

Community Corrections Partnership Public Roundtable Meeting Outline

Meeting Purpose: Provide a public forum to inform and gather feedback on the criminal justice system.

Potential Meetings for FY 2019/20:

- October 2019 – Woodland, 5:30pm to 7:30pm
- April 2020 – West Sacramento, 5:30pm to 7:30pm

Meeting Theme: Criminal Justice System Overview

Meeting Plan	
Time	Topics
5:30pm – 5:40pm	Call the Meeting to Order
5:40pm – 6:00pm	CCP Purpose and Member Roles
6:00pm – 6:45pm	Overview of the Criminal Justice System
6:45pm – 7:10pm	Continuum of Care Gaps & CCP Strategic Plan
7:10pm – 7:30pm	Roundtable Discussion and Adjournment

Advertisement methods

1. Write Press release
2. Announce over Facebook and Twitter accounts
3. Advertise on Inside Yolo
4. Place fliers in post offices, county libraries, and treatment centers
5. Send notice to city governments and treatment providers

Materials Needed for the Meeting

1. Projector
2. Chairs and tables
3. Flip charts and markers
4. Agendas
5. Sticky notes
6. Criminal Justice Continuum of Care maps

Facilitation Tools

1. Take notes on conversation and questions
2. Provide a place for questions to be placed via sticky notes
3. Provide a “parking lot” for questions and comments not pertaining to the topic
4. Ask attendees and CCP members for FY 2020/21 roundtable meeting themes.