

CAB Outreach and Community Engagement Committee – 2025 Work Plan

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

Task	Outcomes Goals	Timeline	Responsible Persons/ Resources
	Task 1 – Survey CAB on the knowledge base of the current CAB members. To be used to evaluate prospective new member applications in terms of the voids in knowledge base of the current CAB membership. This will allow for the search for targeted knowledge base during recruitment process.	January – December (Further review)	(Note: Not a target focus for 2025)
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	All (and ORJ)
	Task 2 – OCEC outreach to County and/or City Boards/Commissions, CBOs, and Faith-Based communities for the recruitment of current and future membership needs.	January – December	All (and ORJ)
	Task 3 – OCEC will work with ORJ in reviewing the CAB membership applications and follow the Operating Guidelines to create an application pool.	January – December (Completed)	All
	Task 4 – Interview the prospective new CAB membership applicants and make recommendations to the full CAB for approval of any new CAB member(s).	January-December (Ongoing)	All
	Task 5 - OCEC shall plan, develop, and schedule Annual Onboarding/Orientation training for new CAB members held in January of each calendar year.	June-December	All (and ORJ)
	Task 6- OCEC will also ensure that all CAB members who are selected to the board after the annual training are offered and receive the essential elements of that orientation to meet their training needs.	January-December (Further review)	All (and ORJ)
Community Outreach	Task 1 – Update the CAB outreach presentation PowerPoint to reflect the current CAB Policy Statement and Platform.	May	ORJ & OCEC Subcommittee
	Task 2 – Identify and Log the County and City Boards/Commissions, CBOs, Faith-Based and community meetings that directly affect the re-entry population. Seek community input, concern, and recommendations for reentry services. For example: HIP, QAC, RSC Steering Committee, CCP, PPC, BOS, etc.	May (Ongoing)	All (and ORJ) (Note: OCEC will draft a list of Board / Committee meetings for CAB to attend and keep track of)

Task 3 – A CAB representative(s) will attempt to visit monthly or participate by other means a minimum of one County or City Boards/Commissions or COS or community meetings that directly affect the reentry population, in an effort to educate those organizations on the CAB’s purpose, activities, boards the CAB advises and what type of work the CAB is doing in relation to the reentry population. In addition, the CAB representative(s) is to report back to the CAB on the outreached organizations’ basic purposes and on their shared goals and objectives with the CAB.

Task 4 – Coordinate the CAB Ambassadors program to assign CAB members to be ambassadors to the BOS and CCP Executive Members in order to create a two-way channel for sharing information between the CAB and the BOS and CCP. Assist CAB in developing messaging of talking points related to the Ambassadors Program.

Task 5 – Coordinate the annual CAB Retreat designed to orient both new and existing members. This retreat discusses the CAB’s purpose and function while providing an opportunity for team-building activities. Members will also engage in strategizing plans, improving communication, and realigning with the CAB’s overall goals.

January-December
(Ongoing)

All members (CAB Full Body)

(Note: Discuss w/ Full Body what meetings CAB members can attend)

March – July

All members (CAB Full Body & ORJ)

(Note: discuss assignments. September-October (Meetings to be scheduled))

November – January
(Ongoing)

All (and ORJ)

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