

Process and Evaluation Workgroup

Meeting Minutes

March 1, 2023

In attendance:

- **Rodney Brooks**, Alameda County Public Defenders Office
- **Janene Grigsby**, Alameda County Probation Department
- **Jill Louie**, Alameda County Behavioral Health
- **Janica Wilson**, Alameda County Probation Department
- **Nancy French**, Alameda County Probation Department
- **Shadeequa Smith**, Alameda County Probation Department
- **Pastor William**, CenterPoint
- **Amanda Dixon**, CenterPoint
- **Shahidah Williams**, Alameda County Supervisor Keith Carson's Office
- **Charles Turner**, Alameda County Workforce Development Board
- **Shawn Rowland**, Our Road Prison Project
- **Alex Garcia**, Alameda County Probation Department
- **Naseem Badiey**, Alameda County Probation Department
- **Shanice Smith**, ROOTS Community Health Center
- **Charlie Eddy**, Urban Strategies Council

Introductions and opening:

It was announced that it is a "Hybrid Meeting", so people are attending remotely and in person. A summary was given about the purpose of the Process and Evaluation Workgroup. An update was given about the current initiative, creating a quality-of-life survey for Probation clients.

Summary of the discussion about the draft questions for the quality-of-life survey

- It was suggested that the Workgroup should coordinate focus groups to see if the draft language resonates with the population we hope to serve.

- There was some discussion about which questions should remain subjective in the proposed survey or which questions should be factual.
- Probation supports the questions and the goal of the survey; therefore the Department is attempting to hire a community-based organization (cbo) to collect similar information and attempt to address the issues raised in future operations. A long-term plan will be crafted for each client, and elements will be driven by the responses to the quality-of life survey.
- It was agreed that getting all probation clients to take the survey presents several challenges.
- The initial thought was to conduct the survey as people start Probation, after being on probation for six months and after being on probation for a year.
- A question was raised about who else would have access to the survey information, for example, career centers.
- Probation is hoping to release the RFP for cbo's to collect the information sometime in April; the department has been doing listening sessions with local community-based organizations.
- Data sharing was recognized as a challenge in allowing essential entities to see the survey results. A comprehensive proposal about how the County will address the challenges of data sharing is scheduled to come to the Board of Supervisors in March of 2024.
- It was agreed that the final draft of the questions developed by the Process and Evaluation Workgroup need to be shared with the contractor(s) selected to assess the quality of life of probation clients.
- A question was raised about how Behavioral Health Care will be included in the initiative.
- The discussion moved to developing a process where probation staff, contractors and others can determine who and who has not taken the survey, for implementation and efficiency. The question was raised, could Enterprise, (Probation's data tracking system) identify who has and who has not taken the survey.
- If administered by a community-based organization, only the individuals who volunteer to utilize probation services could be captured in the survey, which is about 20% of the people who are eligible. However, it is possible to have two populations, those who received services and a control group.
- Suggestions about how to conduct the survey:
 - Administered by community-based organizations.
 - Administered by Probation.
 - Self-assessment by clients.
 - By phone.
 - By email.

- It was suggested to conduct the survey as a conversation, since the reading level is low for many probation clients.
- Clients may be reluctant to do the survey if they believe it will impact their conditions of probation.
- The question was raised, how many Probation clients need to be surveyed to make the survey valid?

Summary of Next Steps:

- Shdeequa will report on the possibility of tracking which clients have taken the survey after getting an assessment from County and/or Enterprise staff.
- Jenica will assess how many Probation clients need to be interviewed to make the survey valid.
- Janene will provide an update on Probation's proposed RFP assessing the quality-of-life improvements for their clients.
- Rodney will modify the survey questions based on the feedback provided at the meeting.

Assessment of Conducting Hybrid Meetings:

- There are challenges facilitating the conversation.
- People who did not participate were not silent because the meeting was hybrid, they just had nothing to contribute.
- It is great to have it as an option to attend virtually or in person.
- If you are in the room, it is important to sit where you can be seen.
- It is important to incorporate the chat in the meeting.
- There should be someone designated to handle the tech part of the meeting.
- We really don't have a choice; hybrid meetings are in our future, we will lose people if we try to conduct the meetings only in person.

Discussion of the Next Meeting and Future Topics:

- The report backs agreed upon for the next meeting.
- Discussion about how to conduct the proposed focus groups.
- The question was raised about following up on our work with the Sheriff and formally incarcerated people working for community-based organizations with AB 109 contracts. Lt. Houston Ridley is responsible for confirming this is working.
- The final question raised: how do we monitor the progress of our prior initiatives?

The meeting adjourned at 11:40.