

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 –Survey incoming CAB members to assess their knowledge of AB 109, current CAB initiatives, Subcommittee roles, and responsibilities. Use results to identify gaps in the current membership and guide targeted recruitment to strengthen the Board’s expertise.	January – December (Further review)	
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 conduct outreach to County and City Boards/Commissions, community-based organizations, and faith-based communities through presentations and site tours to support recruitment for current and future CAB membership needs.	January – December (Ongoing)	All (and ORJ)
	Task 3 – OCEC will collaborate with ORJ to review CAB membership applications and, in accordance with the Operating Guidelines, create an application pool. OCEC will request 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. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • New Member Onboarding 	January-December (Ongoing)	CAB Chair & OCEC Chair
	Task 6 – Coordinate the annual CAB Retreat to orient new and existing members. The retreat will review the CAB’s purpose and function, provide team-building opportunities, and allow members to strategize, improve communication, and align	November – January (Ongoing)	All (and ORJ)

	with the CAB's overall goals.		
Community Outreach	Task 1 – Update the CAB outreach presentation to reflect the current CAB Policy Statement and platform.	May (Completed)	ORJ & OCEC Subcommittee
	Task 2 – Identify and track County and City Boards/Commissions, CBOs, faith-based, and community meetings that impact the reentry population. Gather community input, concerns, and recommendations for reentry services (e.g., HIP, QAC, RSC Steering Committee, CCP, PPC, BOS).	May (Ongoing)	All (and ORJ) (Note: OCEC will draft and maintain a list of Board and Committee meetings for CAB members to attend.)
	Task 3a – OCEC will develop a list of boards, commissions, and organizations for CAB outreach to educate them about the CAB's purpose, activities, and work related to the reentry population. Task 3b – OCEC will remind CAB representatives to report back to the CAB on the purposes of the organizations they engaged with, including shared goals and objectives with the CAB. Task 3c – OCEC will regularly monitor and update the outreach list and provide ongoing updates to the CAB.	January-December (Ongoing)	All members (CAB Full Body) (Note: Discuss w/ Full Body what meetings CAB members can attend)
	Task 4 – Coordinate the CAB Ambassadors Program by assigning CAB members as liaisons to the Board of Supervisors and the CCP Executive Members, creating a two-way channel for information sharing. Support the CAB in developing messaging and talking points for the program.	March – July (Note: discuss assignments, roles and scheduling at annual CAB Retreat)	All members (CAB Full Body & ORJ)

CAB Programs & Services Subcommittee – 2025 Work Plan

Initiative	Sub-Tasks/Benchmarks	Timeline	Responsible Persons/ Resources
Advocacy and Support of CAB Policy Platform	Undertake and brainstorm priority projects and advocacy: <ul style="list-style-type: none"> ➤ Expanding Housing resources within the County for reentry beyond AB 109 (support best practice program models, governance structures, make recommendations) ➤ Expanding Restorative Justice within the County (support best practice program models, governance structures, make recommendations) ➤ Collaborate w/ Other External Boards, Committees or Work Groups (i.e., Measure X CAB) ➤ Implicit Bias Training for CAB board members and CBO's that are receiving AB 109 funding ➤ ADA Compliances for CBO's receiving AB109 Funding- i.e., wheelchair accessibility if serving individuals daily as well as Recovery Homes with ADA compliances for those needing special accommodations ➤ Presentations from all CBO's receiving funding to make presentations before the full CAB 	Ongoing	All
Conduct Survey of Program Service Needs and Present Findings – Government and CBO	<ul style="list-style-type: none"> ➤ Programs and Services Qualitative Survey: <ol style="list-style-type: none"> 1. Develop Survey for CBO's and In-Custody Participants 2. We will disseminate to AB109 funded agencies and government departments who work with reentry population 3. Analyze 4. Present CAB with findings/recommendations as related to budget/funds allocations, program success, challenges, etc. 	Government Agencies & CBOs: Survey finalized by April May Responses (2-week response period) June Findings	All & ORJ

<p>Promote a Comprehensive Needs Assessment</p>	<ul style="list-style-type: none"> ➤ Programs and Services Qualitative Data Collection: <ol style="list-style-type: none"> 1. Conduct qualitative interviews with providers as needed post survey findings 2. Analyze 3. Present CAB with findings/recommendations as related to budget/funds allocations, program success, challenges, etc. ➤ Look at local and regional needs assessment to reentry population/programs: <ol style="list-style-type: none"> 1. Survey Local CABs (e.g., San Francisco, Alameda, etc.) ➤ Provide findings to Policy and Budget Subcommittee ➤ Develop a script and set up appointments to visit CBS's and present a report out to the committee. 	<p>August</p> <p>In time for inclusion in CAB'S Policy Brief and/or and Budget Proposal to CCP</p>	<p>All:</p> <p>CBO Site Visits:</p>
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Policy and Budget Work Plan 2025

Goal 1: Comprehensive Review of Previous CAB Recommendations to Highlight Successful Implementation and Identify Opportunities for Refinement				
Key Action Steps	Timeline	Expected Outcome	Work to Date	Responsible
<input type="checkbox"/> Review previous evaluations and policy & budget recommendations <input type="checkbox"/> Invite County Departments to provide updates on \$15M excess funding recommendations/ spending	March-May June-Dec	Checklist with all completed and outstanding recommendations Provide CCP updated status report of \$15M spending		All
<input type="checkbox"/> Understand the previous evaluation processes and advocate for a future evaluation of County AB 109 spending	March-May	Plan created to secure funding for evaluation		All
<input type="checkbox"/> Invite County staff to present on AB 109 discretionary fund awards from the state to learn how CC is doing YoY	April-May	Identify potential areas to focus and strategies to recommend that would increase the allocation in future years		All
Goal 2: Develop CAB Policy & Budget Recommendations				
Key Action Steps	Timeline	Expected Outcome	Work to Date	Responsible
<input type="checkbox"/> Review CBO & community needs as highlighted in the Programs and Services Subcommittee survey results and align with AB 109 funding for community programs.	August-September	Develop an informed budget based on community-based organization needs and community input		All
<input type="checkbox"/> Ensure CCP is reporting on a quarterly basis <input type="checkbox"/> Review quarterly financial reporting presented during CCP meetings to ensure funds are being expended as intended. <input type="checkbox"/> Examine previous year spending to identify any recurring savings that could be reallocated to priority areas	Ongoing Ongoing	Ongoing monitoring of the use of AB 109 funding.		All
<input type="checkbox"/> Invite CBOs and community members to share about gaps in services and continued areas of focus <input type="checkbox"/> Understand performance based contracting for CBOs, and how county departments could explore this type of approach	Ongoing June-July	Develop an informed budget based on Community Based Organization needs and community input.		All