## 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**: Marlo 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 March 15, 2021.

**Title/Subject Description: FORMERLY INCARCERATED CAB NOTE TAKER**

**Background (brief):** The CAB request that the CCPEC recommend to the BOS that funding be made available from AB 109 to cover the cost to pay a note taker. The CAB has been a board without a member that is willing to capture the minutes for well over four years. The CAB did have a volunteer from the community take minutes for a long period of time, however the community made their feelings known to the CAB about the possible conflict of interest with the previous note taker.

CAB Operating Guideline Article 4: Officers Section 1, 2, and 3 does not state that the Secretary of the CAB shall take minutes, furthermore many times no one wanted to be the secretary because of the task of minute taking.

**Fiscal Impact, if any:** $900 Annually ($75 per month)

**Deliverables:**

1. **CAB to receive comprehensive minutes each month**
2. **System impacted individual(s) obtaining job skills**
3. **System impacted individual(s) will build up resume**

**Agenda item is:** **X** Discussion **X** Action

**Recommendation/Action to be taken: Forward to the Board of Supervisors**

**Signature**: \_\_\_\_\_\_\_Kamarlo Spooner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name and Title**: Kamarlo Spooner - Chair of CAB. **Date**: 02/20/2021