

Contra Costa County Community Advisory Board on Public Safety

New Member Onboarding

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. Confidentiality and Ethical Guidelines
9. First 90 Days Checklist
10. 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

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 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 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]

Document Last Updated: April 21, 2025