the timeline.

Referral History and Update:

The CAB Programs & Services Subcommittee developed a survey for individuals in custody to better understand their needs within the County's jail system and after release, with the aim of enhancing support for their reentry.

Recommendation(s)/Next Step(s):

Debrief and discuss ways to improve the in-custody survey questions and distribution process.

Contra Costa County In-Custody Survey 2025

The Community Advisory Board (CAB) Programs & Services Subcommittee wants to better understand your health, goals, and needs while you are in jail and after release. Your answers will help CAB make recommendations to improve services for people returning home from jail or prison. Thank you for your time!

1. Where are you currently staying?

- Martinez Detention Facility
- West County (Richmond)
- Marsh Creek (Clayton)

2. How long have you been detained at your current facility?

- Less than one (1) week
- One (1) week to less than one (1) month
- One (1) month to less than three (3) months
- Three (3) months to less than six (6) months
- Six (6) months to less than one (1) year
- More than one (1) year
- Prefer not to answer
- Unknown

3. Do you have any of these health concerns? (Select all that apply)

- Chronic illness (e.g., diabetes, heart disease, chronic pain)
- Physical challenges (e.g., trouble walking, moving, or doing daily tasks)

- Concerns about drug or alcohol use
- Learning or developmental (e.g., ADHD, dyslexia, autism)
- Vision or hearing loss
- None of the above

4. Do you have any mental health or emotional concerns? (Select all that apply)

- Mental health challenges (e.g., anxiety, depression, PTSD, bipolar, etc.)
- Guilt or emotional pain about past behavior
- Feeling disconnected from your beliefs, values, or purpose
- None of the above

5. Where do you expect to live after release?

- West County (Richmond, San Pablo, etc.)
- Central County (Martinez, Concord, Walnut Creek, etc.)
- East County (Antioch, Pittsburg, Bay Point, etc.)
- Far East County (Brentwood, Oakley, etc.)
- Outside of Contra Costa County

6. What are the top three needs or concerns that are most important to you after release?

- Housing
- Employment or job training
- Mental health or counseling
- Substance use treatment
- Family or parenting support
- Legal help
- Transportation
- Income or public benefits
- Education
- Immigration services
- Supportive community or positive relationships
- Spiritual or emotional support
- Other: _____

7. What kinds of help or services would best support your goals after release? (Select all that apply)

- Housing help
- Job training or employment programs
- Mental health or counseling
- Substance use treatment

- Family or parenting programs
- Legal help
- Transportation assistance
- Financial or benefits help
- Supportive community programs
- Spiritual or emotional support
- Other: _____

8. What supportive services are most needed inside the jail? (Select all that apply)

- Education or vocational training
- Mental health support
- Substance use treatment
- Family or parenting programs
- Faith-based or spiritual support
- Connections to community programs before release
- Gender-specific programs
- Other: _____

9. What race or ethnicity do you most identify with?

- White
- Black or African American
- Hispanic/Latinx
- Asian or Pacific Islander
- American Indian/Alaskan Native
- Two or more races
- Prefer not to say

10. What gender do you identify as? (Select all that apply)

- Male
- Female
- Transgender
- Nonbinary
- Prefer not to say

11. What is your age group?

- 18-25
- 26-45

46-64

65 or older

Thank you for sharing your experiences. Your input will help improve programs and support for people returning home.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1163

Agenda Date: 3/19/2026

Agenda #: 6.

Advisory Board: CAB Programs & Services Subcommittee

Subject: Client Feedback Process

Presenter: Tiffany Anaya, Subcommittee Chair

Information:

Review the proposed Client Feedback Process and timeline submitted by the Office of Reentry and Justice. Note that the timeline will be revised due to canceled meetings, and focus group planning will be introduced, with a detailed logistics discussion at the next meeting.

Referral History and Update:

The CAB Programs and Services Subcommittee gathers client feedback to better understand community needs, and the CAB Policy and Budget Subcommittee uses this information to inform recommendations to the Community Corrections Partnership (CCP). Due to canceled meetings, the original client feedback timeline will be revised, as the previously established schedule is no longer feasible. Focus group planning will be introduced during this meeting, with a more detailed discussion and review of logistics scheduled for the next meeting. The Board will have the opportunity to provide input and feedback at that time.

Recommendation(s)/Next Step(s):

Provide input on the proposed client feedback process, including its purpose and timeline, and confirm any adjustments to the timeline and activities for implementing the focus groups.

Client Feedback Process - DRAFT Purpose: The purpose of the client feedback process is to gather input from the county's justice-involved population regarding their knowledge of and access to available reentry services, as well as to better understand their needs to inform CAB's future recommendations.

Date (Month/Year)	Activities		
	General	Program & Services	Policy & Budget
November 2025		Distribute In-custody survey (ORJ)	
January 2026		Receive & analyze In-Custody Survey results. (ORJ)	
February 2026		Presentation of In-Custody Survey results to CAB Programs & Services	Presentation of In-Custody Survey results to CAB Policy & Budget Subcommittees.
March 2026	Presentation of In-Custody Survey results at CAB General Meeting	Programs & Services begin developing post-release survey and focus group questions.	
April 2026		Distribute post-release survey and/or conduct post-release focus group(s).	
May 2026		Analyze survey/focus group findings.	
June 2026	Presentation of post-release results and a discussion of the comparison between in-custody and post-release results will take place at the CAB General Meeting.	Programs & Services Subcommittee will review comparative survey information and develop preliminary ideas for recommendations	Policy & Budget Subcommittee will review comparative survey information and develop preliminary ideas for recommendations
July 2026	CAB receives update on Subcommittees' initial ideas for recommendations at the General Meeting	Programs & Services Subcommittee continue refining initial ideas for recommendations based on comparative client feedback information and invite service providers to give input.	Policy & Budget Subcommittee continue refining initial ideas for recommendations based on comparative client feedback information and invite service providers to give input.

August 2026	CAB discusses and prioritizes Subcommittees' ideas for recommendations at the General Meeting	Programs & Services discusses lessons learned from the Client Feedback Process.	Policy & Budget begins drafting CAB recommendations.
September 2026			Policy & Budget Subcommittee presents proposed recommendations at the General Meeting and will revise them based on member feedback.
October 2026	CAB approves revised recommendations and budget request at the General Meeting.		
November 2026	CAB presents recommendations during the Community Corrections Partnership (CCP) Budget Workshop.		
December 2026	CAB presents any follow-up information as requested by the CCP.		

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.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1164

Agenda Date: 3/19/2026

Agenda #: 7.

Advisory Board: CAB Programs & Services Subcommittee

Subject: CAB Meeting Schedule 2026

Presenter: Tiffany Anaya, Subcommittee Chair

Information:

Review the Community Advisory Board (CAB) meeting schedule for 2026.

Referral History and Update:

The CAB meeting schedule for 2026, with particular attention to the CAB Programs & Services Subcommittee meetings, will be reviewed to determine whether the proposed dates and times align with Subcommittee members' availability.

Recommendation(s)/Next Step(s):

Review the proposed meeting schedule and provide any recommended edits or feedback prior to approval.

Community Advisory Board (CAB) Meeting Schedule 2026

General Full Body Meetings

(2nd Thursday of the Month)

10 AM – 12 PM

Meeting Date
2/12/26
3/12/26
4/7/26
5/14/26
6/11/26
7/9/26
8/13/26
9/10/26
10/8/26
11/12/26
12/10/26

Outreach & Community Engagement Subcommittee Meetings

(4th Tuesday of the Month, except Jan 2026)

11 AM – 12:30 PM

Meeting Date
*1/27/26
2/17/26
3/17/26
4/28/26
5/26/26
6/23/26
7/28/26
8/25/26
9/22/26
10/27/26
11/24/26
12/22/26

Community Advisory Board (CAB) Meeting Schedule 2026

Programs & Services Subcommittee Meetings

(3rd Thursday of the Month, except Jan 2026)

11 AM – 12:30 PM

Meeting Date
*1/15/26
2/19/26
3/19/26
4/16/26
5/21/26
6/18/26
7/16/26
8/20/26
9/17/26
10/15/26
11/19/26
12/17/26

Policy & Budget Subcommittee Meetings

(3rd Monday of the Month, except Jan 2026)

11 AM – 12:30 PM

Meeting Date
*1/19/26
2/9/26
3/16/26
4/20/26
5/18/26
6/15/26
7/20/26
8/17/26
9/21/26
10/19/26
11/16/26
12/21/26
