

OPERATING GUIDELINES

of

CONTRA COSTA COUNTY COMMUNITY CORRECTIONS PARTNERSHIP COMMUNITY ADVISORY BOARD ON REALIGNMENT (as amended and CCP approved – December 1st, 2023)

ARTICLE 1

NAME OF ADVISORY COMMITTEE

The name of this Contra Costa County Community Corrections Partnership (hereinafter referred to as ‘CCP’) advisory committee shall be the Community Advisory Board on Realignment (hereinafter referred to as ‘CAB’).

ARTICLE 2

DUTIES AND POWERS

Section 1. CAB shall advise CCP by providing input on community needs; assessing implementation of the Contra Costa County Reentry Strategic Plan; reviewing data on realignment outcomes; advising CCP on community engagement strategies; offering recommendations for ongoing realignment planning; advising County agencies regarding programs for implementation in the County; and encouraging outcomes that are consistent with the County’s Reentry Strategic Plan.

Section 2. Members of CAB agree to participate in all CAB regular monthly meetings, as described in Article 5, Sections 2 and 3. CAB Members must also make reasonable efforts to attend a minimum of two (2) CCP meetings per year.

In addition to attending all CAB regular monthly meetings, each CAB Voting Member must be a member of at least one CAB subcommittee during their term of service. CAB has the following three Subcommittees: (1) Policy and Budget; (2) Programs and Services; and (3) Outreach and Community Engagement (collectively, “CAB Subcommittees”). See CAB Subcommittee charters at **Attachment 1**.

Section 3. It is understood that the Board of Supervisors is the final decision-making authority with respect to issues concerning realignment, and that CAB shall serve solely in an advisory capacity to the CCP. CAB may not, as a body, take positions on candidates for any public office.

ARTICLE 3
MEMBERSHIP

Section 1. CAB shall consist of twelve (12) voting members (“Voting Members”), and three (3) non-voting alternate members (“Alternate Members”) (collectively, “Members”). Members shall be nominated by CAB, and then appointed by the CCP. The membership recruitment and selection process must encourage participation by formerly incarcerated individuals, as well as individuals impacted by crime.

Members must reside or work in Contra Costa County. Members will consist of the following: representatives of community groups; service providers working with people with criminal backgrounds; members of the criminal justice system, including advocates for alternative methods, such as community courts and restorative justice; subject-matter experts; formerly incarcerated individuals, and the families of incarcerated or formerly incarcerated individuals; crime victims and the families of crime victims; and other interested individuals.

Members should represent the geographic, gender, cultural, and ethnic diversity of the community and, to the extent possible, should proportionally represent the communities of Contra Costa most impacted by incarceration and reentry. Members should also represent a variety of areas of expertise relevant to reentry, including physical health, mental health, education, employment, housing, family reunification, and legal services, among others, as well as anyone interested in public safety issues.

Alternate Members, whenever practicable, shall include representatives of West, Central, and East County.

Section 2. The term of each Member of CAB shall be for three (3) years in duration. All terms expire on December 31 of the Member’s third consecutive year of service. Any Member may pursue future CAB membership in the usual manner once their term has expired.

For purposes of determining the number of years served, any time served as a Member during any given calendar year shall be counted as one (1) year served, except when a Member is appointed on or after July 1 of any given calendar year. For such Members appointed on or after July 1, any time served for the remainder of that year shall not be counted towards a year of service, but any time served the following year shall be counted as one (1) year served. Any time served as an Alternate Member shall not count towards time served as a Voting Member.

Section 3. Each year CAB will nominate a slate of CAB Members and present this slate of nominees to the CCP for appointment no later than the first CCP meeting of the calendar year in which the nominated CAB slate is expected to serve.

During a regular or specially noticed CAB meeting, any Voting Member may make a motion to nominate an Alternate Member, or other individual, to fill a midterm Voting Member vacancy. Likewise, any Voting Member may make a motion to fill a midterm Alternate Member vacancy with a new, qualified individual. A 2/3 majority vote of Voting Members, or their alternates, present during the meeting is required to approve the nomination. Following CAB’s approval, the newly nominated individual shall be presented to the CCP for appointment at the next regularly scheduled CCP meeting.

In filling any vacancy, CAB shall be guided by the criteria set forth in Article 3, Section 1, to ensure the balance of Countywide representation, and that areas of expertise are

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maintained, wherever possible. In filling any vacancy, preference shall be given to Alternate Members who have a consistent record of meeting attendance and participation. Whenever practicable, for any vacancy occurring within the first thirty (30) days of CCP appointing the annual CAB slate, individuals nominated for the vacancy should come from the most recent pool of CAB membership applicants.

Section 4. Members are required to attend all regularly scheduled CAB meetings. Members may miss up to three (3) regular CAB meetings for any reason. CAB Subcommittee members may miss up to three (3) CAB Subcommittee meetings for any reason. CAB will review the membership status of any Member who is absent from four (4) regular CAB meetings, or four (4) regular CAB Subcommittee meetings, to determine whether the Member should be removed from CAB. Any Member removed from CAB under this section is eligible to pursue future CAB membership in the usual manner.

Section 5. A Member may resign from any CAB appointment, including CAB membership, by written notice delivered to the CAB Chair, CAB Vice-Chair, or the Office of Reentry and Justice (hereinafter referred to as 'ORJ'). Any Member who has resigned pursuant to this section is eligible to pursue future CAB membership in the usual manner.

Section 6. CAB may remove any Member from any appointment, including CAB membership, for actions detrimental to CAB or the Contra Costa County Reentry Strategic Plan by approving a removal action by 2/3 majority vote of Voting Members, or their alternates, present during any regular or specially noticed CAB meeting. Before any vote on a removal action can be taken, there must be a motion that clearly states a Member's alleged detrimental actions, and how these actions qualify the Member for removal under the provisions of this section. Any Member removed from CAB through the provisions of this section will be deemed ineligible for future CAB membership.

ARTICLE 4 **OFFICERS**

Section 1. The officers of CAB shall be—in order of rank—the Chair, Vice-Chair, and Secretary. Each Member's status as an officer will end with their annual year of service of membership unless the Member renews their status as an officer within the final ninety (90) days of a Member's annual year of service by either providing verbal notice of the Member's intent to renew their officer status during any regular or specially noticed CAB meeting, or by providing written notice of the same delivered to the CAB Chair, or CAB Vice Chair, or the ORJ within the same ninety (90) day time period.

If a Member does not renew their status as an officer, the highest-ranking officer may call for officer nominations and a majority vote during a regular general body meeting within the first quarter of the calendar year. Any action to remove a Member's officer status must occur in accordance with the provisions of Article 3, Section 6.

Section 2. The CAB Chair shall be responsible for conducting CAB meetings, developing, and distributing agendas in collaboration with the ORJ, and for the convening of any necessary working groups or ad hoc committees.

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Additionally, the CAB Chair shall have the power of appointment as required to accomplish CAB business. This power shall include the sole discretion to appoint and remove a Member from any role or duty specifically assigned to the CAB Chair, or their designee. Any other appointment by the Chair will be ineffective after ninety (90) days without subsequent action by the CAB, during any regular or specially noticed CAB meeting, approving the appointment.

The CAB Chair is also responsible for ensuring the duties of the Secretary are carried out in the Secretary's absence, and for providing necessary status reports concerning CAB business to the CCP, Contra Costa Board of Supervisors, the subcommittees of either body, and/or to the general public.

Section 3. The CAB Vice-Chair shall act for the Chair in his or her absence. The CAB Vice-Chair shall also serve as the Chair of CAB's Policy and Budget Subcommittee, and shall be responsible for the development, timely presentation, and reporting of CAB's approved annual Budget and Advisory Policy Recommendations to the CCP for consideration.

Section 4. The CAB Secretary shall record, produce, and provide for the availability and distribution of minutes for each regular and specially noticed CAB meeting. The Secretary shall also be responsible for maintaining CAB attendance records, email lists controlled by CAB, and the CAB online calendar.

Section 5. The first order of business for any CAB meeting where there is an officer vacancy shall be an attempt to fill the vacancy by first selecting a Chair, then a Vice-Chair, and finally a Secretary. It shall be the duty of the CAB Chair to facilitate this process, with assistance from the ORJ, as necessary.

Section 6. Voting for any officer position must occur during a regular or specially noticed CAB meeting. A Voting Member is properly nominated to an officer position when, before the first vote of a meeting for the position, any other Member provides either a verbal nomination or a second of the Voting Member's verbal self-nomination.

When voting for an officer, all Voting Members, or their alternates, shall have exactly one vote. Only votes for a properly nominated Member will be counted, and all other votes will be treated as an abstention. To be appointed to a CAB officer position, a properly nominated Member must obtain the most votes in a single round of voting. If no Member receives the votes required for appointment, a second vote shall be taken where only Members who have received the largest number of votes in the previous round of voting will continue to be recognized as properly nominated.

After at least two unsuccessful votes for an officer, the CAB Chair may call for the subsequent vote to select by lottery consisting of exactly 5 Members who are not properly nominated for the officer position. At any time, a call for a vote to select by lottery for an officer position, or at any time no Member is properly nominated for an officer position, the CAB Chair may call for an immediate vote on their own motion to suspend further voting on the officer position for the remainder of the current meeting. This motion to suspend shall not require a second, but otherwise shall proceed as any other general CAB action.

ARTICLE 5
MEETINGS AND NOTICE

Section 1. Open public meetings shall be conducted in accordance with the provisions of the “Brown Act” (Government Code section 54950 *et seq.*) and the County’s Better Government Ordinance including the pre-meeting posting of the agenda.

Section 2. The regular meetings (aka general monthly meetings) of CAB shall be held on the second Thursday of every month from January through December.

Section 3. The regular meetings shall be held at the Probation Department, located at 50 Douglas Drive, Second Floor, Martinez, CA, from 10:00 a.m. to 12:00 p.m., or as otherwise designated by the CAB.

Section 4. A quorum shall be a majority of the authorized number of Voting Members, or their alternates. A “majority” of the authorized number of Voting Members means a majority of the authorized Voting Member positions, whether or not all of the Voting Member positions have been filled. Because CAB has twelve (12) authorized Voting Member positions, a quorum exists when at least seven (7) Voting Members, or their alternates, are present. No CAB meeting or action shall be taken unless a quorum is present.

Each Voting Member, or their alternate, has one vote and a simple majority vote of the Voting Members, or their alternates, present is needed to take action or pass a motion, unless a more demanding majority is explicitly called for in these Operating Guidelines.

Alternate Members shall not participate in voting at any regular or special CAB meeting, except as stated in these Operating Guidelines, or when explicitly designated by the CAB Chair to represent an absent Voting Member. The Alternate Member’s voting designation shall apply only for the duration of the specific CAB meeting in which such a designation occurs. Alternate Members may, at the discretion of the CAB Chair, be designated to represent the vote of any absent Voting Member, however, first priority shall be given to an Alternate Member who represents the same region of the County that the absent Voting Member represents.

Section 5. Agendas for each CAB meeting shall be emailed to the CCP email list at least seventy-two (72) hours before each regular CAB meeting.

Section 6. CAB shall hold special meetings as necessary to ensure timely and effective input on realignment-related planning, or for other urgent matters. Special meetings may be called by the CAB Chair or by a majority of CAB Members. Agendas shall be posted and emailed to the CCP email list at least twenty- four (24) hours before each special meeting.

Section 7. A regular meeting may be rescheduled by any two Officers of CAB if necessary to ensure attendance by either the CAB Chair or CAB Vice-Chair.

ARTICLE 6
CAB STANDING SUBCOMMITTEES

Section 1. CAB may establish standing subcommittees to address specific issues or concerns. CAB subcommittees will meet no less than quarterly, and will be open to the public. Only CAB Members are authorized to serve as CAB subcommittee members.

Currently, CAB has established the following three CAB Subcommittees, with the following number of CAB Members authorized to sit on each CAB Subcommittee:

- 1) Policy and Budget Subcommittee – Three (3) Members of CAB
- 2) Program and Services Subcommittee – Three (3) Members of CAB
- 3) Outreach and Community Engagement Subcommittee – Three (3) Members of CAB

Section 2. The Chair for the Policy and Budget Subcommittee shall be the CAB Vice-Chair. Other Subcommittee leadership will be named by the CAB Chair, and confirmed by a vote of the full CAB according to these Operating Guidelines.

Section 3. For each of the CAB Subcommittees, a quorum shall be a majority of the authorized number CAB Subcommittee members, or their alternates. A “majority” of the authorized number of CAB Subcommittee members means a majority of the authorized CAB Subcommittee positions, whether or not all of the CAB Subcommittee positions have been filled. For example, if a CAB Subcommittee has three (3) authorized member positions, a quorum exists when at least two (2) CAB Subcommittee members, or their alternates, are present. No CAB Subcommittee meeting or action shall take place unless a quorum is present. CAB Subcommittee decisions shall be made by vote, and governed by the voting and quorum rules set forth in these Operating Guidelines.

In the event there is no quorum due to a CAB Subcommittee member’s absence, any Member of CAB (including any Alternate Member) may, upon the request of the CAB Subcommittee, serve as a CAB Subcommittee alternate member and vote on any matter properly before the Subcommittee. The Subcommittee alternate’s designation will end when the Subcommittee meeting is adjourned. Decisions and voting tallies will be recorded in the meeting summary report.

Section 4. CAB Subcommittees shall not engage in activities that are not within the purpose and responsibilities outlined in their respective Subcommittee Charters (Attachment 1), or that conflict with these Operating Guidelines, State or local law, or policies that have been established by the CAB, CCP or the County’s Board of Supervisors. Subcommittees may recommend policies and decisions falling within their scope of authority provided by CAB, however the Subcommittees have no authority to establish policy, make decisions, hold non-public meetings, or create fiscal or other obligations of the CAB.

Section 5. CAB Subcommittee Charters, and any amendments thereto, require CAB approval in accordance with these Operating Guidelines.

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Section 6. Each CAB Subcommittee will function with a Subcommittee Chair, Subcommittee Vice-Chair, and at least one more CAB Member. The Subcommittee Chair shall be responsible for conducting the Subcommittee meetings, developing and distributing agendas, convening any necessary working groups, and ensuring compliance with these Operating Guidelines, the Brown Act, BGO, and other applicable State and County laws and policies.

Each CAB Subcommittee Vice-Chair shall perform secretarial functions, prepare written summaries of Subcommittee meetings and activities, and act as the Subcommittee Chair in his or her absence.

ARTICLE 7

Changes to Operating Guidelines

These Operating Guidelines may be altered, amended, or repealed by CAB, within the limitations imposed by the Brown Act, BGO, and the policies of the CCP and the Contra Costa County Board of Supervisors. No such alteration, amendment or repeal shall be effective unless and until the change has been approved by the CCP.

ATTACHMENT 1

CAB Standing Committee Charters

Policy and Budget Committee Charter

1. Name of the Committee

The name of this CAB Standing Committee shall be the Policy and Budget Committee.

2. Purpose

To assist the CAB in making Policy and Budget recommendations to advance effective uses of AB 109 funds and distribution.

3. Key Responsibilities

- a. Work collaboratively with CAB related work groups/committee.
- b. Develop a policy agenda and make recommendations as related to Reentry programs, services and population.
- c. Assist CAB with developing an Annual Budget Request.
- d. Analyze and make recommendations to improve departmental budget development reporting and analysis.
- e. Identify financial needs for training and consultation for the CAB.
- f. Other responsibilities and functions that advance the Committee's and the CAB's purpose.

Program and Services Committee Charter

1. Name of the Committee

The name of this CAB Standing Committee shall be the Programs and Services Committee.

2. Purpose

To Advance Justice Reinvestment & Protect Community Investments.

This will be achieved through proactive and reactive tasks including development of reports, informing and presenting to CAB, CCP, and Board of Supervisors on any Committee findings and recommendations, engaging service providers and stakeholders, promoting and supporting increased use of community needs assessments, promoting evidence based practices, and participation in other county committees/offices as assigned by the CAB.

3. Key Responsibilities

- a. Recommend program related policy around both existing and new funding opportunities with a focus on evidence practices (local, regional, national), innovation, and recommendations for implementation.
- b. Publish periodic reports on existing programs and services.
- c. Engage providers to educate CAB and/or Committee Members about their work, outcomes, needs, and recommendations.
- d. Promote a structure for and implementation of a comprehensive needs assessment for the County's reentry population (what's working/what's needed) to inform future program recommendations/funding allocations.
- e. Participate in program and service related RFP development process and panels; by assignment from Committee Chair and/or CAB overall.
- f. As directed by the CAB, assign Committee members to serve as formal liaison to County programs, offices, and agencies.
- g. Other responsibilities and functions to advance the Committee's purposes.

Outreach and Community Engagement Committee Charter

1. Name Of The Committee

The name of this CAB Standing Committee shall be the Outreach and Community Engagement Committee (OCEC).

2. Purpose

To assist CAB to fulfill its stated purpose of gathering and providing information and communications on the County's efforts in criminal justice reinvestment, by building stronger relationships with the community to educate them on what is happening with reentry and criminal justice, receiving community input, and improving public access to information on reentry efforts.

The OCEC's purpose will be achieved through the development of outreach, community engagement, and communication strategies. The OCEC will aid CAB with developing and recommending communication and outreach plans to reentry stakeholders, returning residents and families.

3. Key Responsibilities

- a. Identify outreach methods to engage the communities regarding specific initiatives and platforms relating to public safety realignment. Advise CAB and coordinate efforts among the CAB body and delegate and monitor proposed outreach strategies.
- b. Improve public access to information regarding realignment and reentry efforts throughout the county and local areas.
- c. Develop strategies/implementation plan regarding membership cultivation and prepare board for succession planning of all board members.
- d. Maintain the structure and provide coordinated efforts of the CAB Ambassadors Program. Assist CAB in developing messaging of talking points related to the Ambassadors Program and other topics as directed by CAB and the CAB chair.
- e. Assist CAB to organize an annual new member orientation and strategic planning.
- f. Work closely with the CAB secretary to monitor and update the CAB/Reentry Calendar.
- g. Other activities to advance the OCEC's purposes.