



# Sacramento County

## **Community Corrections Partnership Advisory Board**

*The CCP Advisory Board is responsible for providing ongoing data collection, evaluation and analysis, as well as, input from local agency and community stakeholders, including formerly incarcerated individuals, to meet needs for AB 109 Plan updates due to the Board of State and Community Corrections (BSCC) each December.*

**Agenda:** December 12, 2022, 10:30 AM – 12:00 PM

**Meeting Location:** County Administration Center (Open to the Public)  
Board of Supervisors Chambers  
700 H Street, 1<sup>st</sup> Floor  
Sacramento, CA 95814

**Facilitator:** Laura Foster, Management Analyst II, Public Safety and Justice Agency

**Invitees:** CCP Advisory Board Members - Melinda Avey (Chair - Community Member), Nina Acosta (Vice Chair - Social Services), Chris Baker (Sheriff's Office), Amy Holliday (District Attorney's Office), Robyn Howland (Probation Department), Michelle Jeremiah (Superior Court), Sameer Sood (Sacramento Police Department), William B. Norwood (Community Member), Bill Pieper (Community Member), Muriel Strand (Community Member), Tiffanie Synnott (Public Defender's Office)

**Alternates:** Joe Cress (Public Defender's Office), David Linden (Probation Department), Kristin Markos (Sheriff's Office), William Satchell (District Attorney's Office), Robbie Young (Sacramento Police Department)

CCPAB Meetings are Open to the Public.

### **Public Comment Procedures:**

The CCPAB fosters public engagement during the meeting and encourages public participation, civility and use of courteous language. The CCPAB does not condone the use of profanity, vulgar language, gestures or other inappropriate behavior including personal attacks or threats directed towards any meeting participant. There will be a designated time for public comment at the end of each item. Seating is limited and available on a first-come, first-served basis.

### **Speaker time limits**

In the interest of facilitating the conduct of CCPAB business, members of the public (speakers) who wish to address the board during the meeting will have specific time limits as enumerated below. Matters not on the posted agenda will be discussed in accordance with the order of the agenda. Speakers should not expect CCPAB members to comment on or respond to comments directly during the meeting. The CCPAB may request county staff to follow up with a speaker or provide additional information after the meeting or at a later date.

The Chairperson, at their discretion, may increase or decrease the time allocation. Each speaker shall limit remarks to the specified time allotment as follows:

- Speakers will have 3-minutes total for each separate item.
- Speakers will have 3-minutes total for any matter not on the posted agenda.

CCPAB Public Comment time limits are consistent with the time limits used by the Sacramento County Board of Supervisors.

In-Person Public Comment

Speakers will be required to complete and submit a speaker request form to staff. The Chairperson will invite each individual to the podium to make a verbal comment.

Written Comment

The Public may provide written comments in regards to a specific item on the agenda or off agenda matters by emailing [SacCountyCCPAdvisoryBoard@saccounty.gov](mailto:SacCountyCCPAdvisoryBoard@saccounty.gov).

Topic	Item Type	Presenter
1. Welcome And Roll Call		Melinda Avey, Chair
2. Meeting Procedures	Information	Laura Foster, Analyst
3. Approve Minutes From November 14, 2022	Action	Melinda Avey, Chair
4. Meeting Logistics (Continued from 11/14/22) a. Location and Virtual Access b. Vote on Meeting Time Options for 2023	a) Information b) Action	Laura Foster, Analyst
5. Update from December 1, 2022 CCP Meeting	Information	Laura Foster, Analyst
6. Outreach to Justice Involved Individuals and Families Ad Hoc Committee Update	Information/ Discussion	Nina Acosta, Committee Chair / Laura Foster, Analyst
7. Public Awareness Ad Hoc Committee Update	Information/ Discussion	Muriel Strand, Committee Chair / Laura Foster, Analyst
8. Brown Act Training	Information/ Discussion	Rick Heyer, County Counsel
9. Public Comment On Off Agenda Items		Melinda Avey, Chair
10. Member Reports	Information	CCPAB Members
Adjournment		Melinda Avey, Chair

**Next CCPAB Meeting:** January 9, 2023, 10:30 AM – 12:00 PM

**Next CCP Meeting:** February 2, 2023, 8:30 AM – 10:00 AM

# Sacramento County



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**Minutes from:** November 14, 2022, 10:30 AM – 12:00 PM

**Meeting Location:** County Administration Center (Open to the Public)  
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**Alternates:** Joe Cress (Public Defender's Office), David Linden (Probation Department), Kristin Markos (Sheriff's Office), Alondra Thompson (Social Services), William Satchell (District Attorney's Office), Robbie Young (Sacramento Police Department)

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Topic	Item Type	Presenter
1. Welcome And Roll Call		Melinda Avey, Chair
The meeting was called to order, roll call was completed, and a quorum was established.		
2. Meeting Procedures	Information	Laura Foster, Analyst
Meeting procedures were read and reviewed.		
3. Approve Minutes From October 3, 2022	Action	Melinda Avey, Chair
Nina Acosta made a motion to approve the CCPAB Action Summary/Minutes from October 3, 2022.  AYES: Melinda Avey, Nina Acosta, Michelle Jeremiah, Muriel Strand, Tiffanie Synnott, William Satchell NOES: None ABSTAIN: None RECUSAL: None		
4. Meeting Logistics a. Location and Virtual Access b. Vote on Meeting Time Options for 2023	a) Information b) Action	Laura Foster, Analyst
Meetings have moved to the Board of Chambers and next month, a live webcast will be tested. Requests and suggestions have been made to move meeting times to outside business hours to allow more public attendance. Tiffanie Synnott made a motion to postpone the agenda item to a future meeting. Nina Acosta seconded the motion. AYES: Melinda Avey, Nina Acosta, Robyn Howland, Michelle Jeremiah, Muriel Strand, Tiffanie Synnott, William Satchell NOES: None ABSTAIN: None RECUSAL: None		
5. AB 109 Plan 2022 Update Status	Information	Laura Foster, Analyst
The AB 109 Plan was accepted by the Board of Supervisors and can be submitted to the BSCC by the December 15 <sup>th</sup> deadline.		
6. Outreach to Justice Involved Individuals and Families Ad Hoc Committee Update a. Overview of Committee Activities	a) Information b) Discussion c) Action	Nina Acosta, Committee Chair / Laura Foster, Analyst

b. Review/Discuss Plan Documents and Materials c. Recommend Plan for CCP Approval		
<p>Meetings were from October 7<sup>th</sup> – November 4<sup>th</sup> on a weekly basis. The draft survey was narrowed down to a few questions utilizing Survey Monkey as a tool. There are four questions at the bottom of the survey that will be used for a series of focus groups of approximately 15 people each. These four questions would be asked by a facilitator to the individuals. Individuals in residential treatment, RCCC, and community providers would be reached out to for completing the survey.</p> <p>Suggestions were made on the survey language:</p> <ul style="list-style-type: none"> <li>• Question 4) Recommended to rephrase “supported you during re-entry” to “supported you upon release”</li> <li>• Question 9) Recommended to change the word “Greed” as this may not be well received. It was decided to remove the option from the question.</li> <li>• Question 12) Recommended to rephrase “homelessness” to “housing instability” and add to the list victim of a crime and veteran status. Also, recommended to add sexual/child abuse and an “other” option or “significant trauma” for any type of trauma. Also, add a box for Dependency/Foster Care System.</li> <li>• Question 13) Recommended to add resources through employment and Community Based Organizations.</li> </ul> <p>Community members can’t attend the focus group due to the Brown Act.          The Ad Hoc Committee’s work will be brought before the CCP on December 1<sup>st</sup> for their review.</p> <p>Melinda Avey motioned to approve the survey with amendments. Muriel Strand seconded the motion.          AYES: Melinda Avey, Nina Acosta, Robyn Howland, Michelle Jeremiah, Muriel Strand, Tiffanie Synnott, William Satchell          NOES: None          ABSTAIN: None          RECUSAL: None</p>		
7. Public Awareness Ad Hoc Committee Update a. Overview of Committee Activities b. Review/Discuss Plan Documents and Materials c. Recommend Plan for CCP Approval	a) Information b) Discussion c) Action	Muriel Strand, Committee Chair / Laura Foster, Analyst
<p>An outreach flyer and PowerPoint presentation were created to explain realignment and the CCPAB’s role. The flyer will be available to be sent out to the community and the PowerPoint will be utilized in community meetings. A recommendation was made to add the source of data to the PowerPoint.</p> <p>Any recommended changes to documents would need to go through the CCPAB, CCP, and any additional ad hoc committees for approval.</p>		

<p>Nina Acosta motioned to approve the flyer and PowerPoint with amendments. Michelle Jeremiah seconded the motion.</p> <p>AYES: Melinda Avey, Nina Acosta, Robyn Howland, Michelle Jeremiah, Muriel Strand, Tiffanie Synnott, William Satchell</p> <p>NOES: None</p> <p>ABSTAIN: None</p> <p>RECUSAL: None</p>		
<p>8. Proposed Workplan for AB 109 Plan - 2023 Update</p> <p>a. Workplan Overview</p> <p>b. Recommend Workplan for CCP Approval</p>	<p>a) Information/ Discussion</p> <p>b) Action</p>	<p>Laura Foster, Analyst</p>
<p>A workplan was presented for 2023 which includes presentations from each agency and a refresher on the Brown Act. An Ad Hoc committee would also be created for writing the 2023 plan. The workplan also includes a community workshop. The ultimate goal is complete the plan ahead of schedule to allow more community input and CCP time to review. A request was made to create an additional community workshop in February/March. Another request was made to move the Superior Court Update to January and the Brown Act refresher to December.</p> <p>Nina Acosta motioned to approve the workplan and tentative calendar as amended. Robyn Howland seconded the motion.</p> <p>AYES: Melinda Avey, Nina Acosta, Robyn Howland, Michelle Jeremiah, Muriel Strand, Tiffanie Synnott, William Satchell</p> <p>NOES: None</p> <p>ABSTAIN: None</p> <p>RECUSAL: None</p>		
9. Public Comment On Off Agenda Items		Melinda Avey, Chair
No public comment.		
10. Member Reports	Information	CCPAB Members
Adjournment		Melinda Avey, Chair

**Next CCPAB Meeting:** December 12, 2022, 10:30 AM – 12:00 PM

**Next CCP Meeting:** December 1, 2022, 8:30 AM – 10:00 AM



## Community Corrections Partnership Advisory Board

DATE: December 12, 2022

TO: CCP Advisory Board

FROM: Laura Foster, Management Analyst II, Public Safety and Justice Agency

RE: **STAFF REPORT ON AGENDA ITEM #4**

### 4 – Meeting Logistics (Continued from 11/14/22 Meeting)

#### **Recommendation:**

- a) Receive information regarding Community Corrections Partnership Advisory Board (CCPAB) meeting location changes and hybrid/virtual meeting access.
- b) Vote to either keep the current meeting schedule (2<sup>nd</sup> Monday of the Month, 10:30 am – Noon) for the 2023 year or change meetings to a time outside traditional business hours (evenings and weekends).

#### **Background:**

Due to the COVID-19 Pandemic, the Community Corrections Partnership Advisory Board (CCPAB) met online via Zoom through June 2022. In July 2022, the CCPAB began meeting monthly, in person, in the Hearing Rooms at the County Administration Building (700 H Street, Sacramento). Since in person meetings began, attendance at CCPAB meetings has increased. During the October 3, 2022 meeting, it was recommended that the CCPAB consider moving to a larger meeting space. Additionally, it was recommended that the CCPAB consider live-streaming its meetings to allow for greater public participation.

Beginning with the November 2022 meeting, the CCPAB will meet in the County Board of Supervisors Chambers. In-room technology will facilitate live-streaming of meetings, which will be tested in December 2022 with full implementation beginning in January 2023.

During the October meeting, it was suggested that the CCPAB explore an alternative meeting time outside of traditional business hours (such as evenings or weekends) to encourage greater community attendance at CCPAB meetings. If the CCPAB desires to change the meeting schedule to a timeframe outside of traditional business hours, staff will need sufficient time to coordinate an alternate schedule and identify a meeting location.

At the November 14, 2022 meeting, the CCPAB chose to move the vote on whether to keep the current meeting schedule or to change to a timeframe outside of traditional business hours to a future meeting. Today, staff would like the CCPAB to consider these options so that staff can finalize the meeting schedule for 2023.

#### **Attachments:**

N/A



(GOVERNMENT CODE §§54950 – 54963)

CCP ADVISORY BOARD

RICK HEYER



# General Rule

- ▶ Provides legal minimums for transparency in decision-making
- ▶ Decision-making bodies must conduct business in open and in public meeting to ensure that the public is fully informed about local decisions
- ▶ Articles in San Francisco Chronicle title “Your Secret Government”

# The Act Applies to Legislative Bodies of Local Agencies

- ▶ Governing bodies-Board of Supervisors/City Council/School Boards etc. etc.
- ▶ Subsidiary bodies-commissions, committees created by Statute, charter, ordinance, resolution or formal action of a legislative body
- ▶ Bodies like the CCP AB, created pursuant to WIC § 749.22 for limited purpose of creating plan are subject to Brown Act

# WHAT IS A MEETING?

- ▶ A meeting is any situation involving a **majority** of a **decision-making body** in which business is transacted or discussed.
  - ▶ Does not require that action be taken
  - ▶ Majority of governing body cannot talk privately about an issue before the body no matter how the conversation occurs, whether by
    - telephone,
    - e-mail or
    - at a local coffee shop

# Serial Meetings Prohibited

- ▶ Serial meetings are prohibited
- ▶ Serial meeting is a series of meetings conducted through direct communications, intermediaries or technological devices **to develop a concurrence as to action to be taken.**
- ▶ Hub and spoke-A to B, A to C and A to D
- ▶ Sequential-A to B, B to C, C to D
- ▶ Simultaneous-A,B,C and D have joint conversation by phone or other means

# Serial Meetings: Practice Tips

AVOID SUBSTANTIVE COMMUNICATIONS (DIRECTLY OR THROUGH OTHERS) WITH OTHER MEMBERS RE ITEMS THAT ARE ON AN AGENDA OR LIKELY TO BE PLACED ON A FUTURE AGENDA

DISCUSSING PROCEDURAL ISSUES (TIME, DATE AND ORDER OF MATTERS ON AN AGENDA) IS NOT PROHIBITED. BUT DO NOT DISCUSS SUBSTANTIVE COMMUNICATIONS

STAFF BRIEFINGS ARE PERMISSIBLE TO ANSWER QUESTIONS/PROVIDE INFORMATION TO MEMBERS IF STAFF DOES NOT COMMUNICATE THE COMMENTS OF MEMBERS TO OTHER MEMBERS OF THE LEGISLATIVE BODY



# Permissible Gatherings

- ▶ Not every gathering of governing body members amounts to a violation
- ▶ Attendance at an educational conference or a social event is not a violation if a majority of the governing body does not discuss business at the event.



# Types of Lawful Meetings

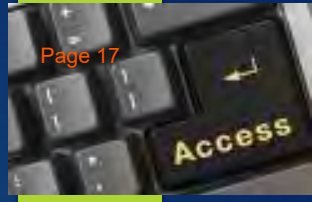


- ▶ Regular meetings-time and place established by ordinance, resolution or bylaws
- ▶ Special meetings-called 24 hours before meeting by the presiding officer or a majority of the board/legislative body
- ▶ Emergency meetings-crippling activity, work stoppage or other activity that severely impairs public health/safety-1 hour notice

# Basic Rights of the Public

- ▶ To receive agenda materials
- ▶ To notice of meetings
- ▶ To attend meetings
- ▶ To record meetings
- ▶ To comment at meetings
  - ▶ Items on the agenda
  - ▶ Non-agenda matters





# Access to Written Materials

- ▶ Agenda and any written materials related to items on agenda that are distributed to a member are public records
  - ▶ Emails or other written material relating to an agenda item that is sent by staff directly to a member must be provided to all members
  - ▶ Draft staff reports that are provided to individual members for comment/input must be provided to others
  - ▶ "On the agenda" includes items not only on upcoming agenda but items which are reasonably foreseeable to be on any future agenda
  - ▶ Draft staff reports provided to individual members for comment must be provided to other members.
- ▶ Documents provided less than 72 hours before meeting must be made available to the public at the same time as provided to majority of members
- ▶ Documents provided by others (public) must be made available promptly after the meeting

# Agenda Requirements

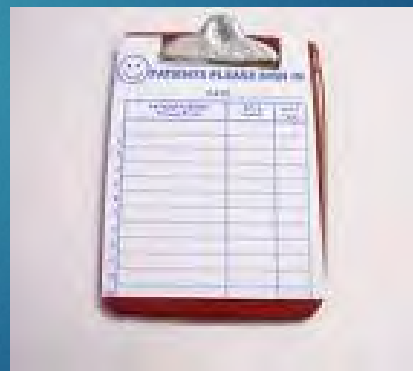
- ▶ Agenda must contain a brief description of each item of business to be transacted or discussed
- ▶ Closed session must be on the agenda
- ▶ Must include time for public comment before or during agenda item





# Right to Attend Meeting

- ▶ Accessible to disabled persons
- ▶ No precondition to attend
- ▶ If sign-in sheet, must clearly state that it is optional



# Conducting Meeting

- ▶ Must permit audio/videotape recording by public and media unless disrupts meeting
- ▶ No secret ballots
- ▶ May use teleconferences for public comment





# Right to Comment

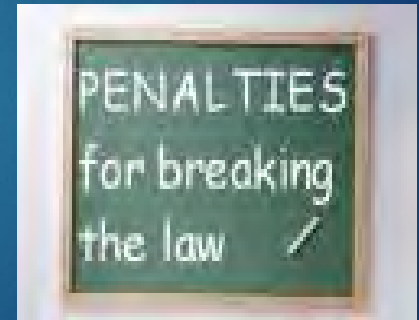
- ▶ On each agenda item
  - ▶ Before conclusion of consideration of item (if discussion item) or before action taken (if action item)
- ▶ On any matter within the body's jurisdiction that is not an agenda item
  - ▶ May schedule for any time in meeting
  - ▶ Members may not discuss or respond substantively

# Limits on Public Comment

- ▶ May limit amount of time for each item
- ▶ Reasonable limit on total public comment time on an item
- ▶ No right to disrupt
- ▶ No right to a response from body or its members

# Consequences of Brown Act Violation

- ▶ Civil action
  - ▶ Injunction against violation
  - ▶ Decision voidable (right to cure)
  - ▶ Attorneys fees and costs
- ▶ Criminal sanctions
  - ▶ Misdemeanor



# AB 361/2449

- ▶ Allows for virtual meetings to continue during declared emergency
- ▶ Sunsets possibly on January 31, 2023 (anticipated)
- ▶ AB 2449 and Remote Meetings
  - ▶ allows a member of a legislative body to attend meetings remotely in limited circumstances which are related to illness/dependent care. Only be used 2x a year
  - ▶ A quorum of the body must be physically present in the physical meeting place