

## AGENDA ITEM REQUEST

Community Corrections Partnership Executive Committee (CCP EC)

*Note: Agenda item requests are due at least 5 (five) business days prior to CCP EC meeting.*

TO: Community Corrections Partnership Executive Committee (CCP EC)  
c/o Alameda County Probation Department  
Wendy Still, Chief Probation Officer  
1111 Jackson Street, P.O. Box 2059  
Oakland, CA 94604-2059

FROM: **Name:** Marlo Spooner

**Title:** Chair

**Agency/Organization/Department:** The Community Advisory Board (CAB)

**Address:** N/A

**Phone #:** 510-575-1502

**Alternate Phone #:** [Click here to enter text.](#)

**Email:** kamarlo30@gmail.com

---

Submitted are the following agenda item(s) to be considered by the Community Corrections Partnership Executive Committee (CCP EC) at the meeting on March 15, 2021.

**Title/Subject Description: FORMERLY INCARCERATED CAB NOTE TAKER**

**Background (brief):** The CAB request that the CCPEC recommend to the BOS that funding be made available from AB 109 to cover the cost to pay a note taker. The CAB has been a board without a member that is willing to capture the minutes for well over four years. The CAB did have a volunteer from the community take minutes for a long period of time, however the community made their feelings known to the CAB about the possible conflict of interest with the previous note taker.

CAB Operating Guideline Article 4: Officers Section 1, 2, and 3 does not state that the Secretary of the CAB shall take minutes, furthermore many times no one wanted to be the secretary because of the task of minute taking.

**Fiscal Impact, if any:** \$900 Annually (\$75 per month)

**Deliverables:**

1. **CAB to receive comprehensive minutes each month**
2. **System impacted individual(s) obtaining job skills**
3. **System impacted individual(s) will build up resume**

**Agenda item is:**       Discussion               Action

**Recommendation/Action to be taken: Forward to the Board of Supervisors**

**Signature:** \_\_\_\_\_ Kamarlo Spooner \_\_\_\_\_

**Print Name and Title:** Kamarlo Spooner - Chair of CAB.    **Date:** 02/20/2021