



**CONTRA COSTA COUNTY**  
**OFFICE OF REENTRY & JUSTICE (ORJ)**

**Objective**

Consistent with the CAB recommendation, establish an Office of Reentry and Justice (ORJ) in the County Administrator's Office (CAO) as a 2.5 year pilot project, to be located in the former Crime Lab building, formally commencing on January 1, 2017. At the conclusion of the pilot, the CAO will evaluate the ORJ functional performance, achievements, and utility as well as resource availability and utilization, and make a recommendation to the Board of Supervisors on its future operations.

**Scope and Responsibilities**

The mission of the ORJ will be to build on, align and formalize a cohesive structure for the work currently being provided by the CAO and the contracted Reentry Coordinator in advancement of public safety realignment and justice initiatives. The scope and responsibilities are broadly defined as:

- coordinating a broad array of reentry, public safety realignment, and justice-related services;
- facilitating collaborative efforts around policy development, operational practices and supportive services;
- advancing knowledge of relevant issues, research and best-practices in the fields of reentry and justice;
- fostering capacity-building and partnership development;
- leading the procurement process and contract management for community-based reentry and justice service providers;
- identifying and developing new initiatives and funding opportunities;
- supporting legislative advocacy;
- managing data and evaluation of funded services; and
- conducting public outreach, information sharing and community engagement.

## **Budget**

The Budget for the ORJ will include AB 109 Public Safety Realignment funding allocated to the CAO and Probation Office (for the contracted *Reentry Coordinator*), in-kind administrative and clerical support services of the CAO, a portion of the County’s allocation of AB 109 “Planning and Implementation” funding<sup>1</sup>, as well as funding from the Local Innovation Subaccount<sup>2</sup>. FY 2016-17 AB 109 funding for the District Attorney’s CeaseFire Program Coordinator allocation will also be included. This proposal does not draw down any of the AB 109 Public Safety Realignment fund balance but, rather, reallocates existing expenditures already budgeted.

## **Staffing**

To launch the pilot project, the CAO will recruit and hire an ORJ Program Manager (starting Jan. 1, 2017) at the salary level commensurate with the ADDF classification. The ORJ will be staffed by a Senior Deputy County Administrator (in the role of the Director of ORJ), a Program Manager, a Senior Management Analyst, and clerical support services. The ORJ will also host the AB 109-funded CeaseFire Coordinator. The ORJ will develop a fellowship program with UC Berkeley and/or Stanford to provide internship opportunities to graduate students for special projects. In the third year, the ORJ would recruit and hire a Research and Evaluation Manager at the VQHA classification.

1. ORJ Director (0.9 FTE, *Senior Deputy County Administrator*; 0.5 FTE in year 3)
2. Program Manager (1.0 FTE, *ADDF classification*)
3. Senior Management Analyst (0.3 FTE, *in-kind* FY 16-17; 1.0 FTE FYs 17-19)
4. Data Systems Analyst contractor in FY 17-18; 1.0 FTE Research & Evaluation Manager FY 18-19 )
5. Advanced Level Secretary (0.2 FTE, *in-kind* FY 16-17; 0.5 FTE FY 17-19 )
6. Intern/Fellow from UC Berkeley (*stipend*)
7. Ceasefire Program Coordinator (1.0 FTE, *to be determined*)

## **Functions**

1. Program Management
  - a. Work Plan development and oversight for 2016, FYs 17-19
  - b. Staff support to Community Corrections Partnership (CCP), Quality Assurance Committee (QAC), and the Community Advisory Board (CAB)
  - c. CBO Procurement Process and Contract Management
    - i. 17 CBO contracts: contract development, billings, over-sight of implementation
  - d. Reentry Network and Reentry Success Center Coordination

<sup>1</sup> \$663,716 is the fund balance in the Planning & Implementation fund, pending ServicePoint database funding.

<sup>2</sup> The Local Innovation Subaccount exists only at the local level. The subaccount—funded by taking a ten percent share of public safety-related growth accounts—is intended to promote local innovation and County decision making at the Board of Supervisors level.

- i. RFP Process for Network Team contract
    - e. Policy and initiative development
      - i. Innovation Fund Program development and implementation
      - ii. Capacity Building Program development and implementation
    - f. Inter-agency, countywide program development, coordination
    - g. Public outreach, information, and engagement
    - h. Grant development/management
    - i. Intern/Fellow Program Development and Management
2. Program Evaluation, Data Collection, Systems Planning
- a. Update Reentry Strategic Plan
  - b. Update AB 109 Operations Plan
  - c. Racial Justice Taskforce Facilitation and Data Analysis
  - d. AB 109 Annual Report
  - e. AB 109 Quarterly and Monthly Reporting analysis
  - f. ServicePoint and Salesforce information integration (*or transition*)
  - g. Case management system integration with evaluation and service delivery data
  - h. AB 109 Dashboard maintenance and analysis
  - i. Referral feedback loop with Probation
  - j. Periodic performance evaluation, needs analysis
3. Capacity and Resource development
- a. CBO and County Department capacity building
    - i. Capacity Assessments
    - ii. Development of Grant Program
  - b. Staff training/professional development
  - c. Grant writing/resource development
    - i. Identification of funding opportunities
    - ii. Technical assistance for applications
    - iii. Grant writer resources

The CAO acknowledges the valuable input of the CAB in the development of this Proposal and appreciates the collaborative spirit the CAB has demonstrated in our discussions. The “Deliverables and Outcomes” put forward in the CAB Proposal of 5/6/16 are consistent with the intentions of the CAO in the establishment of the ORJ.