

CAB Outreach and Community Engagement Committee – 2026 Work Plan

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

Task	Outcomes Goals	Timeline	Responsible Persons/ Resources
	Task 1 – Strengthen CAB member engagement and effectiveness by using Engagement Survey results to assess member needs, identify improvement opportunities, clarify Subcommittee roles, address expertise gaps, and inform recruitment strategies.	January – December (Ongoing)	
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 (Completed)	All (and ORJ)
	Task 2 – OCEC will identify County and City Boards/Commissions, community-based organizations, and faith-based organizations as outreach partners to promote CAB membership opportunities and support current and future recruitment efforts. Task 2b - Create outreach and recruitment materials, including a CAB overview flyer, one-page summary, and FAQ document, to support community presentations, site tours, and engagement efforts with potential applicants and community partners.	January – December (Ongoing)	All (and ORJ)
	Task 3 – OCEC will collaborate with ORJ to review CAB applications and establish an application pool in accordance with the Operating Guidelines, requesting additional support as needed.	January – December (Completed)	All
	Task 4 – OCEC will interview prospective CAB applicants and make recommendations to the full CAB for approval of new member(s). Additional support will be requested as needed. • Applicant Expectations • Applicant Interview Questions	January-December (Ongoing)	All
	Task 5- The OCEC and CAB Chair will ensure that all newly selected CAB members receive New Member Orientation and Onboarding. • New Member Onboarding	January-December (Ongoing)	CAB Chair & OCEC Chair

	Task 6 – Coordinate the annual CAB Retreat to orient new members, engage existing members, review CAB purpose and functions, strengthen communication, and align member priorities with CAB goals. Begin retreat planning and content development in October.	October – January (Ongoing)	All (and ORJ)
Community Outreach	Task 1 – Maintain and update the CAB outreach presentation to ensure alignment with the current CAB Policy Statement, platform, priorities, and membership needs.	May	ORJ & OCEC Subcommittee
	Task 2 – Identify and monitor County and City Boards/Commissions, community-based organizations, faith-based organizations, and community meetings that impact the reentry population to gather community input, concerns, and recommendations related to reentry services. (e.g., HIP, QAC, RSC Steering Committee, CCP, PPC, BOS).	May (Ongoing)	All (and ORJ)
	Task 3a – OCEC will develop and maintain a list of boards, commissions, organizations, and community partners for CAB outreach and engagement opportunities. Task 3b – OCEC will establish a process for CAB representatives to report back on external meetings, including the organization’s purpose, shared goals, objectives, and opportunities for collaboration with the CAB. Task 3c – OCEC will regularly review and update the outreach list and provide ongoing updates to the CAB regarding outreach activities and engagement efforts.	January-December (Ongoing)	All members (CAB Full Body)
	Task 4 – Coordinate the CAB Ambassadors Program by assigning CAB members as liaisons to the Board of Supervisors and CCP Executive Members, establishing a two-way information-sharing process. Discuss assignments, roles, and scheduling during the annual CAB Retreat.	March – July	All members (CAB Full Body & ORJ)