



CONTRA COSTA COUNTY

Committee Meeting Minutes

Community Advisory Board on Public Safety

Friday, March 28, 2025

10:00 AM

50 Douglas Dr., Martinez |
<https://us06web.zoom.us/j/88311429903>

Call in: (669) 900-6833 |

Meeting ID: 883 1142 9903 |

Access Code: 614111

Outreach & Community Engagement Subcommittee Meeting

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

Demetria Lawrence called the meeting to order at 10:23 a.m.

1. Roll Call and Introductions

Present Demetria Lawrence, Alexandria Spearman, and Gloribel Pastrana

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

3. CONSIDER approving the Record of Action from the February 25, 2025, [25-1128](#)
CAB Outreach & Community Engagement Subcommittee Meeting.

Attachments: [DRAFT CAB Outreach & Community Engagement Subcommittee Record of Action - February 25, 2025](#)

Motion: Spearman

Second: Pastrana

Aye: Lawrence, Spearman, and Pastrana

Result: Passed

4. Discuss Ambassador Program Guide [25-1129](#)

Attachments: [Ambassadors Program Guide & Talking Points](#)

Discussion held
Public comment received.
Demetria will draft guidelines for taking meeting notes.
Alexandria will create an Ambassador checklist

5. Discuss Community Advisory Board's Interview Process [25-1130](#)

Attachments: [DRAFT Community Advisory Board's Interview Questions](#)

Discussion held.
Public comment received
Demetria will revise interview questions
Follow-up with Patrice on best practices for interviewing during public meetings
Create a set of expectations for CAB applicants

6. Discuss Community Advisory Board's Orientation and On Boarding Process

No Discussion held
Discuss CAB's orientation and on boarding process at next meeting.

7. The next meeting is currently scheduled for Tuesday, April 22, 2025, at 11 a.m.

Next Steps:

- Revise Ambassador's Program Guide
 - o Draft questions / reference guide for BOS meetings
- Orientation/Onboarding Process
- CAB Interview Process
- Finalize CAB OCEC Work Plan
- AB 109 Mini Summit

8. Adjourn

The meeting was adjourned at 11:32 a.m. by Demetria Lawrence. The next scheduled meeting of the Subcommittee is Tuesday, April 22, 2025, at 11 a.m.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 50 Douglas Drive, Martinez, California 94553, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Gariana Youngblood, Committee Staff
gariana.youngblood@orj.cccounty.us