

Report from a Committee Meeting of the CAB – Outreach & Community Engagement Subcommittee (OCEC)

Group Name	Outreach & Community Engagement Subcommittee (OCEC)	Date	8/26/25
Chair	Demetria Lawrence	Time	2:00PM-3:30PM
Recorder	Gariana Youngblood	Location	50 Douglas Dr. Martinez, CA

MEETING ATTENDED BY THE FOLLOWING

Nicole Green	Alexandria Van Hook	Staff: Gariana Youngblood

MEETING HIGHLIGHTS

- Reviewed the CAB Overview Presentation
- Reviewed CAB Outreach Budget Proposal
- Discussed outreach and recruitment efforts
- Rescheduled CAB OCEC's September meeting

NEXT STEPS

- Review Outreach & Community Engagement Presentation
- Review CAB Outreach Budget Proposal
- Discuss CAB strategies for recruitment & outreach
- Discuss CAB OCEC meeting schedule

ACTION REQUESTED OF FULL CAB

- Review CAB application expectations, onboarding document, and interview questions.

IMPORTANT DATES

- Next CAB Outreach & Community Engagement Subcommittee Meeting is Monday, September 15, 2025, at 2 p.m.

ATTACHMENTS

- Applicant Expectations
- Interview Questions
- New Member Orientation

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 selected by CAB (2-3 hours per event)
- Commit to 3-year term of service
- Attend at least 2-3 of the CCP meetings virtually (approximately 1-2 hours)

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 when applicable (approximately 2-4 visits annually)
 - Attend relevant trainings to stay informed on best practices and emerging issues
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Document Last Updated: June 2025

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Applicant Interview Questions

Overview

OCEC will select 5-10 questions for each applicant. The OCEC Vice Chair will record which questions were asked for the CAB to review when considering the applicant's CAB application. CAB Application Interview Questions should not be listed on the OCEC agenda when reviewing 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?

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 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 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. CAB will review the membership status of any member who is absent from four (4) regular CAB meetings or four regular CAB Subcommittee meetings.

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 challenges with meeting attendance or punctuality, please contact 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

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: Tracy Simpson
- 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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Report from a Committee Meeting of the CAB – Programs & Services Subcommittee

Group Name	Programs & Services Subcommittee	Date	8/21/25
Chair	Tiffany Anaya	Time	11:00AM-12:30PM
Recorder	Gariana Youngblood	Location	50 Douglas Dr. Martinez, CA

MEETING ATTENDED BY THE FOLLOWING

Rena Moore	Rena Hurley	Staff: Gariana Youngblood
Wilanda Hughes (Vice Chair)	Jill Ray, Office of Supervisor Candace Andersen	Staff: Kimmy Aseo
Michelle Elizondo	Genoveva Zesati	

MEETING HIGHLIGHTS

- Reviewed the CAB Programs & Services work plan.
- Provided updates on Program tours.
- Discussed the in-custody survey questions and process.

NEXT STEPS

- Brainstorm future service model ideas.
- Updates on Program tours
- Discuss scheduling in-custody, post-custody, focus groups, and provider surveys

ACTION REQUESTED OF FULL CAB

- N/A

IMPORTANT DATES

- Next CAB Programs & Services Subcommittee Meeting is Thursday, September 18, 2025, at 11 a.m.

ATTACHMENTS
• N/A

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

Group Name	Programs & Services Subcommittee	Date	9/18/25
Chair	Tiffany Anaya	Time	11:00AM-12:30PM
Recorder	Gariana Youngblood	Location	50 Douglas Dr. Martinez, CA

MEETING ATTENDED BY THE FOLLOWING

Tiffany Anaya (Chair)	Rena Hurley	Staff: Patrice Guillory
Wilanda Hughes (Vice Chair)	Kimmy Aseo	Staff: Gariana Youngblood
Rena Moore		

MEETING HIGHLIGHTS

- Reviewed CAB Programs & Services Work plan.
- Update on Program tours.
- Discussed timeline for client feedback process.
- Brainstorm future service model ideas.

NEXT STEPS

- Review of CAB Programs & Services Work plan.
- Updates on Program tours.
- Review in-custody survey and process.
- Discuss future service model ideas.

ACTION REQUESTED OF FULL CAB

- N/A

IMPORTANT DATES

- Next CAB Programs & Services Subcommittee Meeting is Thursday, October 16, 2025, at 11 a.m.

ATTACHMENTS

- N/A

Report from a Committee Meeting of the CAB – Policy & Budget Subcommittee

Group Name	Policy & Budget Subcommittee	Date	8/18/25
Chair	Justin Van Zerber	Time	11:00AM-12:30PM
Recorder	Gariana Youngblood	Location	50 Douglas Dr. Martinez, CA

MEETING ATTENDED BY THE FOLLOWING

Justin Van Zerber (Chair)	Briana Lucca	Staff: Patrice Guillory
Traci Simpson (Vice Chair)	Kimmy Aseo	Staff: Gariana Youngblood
Jill Ray, Office of Supervisor Candace Andersen		

MEETING HIGHLIGHTS

- Reviewed CAB Policy & Budget work plan.
- Discuss data dashboard and metrics.
- Discuss stipends.

NEXT STEPS

- Discuss stipends.

ACTION REQUESTED OF FULL CAB

- N/A

IMPORTANT DATES

- Next CAB Policy & Budget Subcommittee Meeting is Monday, September 15, 2025, at 11 a.m.

ATTACHMENTS

- N/A

Report from a Committee Meeting of the CAB – Policy & Budget Subcommittee

Group Name	Policy & Budget Subcommittee	Date	9/15/25
Chair	Justin Van Zerber	Time	11:00AM-12:30PM
Recorder	Gariana Youngblood	Location	50 Douglas Dr. Martinez, CA

MEETING ATTENDED BY THE FOLLOWING

Justin Van Zerber (Chair)	Nicole Green	Staff: Patrice Guillory
Traci Simpson (Vice Chair)	Trav Grindall	Staff: Gariana Youngblood
Briana Lucca	Jill Ray, Office of Supervisor Candace Andersen	

MEETING HIGHLIGHTS

- Reviewed CAB Policy & Budget Work plan.
- Discussed stipends
- Discussed CAB Budget Recommendations to the Community Corrections Partnership (CCP)

NEXT STEPS

- Review of CAB Policy & Budget Work plan
- Discuss CAB Policy Recommendations 26/27

ACTION REQUESTED OF FULL CAB

- N/A

IMPORTANT DATES

- Next CAB Policy & Budget Subcommittee Meeting is Monday, October 20, 2025, at 11 a.m.

ATTACHMENTS

- N/A