



# Contra Costa County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: April 16, 2019

Subject: Contract with W. Haywood Burns Institute

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Administrator, or designee, to execute a contract with the W. Haywood Burns Institute for a payment limit not to exceed \$100,000 to provide committee consulting and development services for the County's Racial Justice Oversight Body and the Juvenile Justice Coordinating Council, for the period April 1, 2019 through June 30, 2020, subject to County Counsel review and approval.

## **FISCAL IMPACT:**

The contract will be paid by equal contributions from the AB 109 Public Safety Realignment Revenue and the Probation Department budget (General Fund)

## **BACKGROUND:**

In collaboration with the Probation Department, the Office of Reentry & Justice (ORJ) on February 28, 2019 solicited qualified contractors through a Request for Qualifications (RFQ) to provide "Committee Consulting Services to the Contra Costa Racial Justice Oversight Body and the Juvenile Justice Coordinating Council" for the period April 1, 2019 through June 30, 2019.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/16/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 16, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: L. DeLaney,  
925-335-1097

cc:

Subsequent to the adoption by the Board of Supervisors on July 24, 2018 of the "Racial Justice Task Force--Final Report and Recommendations," (as amended), the Public Protection Committee (PPC) of the Board of Supervisors directed staff to development a recruitment process to seat an 18-member Racial Justice Oversight Body (RJOB). On November 13, 2018 the PPC approved the nominations for appointments to the RJOB. On December 4, 2018, the Board approved the appointments. The Office of Reentry and Justice, a pilot project of the County Administrator's Office, provided staff support to the Racial Justice Task Force, whose work was facilitated by contractor Resource Development Associates (RDA). Staff of the ORJ will support the Committee Consultant in the performance of their duties related to a contract for these services.

With regard to the Juvenile Justice Coordinating Council (JJCC), in 2018 the PPC determined the JJCC was charged with duties similar to those of the Delinquency Prevention Commission (DPC), both multiagency advisory bodies. The DPC was responsible for coordinating county-based juvenile delinquency prevention initiatives and ensuring that outcomes and funding for delinquency prevention initiatives aligned with the County's juvenile justice efforts. The PPC recommended the dissolution of the DPC and that the JJCC assume the duties of coordinating juvenile delinquency prevention initiatives through the annual multi-agency juvenile justice planning process. In addition, the PPC

recommended that the JJCC's membership be increased to nineteen (19) members by adding one (1) representative from the County Public Health Department, three (3) additional at-large community representatives, and two (2) at-large youth representatives. On December 4, 2018, the Board introduced Ordinance No. 2018-30 amending the County Ordinance Code Chapter 26-6 to dissolve the DPC and adopted Resolution No. 2018/597 increasing the size of the JJCC to 19 members and designating the JJCC as the body to coordinate county-wide juvenile delinquency prevention activities.

The Committee Consultant will be responsible for providing the following:

## BACKGROUND: (CONT'D)

1. Development of Committee bylaws to support meaningful participation by all Committee members and efficient and effective decision making by the Committee;
2. Development and implementation of Committee structure including subcommittees and/or workgroups (*as needed*);
3. Development and implementation of a two-year work plan for the RJOB;
4. Development and distribution of all meeting agendas and agenda packets (for Committees and any subcommittees/workgroups), including agenda item preparation with item background, status, fiscal impact (if any), and recommendation;
5. Development of accurate and complete Records of Action, documenting Committee actions;
6. Facilitation of RJOB meetings (and any subcommittee/workgroup meetings), including setting meeting dates and providing notifications;
7. Engagement and support of stakeholders in the implementation of Racial Justice recommendations;
8. Preparation/facilitation of status reports and status calls with ORJ and Probation;
9. Development, production, and presentation of a public report regarding the implementation of recommendations related to reducing racial disparities in the criminal justice system and the impacts of implemented reforms;
10. Subject-matter research and advice related to racial and criminal justice reform implementation and evaluation strategies in other counties.

There were five organizations who responded to the RFQ:

1. Jeweld Legacy Group
2. National Institute for Criminal Justice Reform (NICJR)
3. Resource Development Associates (RDA)
4. Tetra Tech DPK, in association with the National Council on Crime and Delinquency (NCCD)
5. The W. Haywood Burns Institute

The Review Panel that scored the responses and conducted interviews of the finalist was composed of (in alphabetic order):

- Diana Becton, *District Attorney*
- Donté Blue, *Deputy Director of Office of Reentry & Justice*
- Harlan Grossman, *retired Judge, member of the Racial Justice Task Force*
- Robin Lipetzky, *Public Defender*
- Michael Newton, *Probation Director of Field Services*
- Paul Reyes, *Senior Deputy County Administrator*

Upon the conclusion of the response evaluation process, the Review Panel recommended that a contract in the amount of \$100,000 be awarded to the W. Haywood Burns Institute.

The W. Haywood Burns Institute (BI) has been working to reduce racial and ethnic disparities in the justice system for 18 years. BI is a national non-profit organization that has worked successfully with local jurisdictions across the country to reduce racial and ethnic disparities by leading community and system stakeholders through a data-driven process aimed at creating community-based alternatives to system involvement.