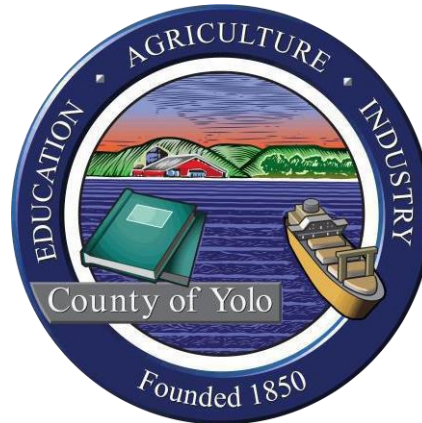


Yolo County Community Corrections Partnership (CCP) and CCP Executive Committee Meeting

MEETING AGENDA

Monday, October 11, 2021, 1:30 p.m.



Community Corrections Partnership (CCP)

(* denotes Executive Committee Member)

Chief Probation Officer: Dan Fruchtenicht*

Presiding Judge or Designee: Shawn Landry*

County Supervisor: Don Saylor

District Attorney: Jeff Reisig*

Public Defender: Tracie Olson*

Sheriff: Tom Lopez*

Chief of Police (Winters): John Miller*

Head of Department of Social Service: Karen Larsen*

Head of Department of Mental Health: Karen Larsen

Head of Department of Employment: Karen Larsen

Head of Alcohol & Substance Abuse Programs: Ian Evans

Head of County Office of Education: Garth Lewis

Community-Based Organization Representative: Marc Nigel

Individual who represents interests of victims: Laura Valdes

NOTE: This meeting is being agendized to allow CCP Members, staff and the public to participate in the meeting via teleconference, pursuant to Assembly Bill 361.

Teleconference options to join Zoom meeting:

Please click the link below to join the webinar:

<https://yolocounty.zoom.us/j/92852055783>

Or iPhone one-tap :

US: +14086380968,,94883226708# or +16699006833,,94883226708#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301
715 8592 or +1 312 626 6799 or +1 646 876 9923

Webinar ID: 928 5205 5783

Assembly Bill 361 authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the teleconference.

If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The Chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3 minutes (subject to change).

CCP Mission

The mission of the Yolo County Community Corrections Partnership (CCP) is to protect the public by holding offenders accountable and providing opportunities that support victim and community restoration, offender rehabilitation and successful reintegration.

CCP Goals

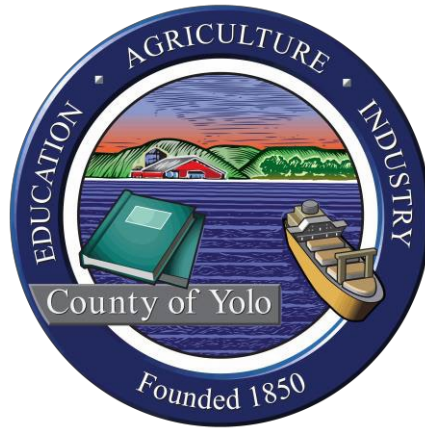
- Goal 1:** Ensure a safe environment for all residents and visitors by reducing and preventing local crime and reducing recidivism
- Goal 2:** Restore victims and the community and hold offenders accountable
- Goal 3:** Build offender competency and support community reintegration

- 1) Call to Order (Fruchtenicht)
- 2) **CCP Action Item:** Consider approval of agenda (Fruchtenicht)
- 3) **CCP Action Item:** Consider approval of August 9, 2021 special meeting minutes (Fruchtenicht) (Attachment A)
- 4) Public Comment: Opportunity for members of the public to address the CCP on subjects relating to CCP business and not otherwise on the agenda. Speakers will be limited to 3 minutes (subject to change).
- 5) Member Announcements
- 6) Receive update on Diversionary Housing Project (Fruchtenicht)
- 7) **CCP Action Item:** Consider approval of revised CCP Bylaws and Appendix A - CCP Budget Policies (Will) (Attachment B)
- 8) Receive update on Amended State Budget and consider amendment to CCP Budget FY21-22 (Rinde)
- 9) **CCP Action Item:** Consider approval of CCP Budget Metrics and Outcomes Ad Hoc (Will) (Attachment C)
- 10) Consider future Day Reporting Center contracting (Will)
- 11) Adjournment (Fruchtenicht)

Notice

This agenda was posted in accordance with the Brown Act. If requested, it can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 and the Federal Rules and Regulations adopted implementation thereof. Persons seeking an alternative format, or who require a modification or accommodation, including auxiliary aids or services in order to participate in the meeting should contact the CCP Analyst as soon as possible (preferably at least 24 hours prior to the meeting) at (530) 666-8150 or Eric.Will@YoloCounty.org or:

CCP Analyst
Yolo County Administrator's Office
625 Court Street, Room 202
Woodland, CA 95695



MINUTES
Special Community Corrections Partnership Meeting

Monday, August 9, 2021

The Community Corrections Partnership met on the 9th day of August, 2021, via [teleconference](#) at 1:30 p.m. pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at the following [link](#).

CCP Executive Board Members Present: Chief Probation Officer Dan Fruchtenicht, Undersheriff Dale Johnson, Public Defender Tracie Olson, HHSA Director Karen Larsen, Winters Police Chief John Miller, Deputy District Attorney Jonathan Raven.

Full CCP Board Members Present: Chief Probation Officer Dan Fruchtenicht, Undersheriff Dale Johnson, Public Defender Tracie Olson, HHSA Director Karen Larsen, Winters Police Chief John Miller, HHSA Ian Evans (joined late), Supervisor Don Saylor (joined late), Victim Representative Laura Valdes.

Full CCP Board Members Absent: Superintendent of Schools Garth Lewis, CBO Rep Marc Nigel, Rocio Vega representing the Courts

Staff Present: Phil Pogledich, Eric Will, Mindi Nunes, Chad Rinde and Clerk Julie Dachtler.

1) Call to Order (Fruchtenicht)

Roll call of the Full CCP Board was conducted by the Clerk.

2) **CCP Action Item:** Consider approval of agenda (Fruchtenicht)

Minute Order No. 21-24: Approved agenda as submitted.

MOVED BY: Larsen / SECONDED BY: Raven
AYES: Evans, Fruchtenicht, Johnson, Larsen, Miller, Olson, Raven, Saylor.
NOES: None.
ABSTAIN: Valdes.
ABSENT: Lewis, Nigel, Vega.

3) **CCP Action Item:** Consider approval of July 12, 2021 meeting minutes (Fruchtenicht) (Attachment A)

Minute Order No. 21-25: Approved the July 12, 2021 special meeting minutes with the correction to Dale Johnson's title, which should read Undersheriff, not Lieutenant.

MOVED BY: Raven / SECONDED BY: Olson
AYES: Evans, Fruchtenicht, Johnson, Larsen, Olson, Raven, Saylor, Valdes.
NOES: None.
ABSTAIN: Miller.
ABSENT: Lewis, Nigel, Vega.

4) **CCP Action Item:** Consider approval of July 22, 2021 special meeting minutes (Fruchtenicht) (Attachment B)

Minute Order No. 21-26: Approved the July 22, 2021 special meeting minutes with the correction to Dale Johnson's title, which should read Undersheriff, not Lieutenant.

MOVED BY: Larsen / SECONDED BY: Raven
AYES: Evans, Fruchtenicht, Johnson, Larsen, Miller, Saylor, Valdes.
NOES: None.
ABSTAIN: Olson, Raven.
ABSENT: Lewis, Nigel, Vega.

5) **Public Comment:** Opportunity for members of the public to address the CCP on subjects relating to CCP business and not otherwise on the agenda. Speakers will be limited to 3 minutes (subject to change).

Francesca Wright addressed the Board during public comment.

6) Member Announcements

There were no Member Announcements.

7) Receive update on the Sequential Intercept Map process(Larsen)

Robert Canning addressed the Board on this item.

Received update on the Sequential Intercept Map (SIM) process. The consensus by the group was not to tie the SIM to the CCP but to return this to the workgroup with a report out to the CCP members. Continue working with Kevin O’Connell to schedule some of those targeted groups to meet. Each Department can determine who their representatives should be.

8) **CCP Action Item:** Consider approval of revised CCP Bylaws and Appendix A - CCP Budget Policies (Will) (Attachment C)

Robert Canning, Francesca Wright and LT addressed the Board on this item.

Eric Will went over the proposed revised CCP Bylaws and Board members gave feedback and mentioned they would like the following changes to be incorporated in the Bylaws and brought back to the October 11, 2021 meeting for approval:

- 1) Basic language changes
- 2) Definition language as discussed
- 3) Outcomes and Rollover language

9) **CCP Action Item:** Consider CCP budget proposals and take actions as needed (Fruchtenicht) (Attachment D)

Francesca Wright and Robert Canning addressed the Board on this item.

Minute Order No. 21-27: Approved all of the following CCP budget proposals as requested; however, before a vote was taken, the motion was amended by Member Olson, seconded by Member Miller, to approve all of the following CCP budget proposals with the exception of the Treatment Coordinator (Tx Coord) under Treatment Investments, as it is redundant with the Sheriff's request, and moving Crisis Now from Treatment Investments to the Innovation Account:

1. Request for Funding to Hire a Victim Advocate for the Yolo Restorative Justice Partnership
2. Sheriff's Office In-Custody Program Manager – Treatment Dollars Request
3. Sheriff's Office Expansion of Medication Assisted Treatment (MAT) Program
4. Probation Department – Vocational Development Services
5. Probation Department – CCP Fiscal Support
6. Increasing Participation in the Restorative Justice Partnership Program
7. Treatment Investments (~~Crisis Now~~, I/C SUD tx, DC Planner, ~~Tx Coord~~)
8. City of Woodland - Advance Peace Request for Funding

Motion passed 6:1.

MOVED BY: Olson / SECONDED BY: Miller

AYES: Fruchtenicht, Johnson, Larsen, Miller, Olson, Raven.

NOES: None.

ABSTAIN: None.

ABSENT: Vega.

10) Adjournment (Fruchtenicht)

Next Meeting: Quarterly Scheduled CCP Meeting Monday, October 11, 2021 at 1:30 p.m.

Minutes prepared by: Julie Dachtler, Senior Deputy Clerk, Board of Supervisors

Appendix A - Budget Policy

Purpose

The following serves to aid the Community Corrections Partnership (CCP) as budget policy aligned with the CCP's percentage-based budget model and both the CCP and the County's strategic plans.

Annual Review Process

The CCP sets an April 30 deadline to approve the CCP budget to align with the County's Recommended Budget process and ensure allocations are ready by the beginning of each fiscal year (July 1). Working backward, this process would begin at the fall quarterly CCP meeting and continue at the winter quarterly CCP meeting.

As defined in the CCP bylaws, the CCP Executive Committee votes on the CCP budget annually. This action will include review of the CCP budget and any proposals submitted for available Treatment and/or Innovation funds. To accommodate the above timeline, Treatment and Innovation proposals should be submitted for review at a meeting set by the CCP.

Proposal Review Process

The CCP Executive Committee shall review and vote on proposals submitted by County departments and external organizations, such as Community-Based Organizations and City Police Departments. To ensure transparency regarding CCP dollars, this includes proposals in which a department seeks to alter the use of their allocation during the fiscal year.

The proposal process would seek to capture the following information as it relates to the CCP's Strategic Plan:

- What will be done with the money
- What is the objective and how will it be achieved (timing, staffing, phasing)
- What are the performance measures that would be tracked

Activities eligible for Treatment and/or Innovation funds are defined below. All projects under Treatment and Innovation should further the CCP three major goals:

- 1) Ensure a safe environment for all residents and visitors by reducing and preventing local crime and reducing recidivism
- 2) Restore victims and the community and hold offenders accountable;
- 3) Build offender competency and support community reintegration.

Treatment Definition: Mental Health or Substance Use Disorder treatment or other programming that: enhances success in the community, employment and social connectedness; addresses criminogenic needs through a behavioral health lens; and uses evidence-based/informed or promising practices known to reduce recidivism.

Innovation Definition: Turning an idea into a solution that best serves clients/improves outcomes for offenders. Innovation introduces new practices or approaches or changes existing practices or approaches with the intent to improve services and outcomes. While programs may not all be evidence-based, all programs should include outcome measurements and metrics that are monitored and collected.

Finally, the CCP may request subject matter experts, such as the County Alcohol and Drug Administrator, to help validate proposals to enhance the process and ensure alignment with existing County and CCP practices. Voting on Treatment and Innovation proposals, however, is limited to the CCP Executive Committee.

Appendix A - Budget Policy

Allocations

If the annual review process is completed in April, allocations will be included in the County Budget for expenditure at the beginning of the fiscal year (July).

Fund Balances/Reserves

The CCP Reserve shall be aligned with the County's Reserve Policy which includes the following:

- The Reserve target is 10% of average CCP expenditures
- The Reserve is to mitigate against a severe economic downturn, funding reduction or financial impacts of a state of emergency
- The Reserve shall only be drawn down as part of the budget adoption or as part of a declaration of fiscal emergency

In alignment with the CCP Bylaws, the CCP Executive Committee is responsible for reviewing any potential changes to Reserve practices. The CCP shall review their Reserve annually as part of the budget process.

Should the CCP hold any fund balance due to unanticipated revenues received within a fiscal year or prior year unexpended funds not being approved for carry forward, it shall be transferred to the Reserve until the policy target has been met. Use of dollars placed in the Reserve will be subject to vote by the CCP Executive Committee as part of the budget process.

Should a department overspend their allocation of CCP dollars, that department shall be responsible for submitting a request for additional funding to the CCP for any unallocated CCP funds or shall submit a request to the Department of Financial Services (DFS) and the County Administrator for County General Fund. A funding request to the CCP would be placed before the CCP Executive Committee for consideration and would be required to outline why the overage occurred, how corrections shall occur moving forward and outcomes associated with rightsizing the program funding.

Carryforward Process (Rollover)

Should a department end a fiscal year with unspent budgetary allocations, it is understood the department may be reliant on those unspent funds in the next fiscal year to carry out a given activity, such as continued funding for an incomplete contract/purchase order, or to offset a budget deficit. The department may then request the funds be rolled over to the department in the new fiscal year. The request would be consistent with the budget process for the County in which rollover funds available are determined in July. These rollover requests should be accompanied by written explanation that clearly indicates the need for these rollover funds. These carryforward or rollover requests are subject to approval by the CCP Executive Committee, who may approve the request or reallocate funds back to the CCP budget. This would be expected to occur at the summer quarterly CCP Board meeting. Consistent with County budget policy, rollover requests also require Board of Supervisors' approval at the September Adopted Budget hearing.

Treatment and Innovation dollars placed into a department budget for the purpose of funding a program over multiple years would not be rolled over into the department budget at the end of the program. Rather, the funding would be retained to be reallocated to future Treatment and/or Innovation programs.

Appendix A - Budget Policy

Budget Reporting/Invoicing

To ensure efficiency in budget and data collection, the CCP shall develop and consider a standardized budget and invoicing process to be carried out on a regular basis (ex. quarterly). The use of a standardized form will speed up collection and provide transparency. This standardized form might include what has been spent/what is remaining in a line item, etc.

Effectively, the process for CCP expenditures would require department-specific invoices that would be administratively approved by the Probation Department. The Department of Financial Services would, in turn, administratively approve the Probation Department invoices.

Invoicing will occur in Treatment and Innovation cost centers that are to be developed for the CCP fund. To facilitate this process, the CCP authorizes DFS to reallocate budgets as needed to achieve consistency in the CCP budgets and authorizes Probation staff to process reimbursements or transfers as needed, not-to-exceed CCP approved budget allocations. To ensure separation, DFS is authorized to approve Probation's reimbursements or transfers, not-to-exceed their CCP budget allocation.

If an external entity is funded through CCP dollars, the CCP shall assign a department responsible for preparation of the contract, development of performance measures, budget oversight, payment and review of invoices, and contract/performance monitoring.

Outcomes/Data Collection

As part of each program and proposal approved by the CCP Executive Committee, outcomes and data collection will be required with reporting out during the midyear and end of year budget reporting.

An important piece that has not yet been determined is what metrics and/or outcomes will be required for each program/proposal and who will review and ensure that the correct data is being collected. Ongoing program evaluation should also be considered for all programs funded by the CCP. While difficult to implement, standardizing a simple form for each program would enhance transparency and help ease review by the CCP Executive Committee.

The County has implemented the use of Results Based Accountability (RBA) in the past for performance measurement. The CCP could consider using this methodology or something similar that captures important data points that will ultimately help the CCP Executive Committee vote on budget items that push forward the CCP Strategic Plan and implement the purpose of AB 109. Specifically, all CCP-funded programs should be able to clearly indicate which of the three major goals they support as well as any specific objectives within the CCP Strategic Plan.

It is anticipated that the language under the "Outcomes/Data Collection" section of this policy shall change upon the conclusion of the work of CCP Outcomes & Metrics Ad Hoc Subcommittee.

Community Corrections Partnerships Ad Hoc Subcommittee Outcomes & Metrics

Name of Subcommittee: Outcomes & Metrics Ad Hoc

Type of Subcommittee: Standing Ad Hoc

Subcommittee Members: TBD

Staff Contact(s): Eric Will

Description of Scope and Charge of the Subcommittee: Created at the CCP meeting on October 11, 2021. Develops CCP budget policies to implement effective and feasible outcome measures and metrics. Coordinates with CCP analyst and CCP fiscal admin to develop monthly, quarterly, and/or annual procedures associated with implementing these policies. Recommends amendments to the CCP Bylaws as they pertain to the budget outcomes and metrics.

Anticipated Duration of Ad Hoc Effort: 9-12 months