

# Contra Costa County Community Advisory Board on Public Safety

## New Member Onboarding

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## 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

## 2. Community Advisory Board Structure

### Purpose:

The Community Advisory Board (CAB) provides community input and oversight for implementation of 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.

## **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 may miss up to three (3) regular meetings for any reason. Members absent from four (4) regular meetings will automatically be removed from the CAB.

## **5. Subcommittees**

The board maintains several standing subcommittees. Each member is expected to serve on at least one:

### **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
- Promotes available services

## 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:

- County AB109 Implementation Plan
- Annual Reports and Evaluations
- Strategic Plan
- Budget Documents
- Meeting Minutes and Agendas

### Training Opportunities:

- New Member Orientation (required)

- Annual Retreat
- AB109 Symposium
- ORJ's Procurement Process and Proposal Review Training
- Site Visits to Model Programs

### **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?

## **9. First 90 Days Checklist**

- Meet with board chair and/or OCEC chair for individual orientation
- Plan to attend annual retreat
- Review AB109 Implementation Plan and recent annual reports
- Join at least one subcommittee
- Tour key facilities (jail, day reporting center, etc.)
- Meet with Director of Office of Reentry & Justice
- Review previous six months of meeting minutes
- Complete required ethics training

## **10. Contact Information**

### **Board Leadership:**

- Chair: [Name], [Phone], [Email]
- Vice Chair: [Name], [Phone], [Email]
- Secretary: [Name], [Phone], [Email]

### **Subcommittee Chairs:**

- Programs and Services: [Name], [Email]
- Policy and Budget: [Name], [Email]
- Outreach and Community Engagement: [Name], [Email]

### **County 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
- CCP Executive Committee Liaison: [Name], [Phone], [Email]

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