

CAB Outreach and Community Engagement Committee – 2026 Work Plan

Objective(s): Community Outreach & Community Engagement’s Goals

Task	Outcomes Goals	Timeline	Responsible Persons/ Resources
	Task 1 –Survey incoming CAB members to assess their knowledge of AB 109, current CAB initiatives, Subcommittee roles, and responsibilities. Use results to identify gaps in the current membership and guide targeted recruitment to strengthen the Board’s expertise.	January – December (Further review)	
Membership Cultivation	Task 1 - To have the Application listed on the appropriate Contra Costa County websites to recruit for current and future CAB member vacancies.	January – December (Completed)	All (and ORJ)
	Task 2 – OCEC will conduct outreach to County and City Boards/Commissions, community-based organizations, and faith-based communities through presentations and site tours to support recruitment for current and future CAB membership needs.	January – December (Ongoing)	All (and ORJ)
	Task 3 – OCEC will collaborate with ORJ to review CAB membership applications and, in accordance with the Operating Guidelines, create an application pool. OCEC will request additional support as needed.	January – December (Completed)	All
	Task 4 – OCEC will interview prospective CAB applicants and make recommendations to the full CAB for approval of new member(s). Additional support will be requested as needed. <ul style="list-style-type: none"> • Applicant Expectations • Applicant Interview Questions 	January-December (Ongoing)	All
	Task 5- The OCEC and CAB Chair will ensure that all newly selected CAB members receive New Member Orientation and Onboarding. <ul style="list-style-type: none"> • New Member Onboarding 	January-December (Ongoing)	CAB Chair & OCEC Chair
	Task 6 – Coordinate the annual CAB Retreat to orient new and existing members. The retreat will review the CAB’s purpose and function, provide team-building opportunities, and allow members to strategize, improve communication, and align	November – January (Ongoing)	All (and ORJ)

	with the CAB's overall goals.		
Community Outreach	Task 1 – Update the CAB outreach presentation to reflect the current CAB Policy Statement and platform.	May (Completed)	ORJ & OCEC Subcommittee
	Task 2 – Identify and track County and City Boards/Commissions, CBOs, faith-based, and community meetings that impact the reentry population. Gather community input, concerns, and recommendations for reentry services (e.g., HIP, QAC, RSC Steering Committee, CCP, PPC, BOS).	May (Ongoing)	All (and ORJ) (Note: OCEC will draft and maintain a list of Board and Committee meetings for CAB members to attend.)
	Task 3a – OCEC will develop a list of boards, commissions, and organizations for CAB outreach to educate them about the CAB's purpose, activities, and work related to the reentry population. Task 3b – OCEC will remind CAB representatives to report back to the CAB on the purposes of the organizations they engaged with, including shared goals and objectives with the CAB. Task 3c – OCEC will regularly monitor and update the outreach list and provide ongoing updates to the CAB.	January-December (Ongoing)	All members (CAB Full Body) (Note: Discuss w/ Full Body what meetings CAB members can attend)
	Task 4 – Coordinate the CAB Ambassadors Program by assigning CAB members as liaisons to the Board of Supervisors and the CCP Executive Members, creating a two-way channel for information sharing. Support the CAB in developing messaging and talking points for the program.	March – July (Note: discuss assignments, roles and scheduling at annual CAB Retreat)	All members (CAB Full Body & ORJ)