

# ALAMEDA COUNTY PROBATION DEPARTMENT

## COMMUNITY CORRECTIONS PARTNERSHIP FISCAL/PROCUREMENT WORKGROUP

November 2, 2021 from 3:00 PM to 5:00 PM

Online – Microsoft Teams Meeting

### Meeting Minutes

**Present:**

Karen Baker (Facilitator)

Terry Wiley (Co-Facilitator)

Ahmadi, Atiqullah

Belowich, Steven

Brooks, Rodney

Cao, Binh

Chen, Howard

Cheng, Mike

Conner, Shauna

French, Nancy

Grigsby, Janene

Hardamon, Bob

Jones III, John

Kay, Alexandria

Khan, Shereen

Ku, Daniel

Mitchell, Kelly

Lampi, Catherine

Lee, Corrine

Rueda, Diana

Singh, Ameeta

Smith, Shadeequa

Smith, Tim

Spooner, Kamarlo

Temporal, Gina

Toro, Jason

Tu, Patricia

Tuck, Lonnie

White, Ed

Zatcoff, Tyler

Additional Guests: 2

1. **Call to Order and Introductions** – Meeting was called to order at 3:00 PM
2. **Public Comment**
3. **Review and Adoption of [October 5, 2021 Meeting Minutes](#)** – Minutes reviewed and approved
4. **Determination of Ongoing Need for Virtual Meetings Under AB 361, Filed 9/16/21**
  - a. Continuation of virtually held meetings for 30 days approved by the workgroup
5. **[Agenda Item Requests \(AIR\) Form Amendments](#)** – Rodney Brooks
  - a. Following up from last month’s meeting, the AIR form is being updated to provide more information to the workgroups when funding is being requested for a new contract or to renew/extend an existing one; changes from last month’s discussion are:
    - i. Section 1: Requesting Funding for a New Idea – Probation will present a logic model to the workgroup(s) on how to develop the Request For Proposal (RFP)
    - ii. The Probation questions now clarify which unit is responsible for answering them
    - iii. The finalized updated form needs to be approved by the Community Corrections Partnership Executive Committee (CCPEC) and the soonest it will be implemented is January
6. **[Contracts Update](#)** – Gina Temporal
  - a. Employment Vendor Pool – Round 9 bids due 11/3
  - b. Housing Vendor Pool – Finalizing 3 contracts from Round 1; bids from Rounds 2 and 3 are being evaluated
  - c. Adult Residential Multi-Service Center – Realigning scope of work (SOW) to match the grant funding
  - d. Education – Drafting the RFP
  - e. Family Reunification: Legal & Therapy Services – RFP being finalized with General Services Agency (GSA)
  - f. Cognitive Behavior Intervention Services – RFP was cancelled; working on the rebid with GSA
  - g. Client Resource Forum Coordinator – Finalizing RFP with GSA; aiming to release this month
  - h. Leadership & Entrepreneurship / Kinship Reentry Workforce – RFP being developed with GSA
  - i. Faith-Based/Local Community Partnerships – SOW has been developed and will turn into an RFP

- j. Women/Mother's Services – SOW being developed from the logic model created at the August Programs and Services meeting
  - k. Transition Aged Youth Services/Support – Developing the SOW
  - l. LGBTQ Services and Resources – Developing the SOW
  - m. Restorative Justice Circles for Adults – Discussed at the July Programs and Services meeting and will be discussed further at the November meeting for creating a logic model
  - n. Father Services – SOW being developed from the logic model created at the July Programs and Services meeting
  - o. Prison Pre-Release Planning and Case Management – Currently with Programs and Services to create a logic model, which will be used to develop the SOW
  - p. Evidence-Based Practices Capacity Building Workshops / Clinics for Reentry Legal Barrier Removal / Reentry Client Access Communication and Service Portal / Opioid and Alcohol Use Prevention Programs – SOW being researched
  - q. Discussion: Community members commented on the approved and funded services/programs not getting into the community quickly enough, not happening within a year, and inquired if there is disorganization within the County; Probation agreed the process takes time, and for several reasons: contracts have tripled in the last 3 years; Probation has been understaffed and only got approval to add 12 new positions in November 2020; now that staff have been authorized, the backlog will be reduced; the contract process has many steps and can take up to a year to complete
7. **AB 109 Designation Account Update** – Howard Chen
- a. FY16/17 – FY18/19 Available Funds = \$160,465 (amount includes \$110,217 of unallocated funds and \$50,248 of funds available for reinvestment) (pg. 1); no changes from last month
  - b. FY19/20 Available Funds = \$715,862 (funds available for reinvestment; no unallocated funds) (pg. 2, line 21); no changes from last month
  - c. FY20/21 Available Funds = \$7,088,862 (Unallocated funds; no funds available for reinvestment) (pg. 3, line19); no changes from last month
  - d. FY21/22 Remaining Unallocated Funds = \$2,986,907 (pg. 4, line 17); \$150,000 moved from Commitments to Actual for Career Technical Education (pg. 4, line 4); \$50,000 added to Funds Available for Reinvestment for Career Technical Education (pg. 4, line 4)
  - e. FY2020-21 to FY2021-22 Remaining Unallocated Funds = \$10,075,769 (pg. 4)
8. **Next Meeting** – December 7, 2021 from 3:00 PM to 5:00 PM
9. **Public Comment**
- a. La Familia was online to present but they were not scheduled due to Probation staff error; Probation apologized for the inconvenience to La Familia and thanked them for their presence
  - b. Community members asked about the AB 109 funds available for reinvestment; Probation responded that the breakdown of all AB 109 funds can be seen on the Designation Account Update in full transparency, including all funds available for reinvestment
10. **Adjournment** – Meeting adjourned at 4:02 PM