

## AGENDA ITEM REQUEST

Community Corrections Partnership Executive Committee (CCP EC)

*Note: Agenda item requests are due at least 5 (five) business days prior to CCP EC meeting.*

TO: Community Corrections Partnership Executive Committee (CCP EC)  
c/o Alameda County Probation Department  
Wendy Still, Chief Probation Officer  
1111 Jackson Street, P.O. Box 2059  
Oakland, CA 94604-2059

FROM: **Name:** Kamarlo Spooner

**Title:** Chair

**Agency/Organization/Department:** The Community Advisory Board (CAB)

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Submitted are the following agenda item(s) to be considered by the Community Corrections Partnership Executive Committee (CCP EC) at the meeting on May 17, 2021

**Title/Subject Description: Web Based CAB Application**

**Background (brief):** The CAB has received numerous reports of people having trouble utilizing the CAB application. The current application is PDF based, which requires the cumbersome process of downloading and uploading a PDF. People have reported losing the information they filled out during the download/upload process, some even have become so frustrated with the process that they gave up. To solve this problem with access to the CAB application, the CAB request approval to have ITD create a web-based form to replace their PDF based CAB application. The form will still live on Probation's website and can be fully stylized to match the probation site. The form will be easy to use and build. Data will be stored in the vendor cloud so it can be saved and returned to later. There is a one-time cost of \$950 and on-going \$25 monthly cost (\$300 annually).

**Fiscal Impact, if any:** AB-109 funds to cover one-time cost of \$950 and annual cost of \$300 (\$25/month)

**Agenda item is:**       Discussion       Action

**Recommendation/Action to be Taken:** Request approval to use AB-109 funds (one-time cost of \$950 and annual cost of \$300) to create a web-based CAB application to replace the current PDF based application.

**Signature:** *Kamarlo Spooner*

**Print Name and Title:** Kamarlo Spooner

**Date:** 3/23/2021