



**ALAMEDA COUNTY
ADMINISTRATIVE AND
PROCEDURAL RULES
FOR THE PROCEEDINGS
OF COMMUNITY
CORRECTION
PARTNERSHIP
EXECUTIVE COMMITTEE
(CCPEC) MEETINGS**

CCPEC POLICIES & PROCEDURES

Adopted: November 21, 2016

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SECTION 1: DEFINITIONS

For the purposes of these procedural rules, the following definitions apply:

- A. Shall, must, and will mean that the procedure is mandatory.
- B. Should means that the procedure is recommended.
- C. May means that the procedure is optional.
- D. Referral is direction given to a department/entity that requires a report back to the Community Corrections Partnership Executive Committee at a future meeting.

SECTION 2: PURPOSE

The purpose of the Community Corrections Partnership and the Executive Committee is set forth in California Penal Code section 1230.1. Alameda County has chosen to have joint meetings herein referred to as the Community Corrections Partnership Executive Committee (CCP EC) meeting.

SECTION 3: RULES

RULE 1: MEMBERSHIP

- A. The members of the Community Corrections Partnership Executive Committee are defined in Penal Code Section 1230.1(b).
- B. The members of the Community Corrections Partnership are defined in Penal Code Section 1230.

RULE 2: APPOINTMENT AND DUTIES OF CHAIRPERSON

- A. The chairperson of the CCP EC shall be the Chief Probation Officer as directed by Penal Code Section PC 1230.1(b).
- B. The chairperson shall preside over, preserve order and decorum at, and announce each agenda item at all CCP EC meetings.
- C. When the chairperson is absent from a CCP EC meeting, the EC member designated in the following order shall assume the office of chairperson: 1) District Attorney; 2) Public Defender; 3) Sheriff; 4) Courts; 5) Local Police Chief; 6) Director of Social Services Agency. No proxies shall serve as chairperson.
- D. The chairperson shall be responsible for signing all documents as authorized by the CCP EC.

RULE 3: MEETINGS

- A. Meetings for the CCP EC will be held on a bi-monthly basis. Additional meetings may be scheduled at the discretion of the chairperson.
- B. Notice of meetings, agendas, and previous meetings' minutes will be posted on the Probation calendar website located at www.acgov.org/probation/ and as required by the Brown Act.
- C. The rules contained in the Brown Act and the current edition of *Robert's Rules of Order Newly Revised* shall govern the meetings of the CCP EC in all cases to which they are applicable and in which they are not inconsistent with these procedural rules and any special rules of order the CCP EC may adopt.

RULE 4: ORDER OF BUSINESS

- A. The CCP EC shall conduct its meetings in the following order:
 - 1. Closed Session (if needed)
 - 2. Roll Call
 - 3. Approval of Previous Meeting's Minutes
 - 4. Regular Agenda
 - 5. Public Comment for Non-Agenda Items
 - 6. Adjournment
- B. The CCP EC may consider matters not on the agenda under the public presentation and member comment section to the extent permitted by the Brown Act. The only action that may be taken on these items is to receive and file documents related to the matter, ask questions of staff or the public, make a brief announcement or report on the activities of a member, refer a matter to staff, or place a matter of business on a future agenda. The CCP EC may also consider action on items not appearing on the agenda, pursuant to the provisions of Government Code section 54954.2.
- C. Pursuant to the Brown Act, the public is guaranteed the right to comment on agenda items before or during the members' consideration of the item, and to comment on non-agenda items during the Public Comment section of the meeting. The chairperson, in the exercise of reasonable discretion, may enforce time limits on the time that each person may use, or on the total time in which to receive testimony from the public on an individual matter. (See Rule 5: Meeting Decorum)

RULE 5: MEETING DECORUM

A. Limitations on Time

In the interests of facilitating the business of the CCP EC, the chairperson, in the exercise of reasonable discretion, may:

1. Limit the time that each person may use in addressing the CCP EC; and
2. Limit the total time in which to receive testimony from members of the public on an individual matter, item or subject before the CCP EC.

Any limitation on the time that a person may be provided to address the CCP EC will be consistent with any due process requirements and/or other legal requirements related to the matter or item.

B. Addressing and Recognizing Members and Staff

In all instances, the decorum of a public meeting shall be maintained with all responses to inquiries being conducted through the chairperson and then to the members making the request.

RULE 6: AGENDA

A. Agenda Preparation and Schedule

1. Request for items to be placed on the agenda shall be filed with the appointed staff of the Probation Department in accordance with the format in Appendix A, attached herein.
2. Agenda item requests shall be received by the appointed staff of the Probation Department within 14 days and no later than 5 (five) business days prior to the scheduled meeting, by 5:00 p.m. and shall, upon receipt, include all supporting documents and materials. Any changes to submitted documentation and brought the day of the scheduled meeting must be noted.

B. Agenda and Staff Report Availability

The appointed staff of the Probation Department shall:

1. Cause a copy of the agenda to be posted on the Probation calendar website (www.acgov.org/probation/) no less than 72 hours prior to the scheduled meeting time, pursuant to the Brown Act;
2. Have and make available for public inspection and copying an agenda for each meeting; and
3. Have a sufficient number of copies available for the public at the time and place of each meeting.

RULE 7: PROCEDURE FOR CONSIDERATION OF AGENDA ITEMS

The order of procedure for CCP EC consideration of agenda items is:

- A. The chairperson calls the agenda item by subject or title and reads the recommended action.
- B. A poll of the CCP EC vote is conducted.

RULE 8: VOTING

A. General

1. Each member shall vote on matters before it verbally.
2. A Roll Call vote will be conducted on all items.
3. The chairperson will announce the voting results.

B. Majority Vote Requirements

A majority of a quorum is needed to pass a motion unless otherwise specifically provided in these rules.

C. Abstentions

An abstention from voting on the merits of any matter shall be announced audibly. The member shall state the reason for the abstention. Any member who abstains shall be recorded as voting "abstain."

D. Tie Vote

If the CCP EC vote is a tie vote, that vote shall constitute denial of the request or appeal.

E. Designee Votes

The CCP EC approved the use of designee votes on 10-1-2012.

A member of the CCP EC can designate a member of their management staff to vote in their absence.

RULE 9: RECORDATION OF PROCEEDINGS/MINUTES

A. The appointed staff of the Probation Department shall:

1. Take minutes at all meetings, consisting of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon;
2. Cause a copy of the minutes to be posted no less than 72 hours prior to the scheduled meeting time;

3. Have and make available for public inspection and copying minutes from each meeting;
and
4. Have sufficient number of copies of minutes available for the public at the time and place of each meeting.

RULE 10: REFERRALS TO DEPARTMENTS OR WORKGROUPS

- A. Preliminary staff work, such as introductory research, on an issue for an individual member may be performed by a County department or workgroup, but extensive staff work, such as the preparation of reports, and like items, shall only be carried out after approval by the CCP EC in open session and referral to the County department or workgroup to undertake such work.

RULE 11: ANNOUNCEMENT OF ACTIONS – CLOSED SESSION

The CCP EC shall announce each action of the CCP EC following a closed session as provided for within the Brown Act.

RULE 12: PROCUREMENT PROCESS FOR AB 109 FUNDING, INCLUDING RFP PROCESS, TO SERVICE PROVIDERS FOR THE PROVISION OF PROGRAMS AND SERVICES TO THE CRIMINAL JUSTICE POPULATION

The CCP EC recognizes the need and importance of seeking service providers for the provision of programs and services to the criminal justice population, thus creating a need to contract out for programs and services. To facilitate the process by which a service provider may request and obtain AB 109 funding for such programs, the CCP EC has established a policy and procedure as set forth in [Addendum A](#).

RULE 13: ADMINISTRATION OF RULES

- A. Amendment

The CCP EC may from time to time amend these rules by majority vote order.

- B. Publication

The appointed staff of the Probation Department shall make these rules and any amendments to them available for public inspection via the CCP website.

RULE 14: RULES ARE PROCEDURAL

These rules are adopted and intended to provide procedures for the conduct of the CCP EC's business. Any action which is taken by the required number of affirmative votes shall be effective for all purposes and shall not be invalidated or in any other manner limited in its effect because of a claim that the procedure followed by the CCP EC in taking such action was not in accord with any provision or provisions of these rules.

ADDENDUM A

RULE 15: PROCUREMENT PROCESS FOR AB 109 FUNDING, INCLUDING RFP PROCESS, TO SERVICE PROVIDERS FOR THE PROVISION OF PROGRAMS AND SERVICES TO THE CRIMINAL JUSTICE POPULATION

Funding is only available by way of a competitive process initiated by the CCP EC or on an emergency basis, as determined and approved by the CCP EC.

1. Competitive Funding Process – At the discretion of the CCP EC and as funds are available, the CCP EC may choose to initiate a competitive funding process for service providers.
 - a. Notification of availability or non-availability of funds for the competitive process will be posted on the AB 109 web page (<http://www.acgov.org/probation/realignment.htm>).
 - b. The competitive funding process, as initiated by the CCP EC, generally runs from September through December of each year with awards in January of the following calendar year, but may be initiated at any time at the discretion of the CCP EC.
2. Emergency – An emergency is an event or series of events not reasonably foreseen, planned for or anticipated.
 - a. The CCP EC will determine if an emergency exists.
 - b. The CCP EC will determine the process for distributing funds in an emergency situation.

Notwithstanding the aforementioned rules and procedures, ultimately the CCP EC retains the authority to distribute AB 109 funds at its discretion.

This Rule does not apply to county agencies and/or CCP EC member agencies/organizations who may request funding at any time through the CCP EC.

This policy does not preclude individual CCP EC member agencies/organizations from contracting for programs and services.

AGENDA ITEM REQUEST

Community Corrections Partnership Executive Committee (CCPEC)

Note: This agenda item request is due at least eight (8) weeks prior to CCPEC meeting.

Email requests to ProbationCommunityPrograms@acgov.org.

TO: Community Corrections Partnership Executive Committee (CCPEC)
c/o Alameda County Probation Department
Brian K. Ford, Chief Probation Officer
1111 Jackson Street, P.O. Box 2059
Oakland, CA 94604-2059

FROM: **Name:** _____
Title: _____
Agency/Organization/Department: _____
Address: _____
Phone #: _____ **Alternate Phone #:** _____
Email: _____

This agenda item is being submitted for consideration by the Community Corrections Partnership Executive Committee (CCPEC) at their meeting on _____, _____.

Title: Click here to enter text.

Subject/Description: Click here to enter text.

Background Information: Click here to enter text.

Fiscal Impact*, if any: Click here to enter text.

Recommended action to be taken: Click here to enter text.

**When requesting funding, please answer the questions in either Section 1 or 2 below. If requesting funding for a new program idea, answer the questions in Section 1. If requesting funding for a program with an existing AB 109-funded contract, answer the questions in section 2.*

Signature: _____

Print Name and Title: _____

Section 1: Requesting Funding for a New Idea

*** A logic model from the Programs and Services Workgroup may be attached in lieu of answering the following questions.*

A. Program Description

1. What part of the AB 109 population do you propose to serve? (For example: unhoused individuals, clients disengaged from Probation services etc.)
2. Which client needs are being addressed? (For example: housing, employment, substance abuse etc.)
3. What are the objectives and benchmarks for success of the proposed program/activity?
4. What are the resources and activities required by an organization to make the program successful? (For example: staffing, development of workshops etc.)
5. How will Probation Officers inform clients about the program/activity?
6. If referrals don't come from Probation, how will clients be informed of the program/activity?

B. Background Research

1. Is the initiative evidence-based or a promising new idea?
2. If this is an evidence-based program, what does the research say about it?
3. If there is existing research, was the research done on a population similar to the population the program anticipates serving?
4. Is Probation funding any similar activities?
5. If Probation is funding similar activities, what is unique about this program/activity, why is it necessary?
6. Lived experience can often provide a layer of knowledge often not captured by traditional research methods. Please provide any anecdotal knowledge based upon lived experiences that contributes to or strengthens your proposed program/activity.

C. Fiscal Impact

1. What is your proposed annual budget for this program/activity?
2. What is the total proposed budget for this program/activity? Please include a complete budget breakdown.

Section 2: Request to Renew or Extend an Existing Contract

A. Provider Information

1. Contractor Name:
2. Program Name:
3. City and Board of Supervisors District:

B. Information About the Program

1. Please provide a summary of the program.
2. What part of the AB 109 population was served under the contract? (For example: unhoused individuals, clients disengaged from Probation Services, etc.)
3. What client needs were addressed? (For example: housing, employment, substance abuse etc.)
4. Please provide a list of the objectives for this program/activity.
5. Did your organization invest any resources specific to this contract to make the program/activity successful? (For example: staffing, development of workshops etc.)
6. Did you do any outreach to the target population, outside of referrals by Probation? If so, what were the results of your outreach?

C. Background Research

1. Is the program/activity evidence-based or a promising new idea?
2. If the program/activity is an evidence-based program, what does the research say about it?
3. If there is existing research, was the research done on a population similar to the population served?
4. How do milestones/contract deliverables compare to the outcomes of similar work in other jurisdictions?
5. Is Probation funding any similar activities?
6. If Probation is funding similar activities, what is unique about this program/activity, why is it necessary?
7. Lived experience can often provide a layer of knowledge often not captured by traditional research methods. Please provide any anecdotal knowledge based upon lived experiences that contributes to or strengthens your proposed program/activity.

D. Program Data

1. How many people did your organization serve under the contract?
2. How many people was your organization expected to serve under the contract?
3. How many people were referred to the program/activity by Probation?
4. How do you define successful completion for this program/activity?

5. Please provide program milestones and other contract deliverable data.
6. Describe how successfully your organization achieved your contract milestones and the other contract deliverables.
7. Is there a waitlist for this program/activity?

E. **Contract Information**

1. Contract Term:

	Start Date	End Date	Budget Allocation
Original Contract Term:			
1st Amendment:			
2nd Amendment:			
3rd Amendment:			
4th Amendment:			

2. Budget:

	Budget Allocated	Percentage of Total Budget	Total Expenditures as of DATE
Personnel:			
Program Costs:			
Direct Participant Support:			
Indirect Cost:			
Other: <small>Click here to enter text.</small>			
Total:			

3. Direct Participant Support and Cost per Client

- a. What percentage of the expenditures goes to the Contractor vs. the Participants?

- b. Total Expenditures vs. Successfully Completed:

(Total Expenditures / # of Successful Completions = Cost per Successfully Completed):

\$100,000 / 10 clients = \$10,000 per client

- c. Total Expenditures vs. Total Active Clients:

(Total Expenditures / # of Active Clients = Cost per Active Client):

\$100,000 / 20 clients = \$5,000 per client

4. Does this contract have an extension available?

5. Why should the contract be extended/renewed rather than going out to bid?

F. **Fiscal Impact**

1. What is your proposed annual budget for this program/activity?

2. What is the total proposed budget for the requested program/activity? Please include a complete budget breakdown.

3. Have you exhausted all of your previous AB 109 funding? If not, how much unspent AB 109 funding do you have remaining?

4. What is your total budget for the program/activity under the contract?

a. If the proposed annual budget is higher than that of the previous year, please justify the increase.

b. If the proposed annual budget is lower than that of the previous year, please explain.

5. Staff Salaries

a. How much does your highest paid staff member allocated to this contract make?

b. How much does your lowest paid staff member allocated to this contract make?

c. What is your average staff salary?

d. Do you offer living wages based on the [MIT Living Wage Calculator](#) (for a single person \$29.95 per hour)?