**ALAMEDA COUNTY PROBATION DEPARTMENT**

**COMMUNITY CORRECTIONS PARTNERSHIP EXECUTIVE COMMITTEE**

Monday, November 16, 2020∙ 1:00 p.m. – 2:24 p.m.  
via “Microsoft Teams”

**MEETING MINUTES**

**Present:**

Wendy Still, Chief Probation Officer (Chair)

Jeff Tudor, San Leandro Chief of Police

Judge Charles Smiley, Superior Court

Eric von Geldern, Designee

Rodney Brooks, Designee

Karyn Tribble, Alameda County Behavioral Health

**Attendees:**

Abernathy, Lisa

Baker, Karen

Banks, Raymond

Bituin, Maria Eleanor

Brown, Tamia

Chapman, Arion

Conner, Shauna

Dawal, Marcus

Eddy, Charles

Francois, Nanette

Frazier, Donald

Gipson, Sylvia

Grigsby, Janene

Guillory, Stacy

Henzi, Christy

Holman, Rahkii

Ibalio, Fidencio

Klein, Meryl

Lacy, Shahidah

Lai, Sophia

Lim, Diane

Mason, Joey

Metters, James

Mitchell, Kelly

Muhammad, Cyril

Noble, Larrie

Oddie, Sarah

O'Neill, Gavin

Ortiz, Robin

Penn, Curtis

Rouse, Nathaniel

Rowland, Shawn

Smith, Tim

Stewart, Darryl

Temporal, Gina

Tuck, Lonnie

Viney, Charlette

von Geldern, Eric

Additional Guests: 3

1. **Call to Order and Introductions**: Meeting began at 1:00 PM
2. **Public Comment on Any Item Listed Below for "Discussion Only"**: None
3. **Community Advisory Board (CAB) Update – Raymond Banks**
   1. Current CAB Vacancies: District 1: (2), District 2: (0), District 3: (0), District 4: (1) and District 5: (0)
   2. Request $1.5 Million for Housing for Women, Women with Children and Sex Offenders:
      1. Because a lack of permanent and emergency housing due to COVID is a barrier to successful reentry, the CAB posits that an increase in funding is appropriate. Therefore, the CAB respectfully requests that $1.5 million dollars be added to the housing budget in order to ameliorate the crisis of the pandemic.
      2. The CAB recommends that $1 million goes to women and women with children, and the rest is allotted to men who are sex offenders
      3. The CAB also recommends that providers who serve these populations have their budgets augmented instead of the traditional process of generating an RFP or a plethora of bids
   3. Discussion:
      1. This funding would be in addition to the funds already allocated for (1) the Female and Male Residential Multi-Service Center, (2) Women/Mothers' Services and (3) the Housing Pool

***Rodney Brooks moved to allocate $1.5 million from FY 20/21 AB 109 funds to housing for women, women with children and sex offenders (no specific amount designated to any specific population); will utilize the most expeditious manner in which to bring the beds on (new RFP or amend existing contracts).***

***Dr. Tribble seconded the motion. Motion passed: 5 ayes, 1 abstention.***

1. **Workgroup Updates**
   1. **Fiscal and Procurement – Wendy Still and Nancy O'Malley**
      1. CBO Designation Account Update
         1. After joining the Department in 2016, Chief Still worked with the County Administrators Office and Auditors Office to reconcile and separate out the AB 109 funds the Board of Supervisor designated in 2015 to Community Based Organizations (CBO's)
         2. The $40.7 million reconciliation identified the amount of money designated in FY 16/17, FY 17/18 and FY 18/19, and at that point of time, what had been paid, what still needed to be paid and the contracts that were still pending
            1. Significant outstanding payments have been made since the reconciliation
         3. Moving forward, the Probation Department will continue to provide monthly updates that account for all of the commitments the CCPEC has made, what has been paid out, what commitments are still pending and the funds available for reinvestment
            1. Funds available for reinvestment is a new item; the item will be put on the agenda for a future CCPEC meeting to determine how the members want to utilize these unused funds

There was a request that County Counsel attend the meeting

There was a request that the item be clearly agendized: whether or not funds can be used for something other than what they were encumbered; what fiscal year the funds would be absorbed into, ideas/options for the funds

* + - 1. Chief Still thanked the CYO's office, the Auditor's office and Probation for the 4+ years of work that went into this process, which created a designated, transparent account that allows everyone to monitor the CBO funding
      2. There are numerous projects that funds have been allocated to that are still in development – there needs to be funding for overhead (5% on CBO side and 5% from the growth fund) to get the administrative staff needed to write the scope of service, bid out the contracts, execute the contracts, monitor the contracts and pay the bills
         1. Every contract includes performance-based metrics, the overhead will cover contract and performance monitoring
         2. Met with CAO's office – the request for overhead is reasonable and inline with other Departments with large contracting functions
         3. SB 823 (Juvenile Justice) passed, which will put a huge demand on the Probation's contract staff and increases the need for administrative staff for the AB 109 contracts
      3. Karen Baker will be leading a meeting tomorrow, November 17th, to go over in greater detail the $40.7 million-dollar reconciliation
    1. AB 109 Contracts in Development
       1. The spreadsheet provided gives the current status of each AB 109 contract in development and allows anyone interested to track the progress of that item
       2. Contract updates:
          1. Employment Vendor Pool – received one bid, under review
          2. Housing: Genesis Worship Center – finalizing contract details with CDA
          3. Reentry Housing Vendor Pool – SOW in development
          4. Female and Male Residential Multi-Service Center – RFP being drafted with GSA
          5. Education – RFP being drafted with GSA, does not need to be online till Jan 2022
          6. Family Reunification: Therapy and Legal Services – drafting RFP
          7. Sex Offender Treatment – drafting RFP
          8. Cognitive Behavioral Intervention Services and Incentives – finalizing
          9. Client Resource Forums – revised SOW submitted to GSA by December
          10. Leadership and Entrepreneurship – SOW to GSA on 10/28/20
          11. Faith-Based Community Partnerships – held listening session, SOW being developed
          12. Women/Mothers' Services – listening sessions in early 2021
          13. Transition Aged Youth Services/Support – to GSA by December
          14. All other projects are on-hold or in the research phase
          15. Research unit does a national landscape review to de
       3. Discussion:
          1. Fatherhood Services

The RFP process starts with the research unit Chief Still formed as part of the Departments reorganization

The unit conducts a national landscape review to see what meta-analysis is out there, checks clearing houses to see what proven program models are out there and uses available research to help shape the program model drafted in the scope of work

Listening sessions are also conducted to help shape and inform the scope of work

The *Fatherhood Core* should participate in listening sessions

* + - * 1. Leadership and Entrepreneurship – To qualify you must meet the County's AB 109 definition
  1. **Process and Evaluation – Rodney Brooks**
     1. The workgroup met last week to follow up on their work around trying to understand and, if necessary, improve the connection between those being released from jail and the trailer operated by Roots
     2. Staff from Roots, the Sherriff's Department, Behavioral Health and Probation are working together to address an issue brought to the workgroup's attention by the community
     3. Discussion:
        1. The trailer provides information on CBO's to their clients; clients receive information about CBO's pre-release via the tablet; pre-trial developed a pamphlet on available services; and PRCS teams are also going into the jail to connect pre-release
  2. **Programs and Services – Lisa Abernathy**
     1. The Programs and Services Workgroup meet October 22nd
     2. There was a presentation by Pre-trial (Tyler is used to connect pre-trial clients to services)
     3. The following service gaps were discussed:
        1. CBO training – working around challenging clients
        2. Gang intervention
        3. Housing for sex offenders
        4. Warm handoff friendly transport (especially for clients with mental health issues) – Bonified and Roots trailer
        5. Housing for Transitional Aged Youth (TAY)
           1. There is currently $1 million dollars allocated for TAY services and support
     4. Next steps – work with research team to gather information and analysis around the identified gaps
     5. The next meeting is January 28th, 2021
  3. **Data and Information Management – Nancy O'Malley**
     1. RDA report highlighted a need to continue to improve our data
     2. The Workgroup is focused on the following:
        1. Reconciling a better understanding of what the different types of violations mean
        2. Ensuring data collection is meaningful and consistent (standard reference points)
        3. Developing a data collection framework that is responsive and a continuance of RDA
     3. Discussion:
        1. There is support for activating the Data and Information Management Workgroup – ITD in addition to our Public Protection Partners and their respective Counsels should all be at the table

1. **FY 20/21 Community Corrections Partnership (CCP) Plan**
   1. Thank you to everyone that moved quickly to ensure the BSCC report was submitted on time
   2. CCP Plan Timeline was reviewed:
      1. The due date for actual data for the outcome measures is January 31st
      2. The plan should be complete by July 1st
      3. The plan will be presented at the January meeting for discussion and approval
      4. Lisa Abernathy will reach out to each partner to find out who the data designee is to ensure we are reaching out to the right person
         1. When reaching out, both the CCPEC member and their data designee will be contacted
2. **Public comment – none**
3. **Next Meeting** 
   1. The next meeting, scheduled for January 18th (Martin Luther King, Jr. holiday), needs to be rescheduled
   2. Due to limited responses, a second Doodle will be sent out to determine the best date for the January CCPEC meeting
4. **Adjournment – at 2:24 PM**