

# Yolo County Community Corrections Partnership Bylaws

## Article I – Authority

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The Community Corrections Partnership (CCP) and its composition is established by Penal Code section 1230; its Executive Committee (EC) by Penal Code section 1230.1 (b).

### Background

SB 678 (chaptered on October 11, 2009) established a program to reduce the percentage of adult probationers sent to prison for probation failure. This bill added Penal Code section 1230, which established the Community Corrections Partnership (CCP) as an advisory body to Probation.

AB 109 (chaptered on April 4, 2011) and AB 117 (chaptered on June 30, 2011), known as the Public Safety Realignment Act of 2011, added Penal Code Section 1230.1, requiring that the local CCP develop and recommend a public safety realignment plan (CCP Strategic Plan) to the county Board of Supervisors “to maximize the effective investment of criminal justice resources in evidence-based correctional sanctions and programs[.]” It also established an Executive Committee of the local partnership as the voting authority within the CCP for the Strategic Plan.

## Article II – Mission, Goals & Purpose

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### Section A: Mission

The mission of the Yolo County Community Corrections Partnership (CCP) is to protect the public by holding individuals accountable and providing opportunities that support victim and community restoration, offender rehabilitation and successful reintegration through evidence-based, innovative and culturally competent programs and services.

### Section B: Goals

Goal A: Ensure a safe environment for all residents and visitors by reducing and preventing local crime

Goal B: Hold individuals accountable for their actions and restore victims

Goal C: Build individual competency, support community reintegration and reduce recidivism

### Section C: Purpose

The principal purpose of the CCP is to develop and modify, as needed, the CCP Strategic Plan for implementation pursuant to the mandates of the Public Safety Realignment Act of 2011, which shifted custody and supervision of certain offenders from the prison system and parole to local authority.

## Article III – Membership

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### Section A: CCP Composition

The CCP shall be chaired by the Chief Probation Officer and comprised of the following membership, as established by law:

- A. The presiding judge of the superior court, or his or her designee
  - B. A county supervisor or the chief administrative officer or a designee of the board of supervisors
  - C. The district attorney
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- D. The public defender
- E. The sheriff
- F. A chief of police (selected by the Yolo County Law Enforcement Administrators Coordinating Council)
- G. The head of the county department of social services\*
- H. The head of the county department of mental health\*
- I. The head of the county department of employment\*
- J. The head of the county alcohol and substance abuse programs
- K. The head of the county office of education
- L. A representative from a community-based organization with experience in successfully providing rehabilitative services to persons who have been convicted of a criminal offense (selected by the CCP)
- M. An individual who represents the interests of victims (selected by the CCP)

\* In Yolo County, these positions are consolidated with the position of Health and Human Services Agency (HHSA) Director. For CCP and CCPEC purposes, the HHSA Director shall hold a single seat allocated to these positions. If the Board of Supervisors directs (by ordinance) that these positions should be held separately, rather than by the HHSA Director, this provision shall not apply and each position will be held separately and accorded the same participation, voting, and other rights that are available to all other CCP members.

## Section B: Vacancies

Whenever a vacancy occurs, the designated appointing authority will appoint a new member.

## Section C: Chair

The Chair of the CCP is the Chief Probation Officer of Yolo County, as required by Penal Code Section 1230. In instances when the Chair cannot attend a meeting, his/her designee shall serve as Chair.

## Section D: Alternates

Each member of the CCP present at a meeting will have one vote on CCP matters, with the exception of recommending a Strategic Plan to the Board of Supervisors as outlined below in Article IV, Section A. A CCP member may designate one alternate representative to participate in person and vote at meetings when the member is unable to attend. Designees must be identified in advance, in writing or e-mail to the CCP Chair.

## Section E: Quorum

A quorum is no less than a simple majority of the CCP members. As positions G, H, and I are consolidated, the voting membership of the CCP totals eleven (11). Alternates will be counted toward a quorum only in the absence of the principal member.

## Section F: Sub Committees

The CCP may establish sub committees, in adherence with the Brown Act, on either a permanent (standing) or temporary (ad-hoc) basis, to address specific issues or concerns.

## Article IV – Executive Committee

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### Section A: Executive Committee Purpose

Pursuant to Penal Code Section 1230.1(b), the Executive Committee is designated to vote to recommend the CCP Strategic Plan and any amendments thereto for final approval by the Board of Supervisors. Note: Pursuant to Penal Code section

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1230.1, unless the Board of Supervisors rejects the plan by a 4/5<sup>th</sup> vote and remands it to the Executive Committee for further consideration, the plan is deemed approved.

## **Section B: Executive Committee Membership**

Pursuant to PC 1230.1 (b), the Executive Committee will be composed of 7 members, as follows:

1. Chief Probation Officer – Chair
2. Chief of Police
3. Sheriff
4. District Attorney
5. Public Defender
6. Superior Court Presiding Judge or his/her designee
7. Either the HHS Director or the head of the Alcohol and Substance Abuse Program, as determined by the Board of Supervisors.

## **Section C: Quorum**

A quorum is no less than a simple majority of Executive Committee members. Alternates will be counted toward a quorum only in the absence of the principal member.

## **Article V - Meetings**

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### **Section A: General**

While subject to change, the CCP is scheduled to meet quarterly on the second Monday of January, April, July and October at 1:30 p.m. Additional meetings will be scheduled as needed to conduct business.

Notice of meetings will be posted on the CCP website located at [www.YoloCounty.org/CCP](http://www.YoloCounty.org/CCP) and as required by the Brown Act. A meeting of the CCP shall also be considered a meeting of the CCPEC.

### **Section B: Public Comments**

Individual speakers will be limited to three (3) minutes, subject to the authority of the Chair to establish different time limits in his or her sole discretion.

### **Section C: Meeting Decorum**

#### Limitations on Time

In the interest of facilitating the business of the CCP and the CCPEC, the Chair, in the exercise of reasonable discretion, may limit time used by each person in addressing the CCP and the CCPEC.

#### Determination of Disorderly Conduct

Demonstrations, including signage and applause, that are disruptive are prohibited during meetings.

In the event of obscene, indecent or profane language, remarks, or actions, the Chair shall immediately warn the presenter that continued use of such language or actions may cause the Chair to deny further presentation of information or material by the offending person.

In the event any meeting is willfully interrupted as to render the orderly conduct of such meeting infeasible, the Chair may adjourn the meeting or direct offending participants to leave the room.

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## Section D: Agenda

The agenda for CCP and Executive Committee meetings shall be prepared by CCP Analyst in the County Administrator's Office and include matters that come before the CCP and the Executive Committee in the ordinary course of business or which are placed on the agenda by request of any member of the CCP.

## Section E: Action Items

State law provides the CCP and Executive Committee with overlapping authority on criminal justice issues that are described general in Penal Code sections 1228 through 1231. The Executive Committee alone, however, is vested with authority to develop and amend a plan for implementation of the 2011 public safety realignment. Accordingly, the full membership of the CCP shall have authority to vote on items presented for action with the exception of the following plan-related matters that are within the exclusive purview of the Executive Committee:

- Any revisions or other matters affecting the content of the plan referenced in Penal Code section 1230.1(a) (i.e., the CCP Strategic Plan); and
- Any budget or other recommendations provided to the Board of Supervisors regarding plan implementation.

If a majority of Executive Committee members present at a meeting agree that it is unclear whether an action item is within their exclusive purview, the item shall be voted upon by the full membership of the CCP.

## Article VI - Administrative

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### Section A: Parliamentary Authority

Rosenberg's Rules of Order shall govern all CCP meetings except in instances of conflict between the rules of order and these bylaws or provisions of state law, in which event the bylaws or provisions of state law shall govern

### Section B: Brown Act

Meetings of the CCP are deemed public meetings under the Brown Act.

### Section C: Consistency with State Law

In all respects, these bylaws are to be interpreted and applied in a manner consistent with state law, including but not limited to Penal Code sections 1230 and 1230.1. In the event conflict between these bylaws and state law, state law shall govern.

## Article VII: Bylaws Amendments and Modifications

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These bylaws may be amended at any official meeting by majority vote of the CCP. Any amendment of Section IV shall be effective only upon concurrence by a majority of the Executive Committee.

# 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

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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 a 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.

## External Funding Request Review Process

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The CCP Executive Committee shall review and vote on proposals submitted by external organizations, such as Community-Based Organizations, City Police Departments, etc.

During the January meeting of the CCP, members will determine what objectives in the CCP Strategic Plan should be prioritized for available Treatment or Innovation funding in the coming fiscal year (i.e., Increase upstream prevention efforts).

1. An announcement (via press release, social media and/or CCP website posting) will be made in mid-January listing the identified priorities and requesting funding proposals with a nexus to those priorities from outside agencies for consideration by the CCP during its April meeting. The application period will be open until the end of February.
2. Applications will be submitted to the CCP email inbox and should include:
  - a. Name of the organization making the proposal.
  - b. Program summary that includes an explanation of how the program achieves or forwards the CCP Strategic Plan priorities selected for the coming fiscal year.
  - c. Description of metrics that will be tracked and a commitment to produce a formal Program Summary for the October meeting of the CCP that includes performance measures; and
  - d. Proposed budget, including detail on any other funding sources to be utilized and whether the requested funding is single- or multi-year.
3. The CCP Analyst and Financial Officer will review applications and develop recommendations for funding based on the proposal's alignment with the CCP's Strategic Plan priorities for the next fiscal year and anticipated revenue available. The proposals and recommendations will then be presented to the CCP during its April meeting for consideration. Following feedback from the full membership of CCP, the Executive Committee will vote to fund or reject each proposal. Approved proposals will be incorporated into the budget for the upcoming fiscal year.

**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 individuals who are criminally justice involved and

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improves outcomes. 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 funding Treatment and Innovation proposals, however, is limited to the CCP Executive Committee.

### Allocations

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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

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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.

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### Carryforward Process (Rollover)

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Unspent funds from **departmental annual percentage-based budget allocations** will fall to departmental fund balance for appropriation in future fiscal years.

Funds placed in department budgets from categories other than departmental annual percentage-based budget allocations (**e.g., Treatment, Innovation, Administration**) do not roll over into the department budget at the end of the program. Rather, the funding would fall back to the originating budget category (e.g., Treatment, Innovation, Administration) and be subject to a new allocation to future Treatment, Innovation, or Administration programs.

Consistent with County budget policy, rollover requests related to incomplete contract/purchase orders must be accompanied by a written explanation that clearly indicates the need for these rollover funds and require Board of Supervisors' approval at the September Adopted Budget hearing.

### Budget Reporting/Invoicing

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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.

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### Outcomes/Data Collection and Reporting

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The CCP has adopted a Program Summary template for annual reporting which provides a one-page, at-a-glance understanding of CCP-funded programming, use of the funding, and program metrics. Reporting on CCP programming will utilize this template for reporting outcomes for the prior fiscal year on the following schedule:

- September: Reports for the prior fiscal year are due.
- October: At the regularly scheduled CCP Meeting in October, the CCP will receive and review Program Summary reports.
- January: The CCP Analyst, in coordination with the CCP Chair, will use the received Program Summaries to develop a comprehensive report.
  - This report will be presented at the regularly scheduled CCP Meeting in January,
  - Following presentation to the CCP, the report will then be submitted to the Yolo County Board of Supervisors at their next regularly scheduled meeting.

Each Program Summary report will utilize the RBA model, which provides performance measures (PM) intended to answer the following questions:

- PM1: How much did we do (quantity)?
- PM2: How well did we do it (quality)?
- PM3: Is anyone better off?

The CCP will provide a dashboard displaying a subset of key metrics on the CCP's website to help stakeholders and the public better understand the work of the CCP.