



**MENDOCINO COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP)
AGENDA**

**Thursday, November 14, 2024
Mendocino County Administration Center
Conference Room C
501 Low Gap Road, Ukiah, CA 95482
12:00 pm – 1:30 pm: Regular CCP Meeting**

For attendees attending by video or phone, you will be placed in the waiting room until the host adds you to the meeting.

Join by Video:

<https://mendocinocounty.zoom.us/j/88031529507?pwd=cGljSk9DaGV1TDM3dGxUSkEraEhaQT09>

Meeting ID: 880 3152 9507

Passcode: 614358

Meeting call-in number: (669) 900-9128; Meeting ID: 880 3152 9507; Passcode: 614358

1. Call To Order:

- 1a) Welcome**
- 1b) Introductions**
- 1c) Additions or Corrections to Agenda**

2. Public Comment for items not on agenda

Members of the public are welcome to address the CCP on items not listed on the agenda, but within the jurisdiction of the CCP. The CCP is prohibited by law from taking action on matters not on the agenda. Individuals wishing to address the CCP under Public Expression are welcome to do so via email at ccp@mendocinocounty.org. All correspondence received by 8:00 A.M. the day of the meeting will be attached to the item.

3. Consent Calendar

3a) Approval of Minutes of August 8, 2024, Regular Meeting

Recommended Action:

Approve minutes of the August 8, 2024, Regular Meeting

Attachment(s):

August 8, 2024, Minutes – DRAFT

Per the Mendocino County CCP Bylaws, "All actions which require a vote of the Executive Committee shall occur when there is a quorum or be tabled until the next meeting in which a quorum is available." As with any agenda item, the Executive Committee may elect to table an agenda item, or portion thereof, to the next future meeting.



3b) Receive the CCP Data Element Update from Staff

Recommended Action:

No action required.

Attachment(s):

Data Element Report CY2024 – CCP Meeting 11/14/24

4. Community Corrections Partnership (CCP) and Member Matters

4a) Receive Fiscal Update on AB109 Funding for FY2023-24 and FY2024-25

Recommended Action:

Receive update, discuss and/or provide direction to staff as needed.

Attachment(s):

AB109 Budget and Funding Status – FY2023-24 Year-End Final Reconciled

AB109 Budget and Funding Status – FY2024-25 As of 9/30/24

4b) Approve Update of Mendocino County CCP Bylaws to Include Update of Executive Committee Member for Public Defender; Obtain Signatures of All CCP Executive Committee Members

Recommended Action:

Approve update of Mendocino County CCP Bylaws to include update of Executive Committee member for Public Defender; obtain signatures of all CCP Executive Committee members.

Attachment(s):

Mendocino County Community Corrections Partnership Bylaws – November 14, 2024

4c) Review, Discussion and Possible Action Including Adoption of the 2025 Community Corrections Partnership Master Meeting Calendar

Recommended Action:

Adopt the 2025 Community Corrections Partnership Master Meeting Calendar and direct staff to post approved calendar on the CCP webpage.

Attachment(s):

Draft Community Corrections Partnership Master Meeting Calendar 2025



4d) CCP Executive Committee Members Report on Items of General Interest

Recommended Action:

No action required.

Attachment(s):

None

4e) Review and Discuss Requests for Items to be Included on Future Agenda, Including Agenda Date(s), and Give Direction to Staff as Needed

Recommended Action:

Accept requests for items to be included on future agenda, including date or dates of requested items, discuss and/or provide direction to staff as needed.

Attachment(s):

None

Adjournment: The next regular CCP meeting is tentatively scheduled for Thursday, February 13, 2025, pending approval of 2025 CCP Master Meeting Calendar in agenda item 4c) above.

The above meeting will be held at the Mendocino County Administration Building, Conference Room C, 501 Low Gap Road, Ukiah, CA 95482.



**MENDOCINO COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP)
DRAFT MINUTES**

**Thursday, August 8, 2024
Mendocino County Administration Center
Conference Room C
501 Low Gap Road, Ukiah, CA 95482
12:00pm – 1:30pm: Regular CCP Meeting**

For attendees attending by video or phone, you will be placed in the waiting room until the host adds you to the meeting.

Join by Video (Preferred):

<https://mendocinocounty.zoom.us/j/88031529507?pwd=cGljSk9DaGV1TDM3dGxUSkEraEhaQT09>

**Meeting ID: 880 3152 9507
Passcode: 614358**

Meeting call-in number: (669) 900-9128; Meeting ID: 880 3152 9507; Passcode: 614358

1. Call To Order: Meeting called to order at 12:01 p.m.

1a) Welcome

Izen Locatelli, Probation, welcomes everyone to the meeting. Izen states for the record, even though representatives from the Sheriff's Office are present, there was not a proxy request submitted to allow for voting, and Kim Turner, Courts, is present by zoom today and unable to vote, per the bylaws.

1b) Introductions

Izen Locatelli – Probation
Mick Hill – Public Defender
Kim Turner – Courts (zoom)
Stacey Martin, Probation
Dan Lowden, Public
Juanita Dreiling, MCSO
Jennifer Cook, GEO

Cedric Crook – UPD
Karen Lovato – BHRS
Cathy White, Probation
Diana Frediani, Public
Greg Van Patten, MCSO
Nick Canaday, GEO
Cherie Johnson, Exec Office

Per the Mendocino County CCP Bylaws, "All actions which require a vote of the Executive Committee shall occur when there is a quorum, or be tabled until the next meeting in which a quorum is available." As with any agenda item, the Executive Committee may elect to table an agenda item, or portion thereof, to the next future meeting.



Katie Ford, Probation (zoom) Karen Graff, GEO (zoom)
Jill Ales, SUDT (zoom) Mary Leittem-Thomas, Public (zoom)
Jennifer Cheek-Payan, Exec Office (zoom) Jacque Williams, Ford St. (zoom)

1c) Additions or Corrections to Agenda
None.

2. Public Comment for items not on agenda

Members of the public are welcome to address the CCP on items not listed on the agenda, but within the jurisdiction of the CCP. The CCP is prohibited by law from taking action on matters not on the agenda. Individuals wishing to address the CCP under Public Expression are welcome to do so via email at ccp@mendocinocounty.org. All correspondence received by 8:00 A.M. the day of the meeting will be attached to the item.

Karen Graff, GEO, announces Nick Canaday has accepted a position in Idaho and will be moving. A recruitment for his replacement will be done, and in the meantime, Jennifer Cook from the Napa office will be filling in.

Kim Turner, Courts, would like to wish Nick good luck and thanks him for all his years of service and hard work.

3. Consent Calendar

3a) Approval of Minutes of the May 16, 2024, Community Corrections Performance Incentive Fund (CCPIF) SB 678 Meeting

Recommended Action:

Approve minutes of the May 16, 2024, Community Corrections Performance Incentive Fund (CCPIF) SB 678 Meeting

Cedric Crook, UPD, motions to approve recommended action. Mick Hill, Public Defender, seconds the motion. Vote taken. Motion passes unanimously.

3b) Approval of Minutes of the CCP Executive Committee Meeting

Recommended Action:

Approve minutes of the May 16, 2024, CCP Executive Committee Meeting

Cedric Crook, UPD, motions to approve recommended action. Karen Lovato, BHRS, seconds the motion. Vote taken. Motion passes unanimously.

Per the Mendocino County CCP Bylaws, "All actions which require a vote of the Executive Committee shall occur when there is a quorum, or be tabled until the next meeting in which a quorum is available." As with any agenda item, the Executive Committee may elect to table an agenda item, or portion thereof, to the next future meeting.



3c) Receive the CCP Data Element Update from Staff

Recommended Action:

No action Required.

Izen Locatelli, Probation, asks if anyone has any questions regarding data. No discussion held.

4. Community Corrections Partnership (CCP) and Member Matters

4a) Receive Fiscal Update on AB109 Funding for FY2023-24; and Estimates of FY2023-24 Growth and FY2024-25 Base Allocations

Recommended Action:

Receive update, discuss and/or provide direction to staff as needed.

Cathy White, Probation, presents the update. Izen Locatelli, Probation, briefly summarizes. No discussion held.

4b) Approval of Reallocation of Sheriff's CCP Approved Budget for FY2023-24 Decreasing Inmate Welfare Coordinator Line Item by \$7,063.96 and Electronic Monitoring Line Item by \$4,452.77 and Increasing Corrections Deputies Line Item by \$11,516.73

Recommended Action:

Approve the reallocation of the Sheriff's CCP approved budget for FY2023-24 decreasing the Inmate Welfare Coordinator line item by \$7,063.96 and the Electronic Monitoring line item by \$4,452.77 and increasing the Corrections Deputies line item by \$11,516.73.

Juanita Dreiling, MCSO, summarizes the request. No discussion held.

Cedric Crook, UPD, motions to approve recommended action. Karen Lovato, BHRS, seconds the motion. Motion passes unanimously by the following vote:

Aye: 4 - Cedric Crook, UPD; Mick Hill, Public Defender; Karen Lovato, BHRS; Izen Locatelli, Probation.

No: 0



4c) Review and Discuss Annual CCP Plan and Survey Status Due to Elimination of Community Corrections Partnership Plan Funding in California State Budget for FY2024-25 with Recommendation to Suspend Submittal of the CCP Plan and Survey until Funding is Reinstated by the State

Recommended Action:

Review and discuss annual CCP Plan and Survey status due to the elimination of CCP Plan funding in the California state budget for FY 2024-25; approve the suspension of submitting the CCP Plan and Survey to the State until funding is reinstated by the State: give direction to staff as needed.

Izen Locatelli, Probation, summarizes the issue. Without the financial incentive to complete and submit the CCP Plan and Survey, it is recommended that Mendocino County suspends submitting the information, due to the significant amount of staff time and work it takes to complete the task. No discussion held.

Karen Lovato, BHRS, motions to approve recommended action. Mick Hill, Public Defender, seconds the motion. Motion passes unanimously by the following vote:

Aye: 4 – Cedric Crook, UPD; Mick Hill, Public Defender; Karen Lovato, BHRS; Izen Locatelli, Probation

No: 0

4d) CCP Executive Committee Members Report on Items of General Interest

Recommended Action:

No action required.

Kim Turner, Courts, announces there will be upcoming meetings for Care Court. More information to follow for those who are interested or have questions regarding Care Court and the Mental Health criteria to qualify.

Karen Lovato, BHRS, states the next meeting for Care Court will be August 19, 2024 via Teams Meeting. Reach out to Karen for an invite. There will also be community meetings for the public at a later time. Additionally, she would like to announce there has been a new hire for the Mobile Crisis Team and they will have new expanded service hours.

Mick Hill, Public Defender, introduces himself to the group. He has been on the job for two weeks. Welcome!



4e) Review and Discuss Requests for Items to be Included on Future Agenda, Including Agenda Date(s), and Give Direction to Staff as Needed

Recommended Action:

Accept requests for items to be included on future agenda, including date or dates of requested items, discuss and/or provide direction to staff as needed.

None.

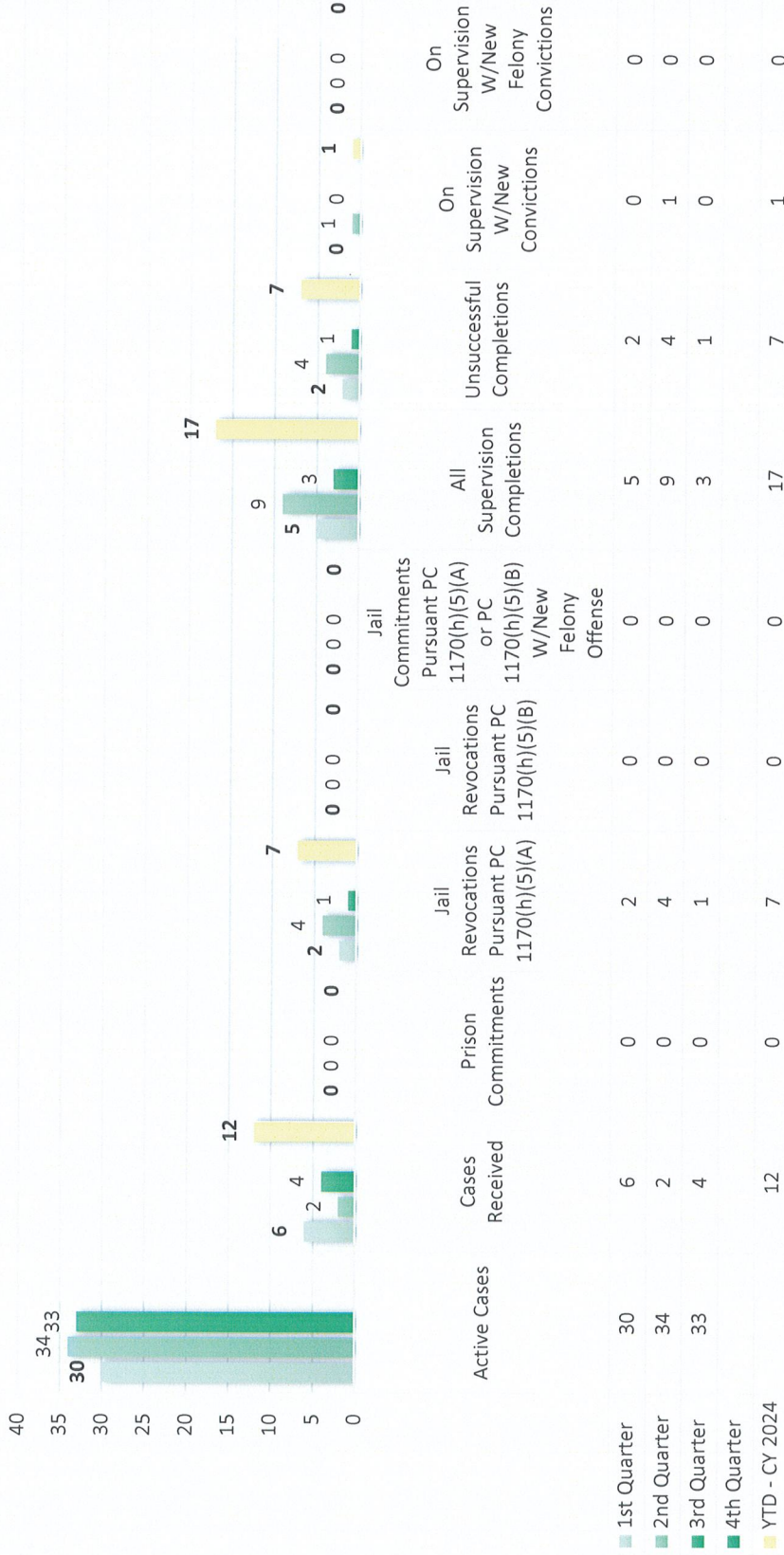
Adjournment: The next regular CCP meeting is scheduled for Thursday, November 14, 2024. The meeting will be held at the Mendocino County Administration Building, Conference Room C, 501 Low Gap Road, Ukiah, CA 95482.

Meeting adjourned at 12:41 p.m.

DRAFT

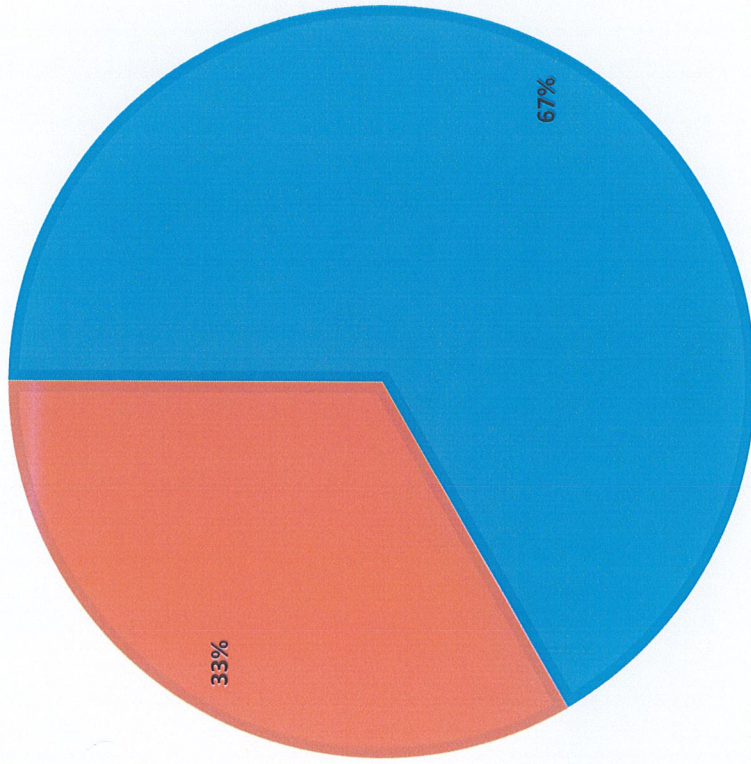
CCP Data Element Report

Mandatory Supervision CY 2024

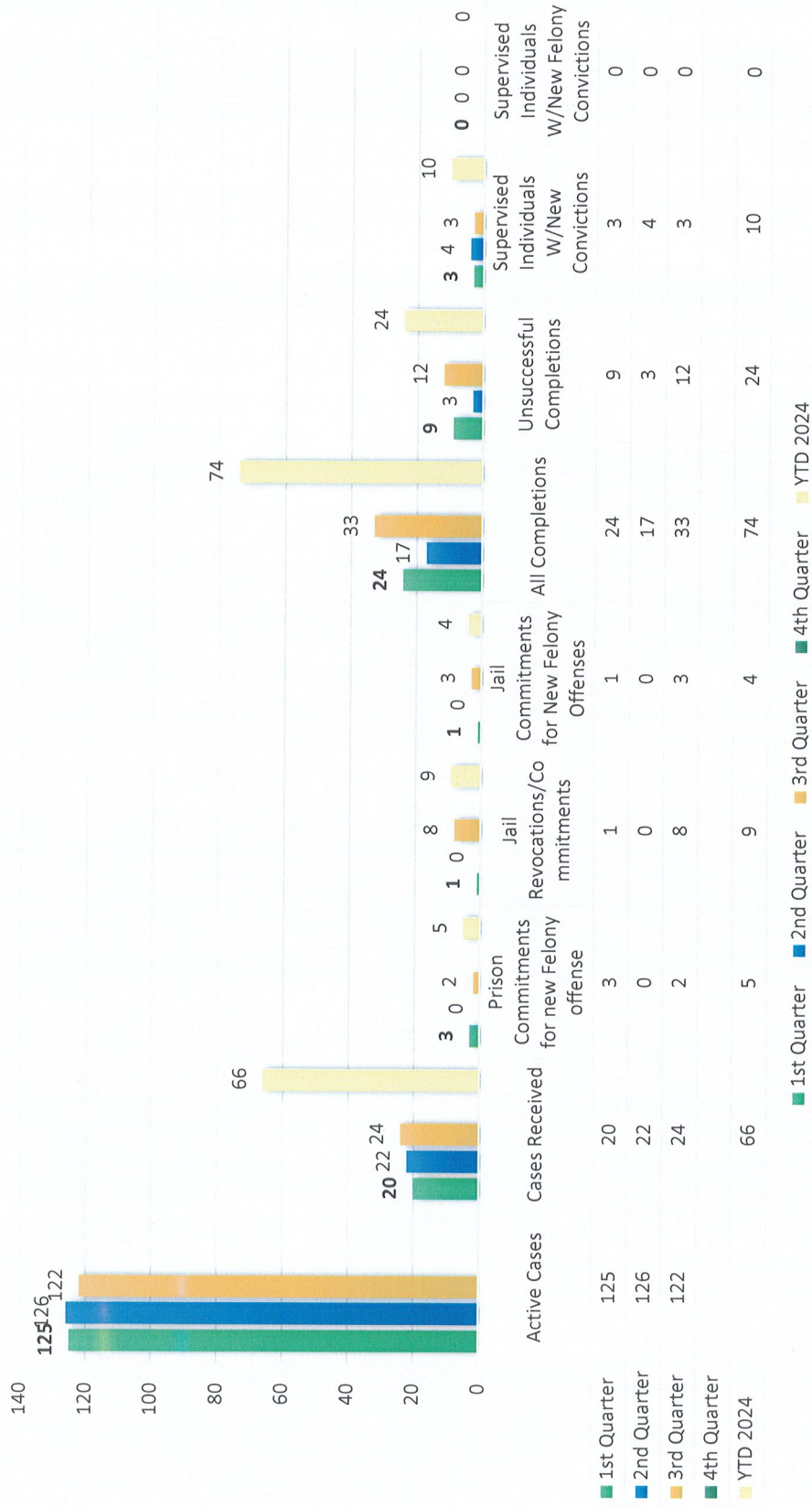


1170(H)(5) PC SENTENCES
CUMULATIVE 2011
PROBATION AND DISTRICT ATTORNEY DATA COMBINED

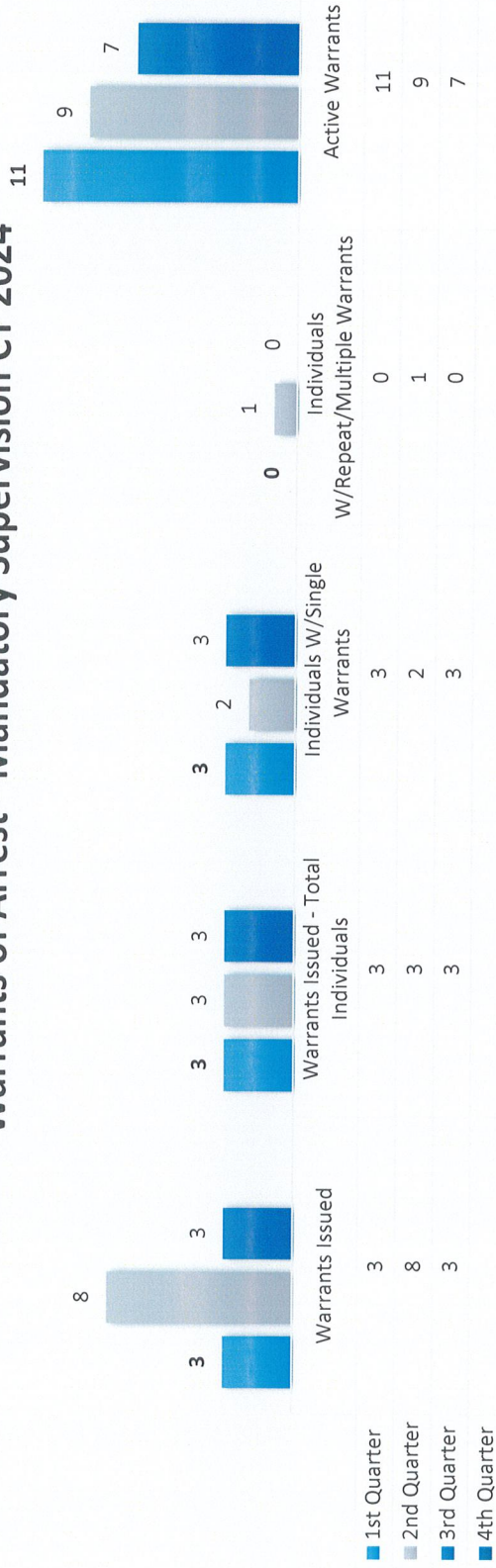
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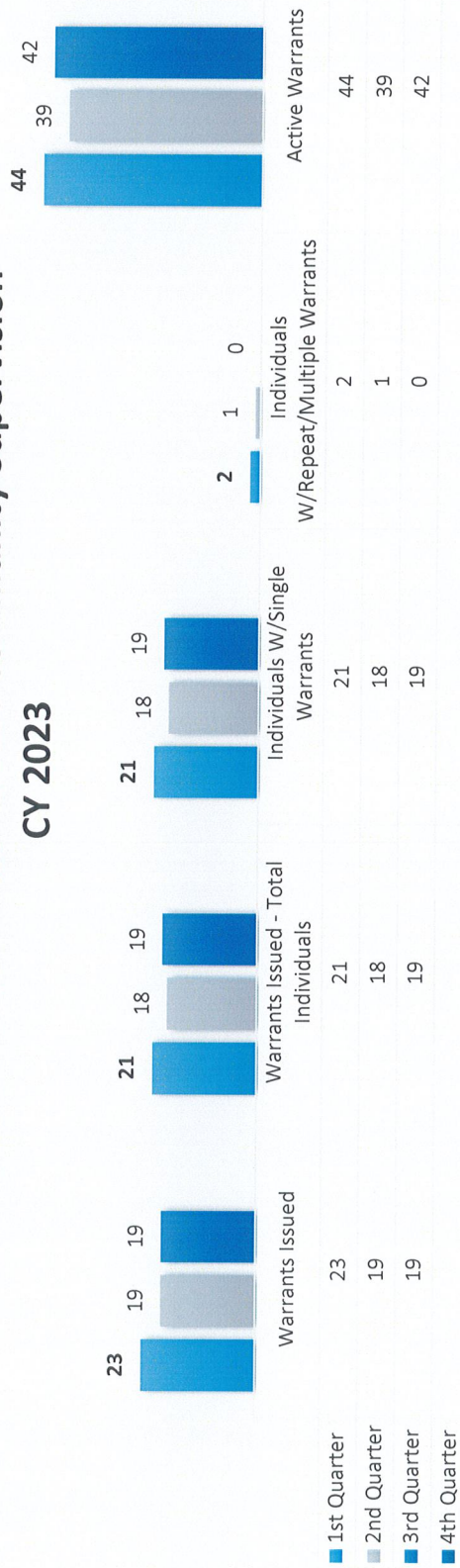
Post Release Community Supervision CY 2024



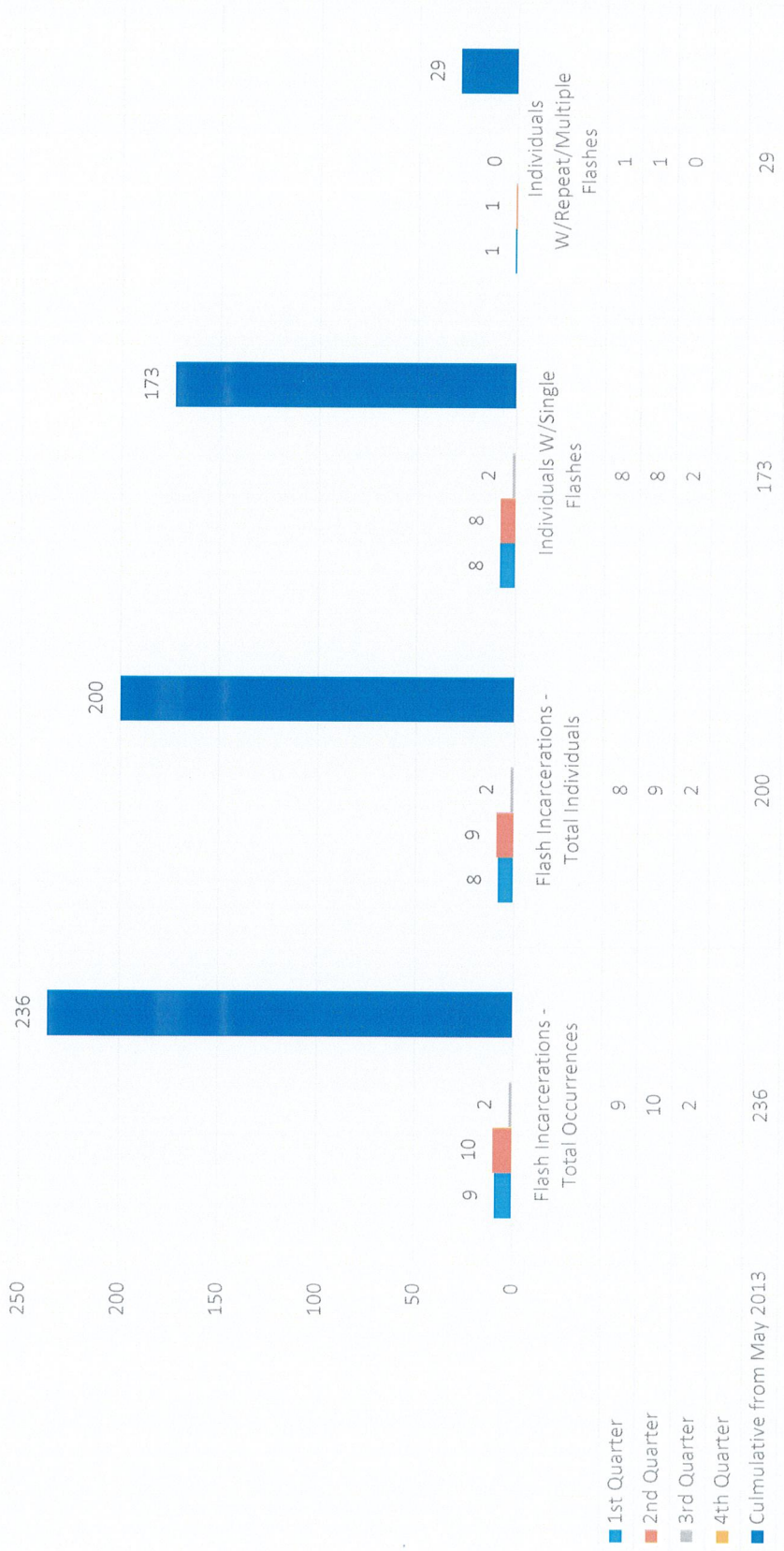
Warrants of Arrest - Mandatory Supervision CY 2024



Warrants of Arrest - Post Release Community Supervision CY 2023

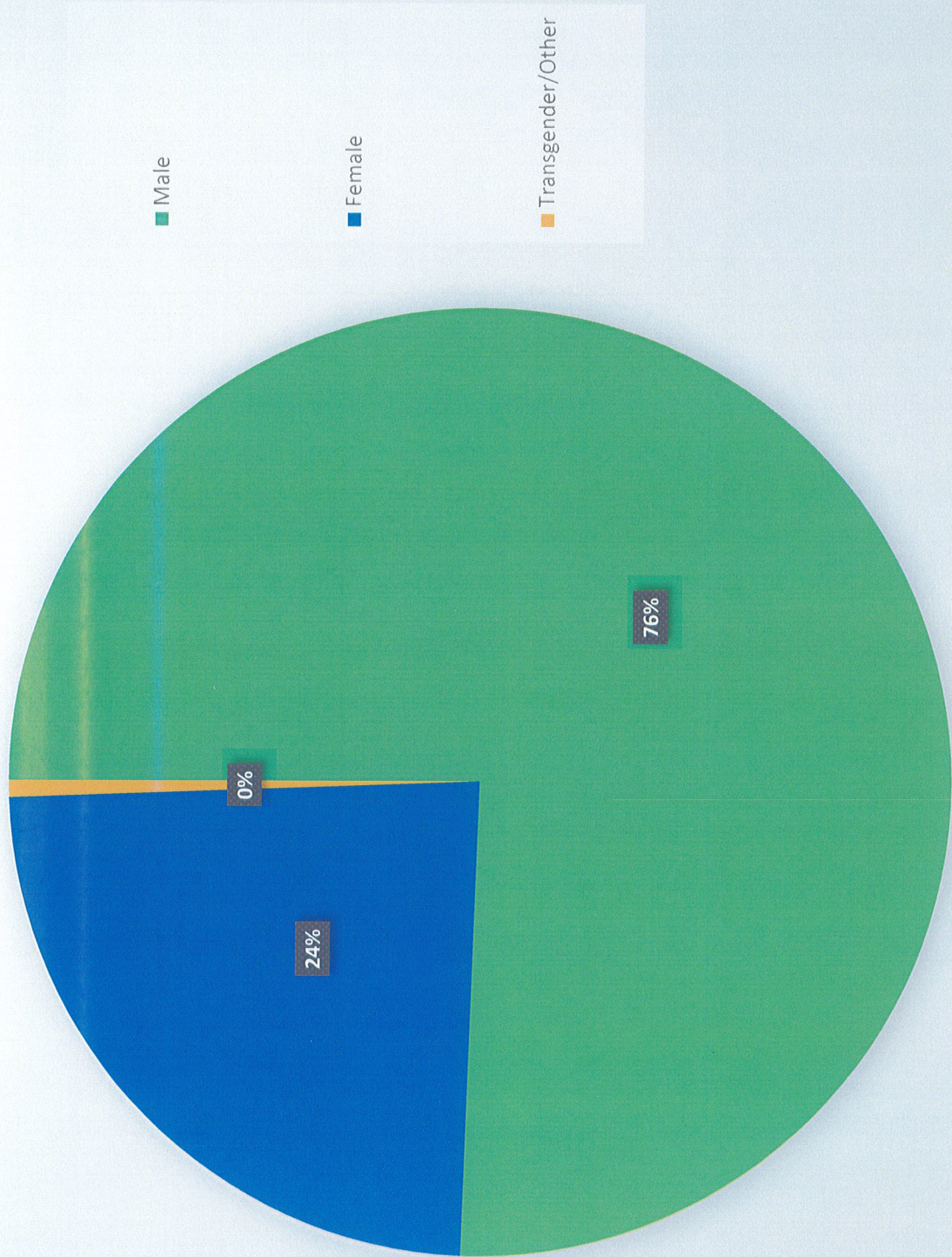


Flash Incarcerations

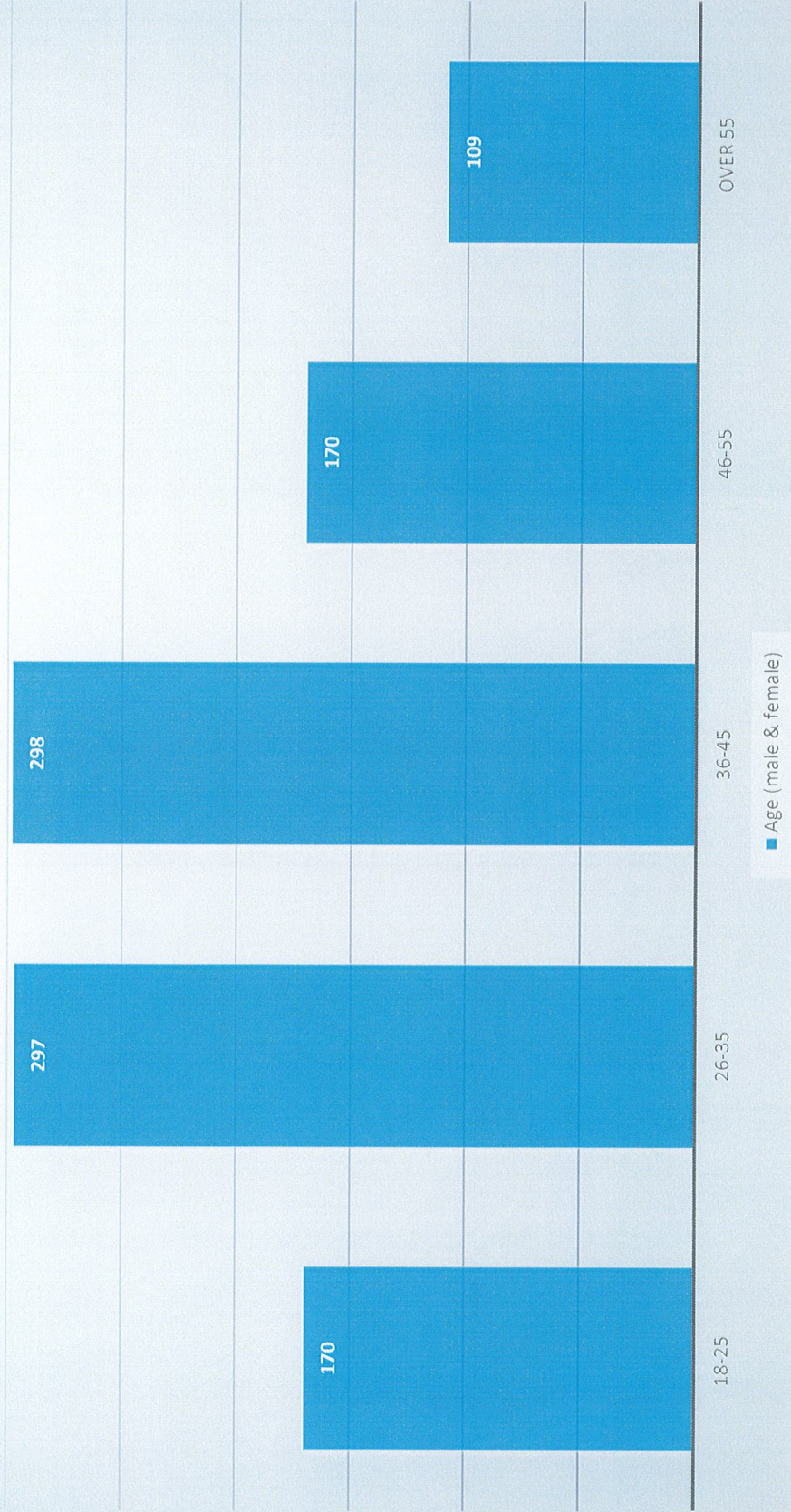


Mendocino County Jail Stats

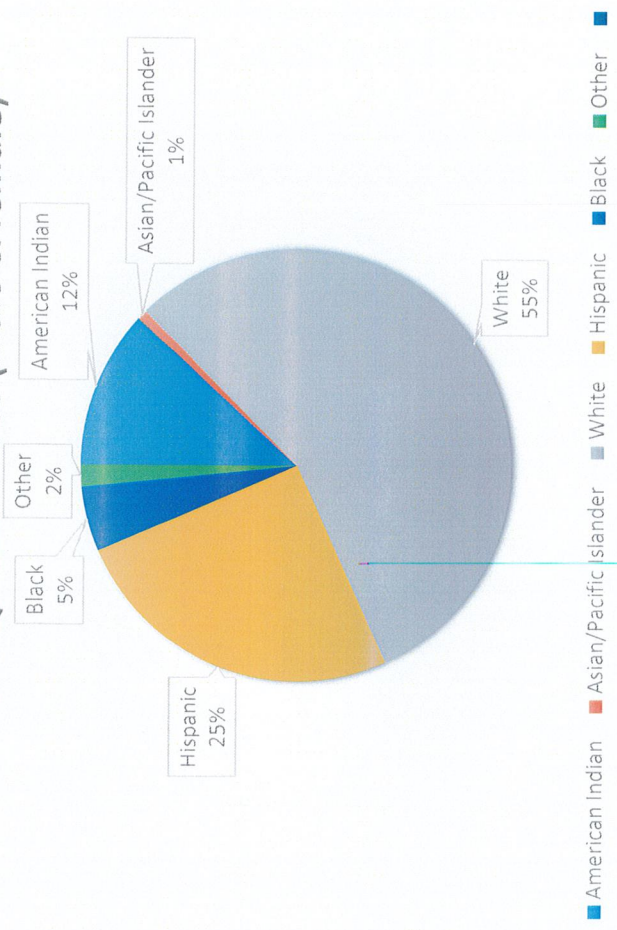
3rd Qtr 2024



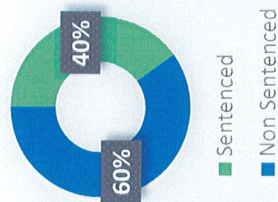
3rd Qtr 2024



3rd Qtr 2024 Race (male & female)



Snapshot Jail Population (male & female) 9/30/2024



Data Sources; Probation, JustWare, District Attorney Website, Aegis Corrections ORI CA0230000

10/29/2024

AB109 Budget and Funding Status - FY2023-24
 Community Corrections Partnership Funds
 Account 2810-760912
 As of 6/30/24 - FINAL

	Budget	Actual Expenditures					Total	Remaining Balance	% used
		Q1	Q2	Q3	Q4				
Probation - 6.0 DPO II	835,923.00	176,413.66	205,954.17	183,990.94	222,111.05	788,469.82	47,453.18	94%	
Probation - .50 DPO III	76,087.00	16,955.14	18,272.93	16,318.50	21,158.47	72,705.04	3,381.96	96%	
Probation - .50 SDPO	84,394.00	18,787.46	21,227.70	17,542.93	24,372.37	81,930.46	2,463.54	97%	
Probation - .50 Dept Anal II	78,167.00	16,386.23	19,127.58	17,214.14	22,011.58	74,739.53	3,427.47	96%	
Probation - .25 Probation Div Mgr	56,266.00	11,363.90	13,197.78	11,322.00	15,129.16	51,012.84	5,253.16	91%	
Probation - 1.0 Legal Secretary II	97,396.00	20,580.88	24,161.36	17,414.50	24,233.62	86,390.36	11,005.64	89%	
Probation - Incentives & Sanctions	6,000.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0%	
Probation Department (Administration)	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	0.00	100%	
Sheriff - 6.0 Corrections Deputies****	1,025,522.73	232,549.72	276,094.25	243,243.86	273,634.90	1,025,522.73	0.00	100%	
Sheriff - Parole Hold Reimbursement	200,000.00	50,000.00	50,000.00	50,000.00	50,000.00	200,000.00	0.00	100%	
Sheriff - Electronic Monitoring****	10,547.23	2,728.98	2,901.17	2,184.69	2,732.39	10,547.23	0.00	100%	
Sheriff - 0.25 Re-Entry Program Mgr	35,398.00	9,722.88	11,772.07	10,092.50	3,810.55	35,398.00	0.00	100%	
Sheriff - 1.50 Services Technician	97,311.00	22,508.94	26,091.44	22,841.19	25,869.43	97,311.00	0.00	100%	
Sheriff - 1.0 Inmate Welfare Coordinator****	103,337.04	21,953.53	28,741.64	26,538.53	26,103.34	103,337.04	0.00	100%	
BHRS 1 FTE MH Clinician****	175,398.00	34,660.00	23,470.63	43,610.22	42,293.73	144,034.58	31,363.42	82%	
BHRS .5 SUDT Counselor	67,392.00	13,012.55	8,498.58	16,903.79	11,266.47	49,681.39	17,710.61	74%	
DA - .50 DDA	112,904.00	18,975.00	24,200.00	21,225.00	26,525.00	90,925.00	21,979.00	81%	
Public Defender - 0.20 Legal Secretary*	13,924.00	2,801.00	5,805.80	5,317.50	-0.30	13,924.00	0.00	100%	
Public Defender - 0.40 PD IV*	73,420.00	17,731.00	18,364.25	28,369.60	8,955.15	73,420.00	0.00	100%	
City of Ukiah - Police Officer	125,000.00	31,250.00	31,250.00	31,250.00	31,250.00	125,000.00	0.00	100%	
GEO Reentry Services - Ukiah	360,000.00	60,000.00	90,000.00	90,000.00	120,000.00	360,000.00	0.00	100%	
GEO Reentry-Facilities Expense	8,000.00	0.00	0.00	0.00	1,633.50	1,633.50	6,366.50	0%	
Ford St. Sober Living Envir (Probation)	130,000.00	4,524.00	14,365.00	18,135.00	3,055.00	40,079.00	89,921.00	31%	
Ford St. Sober Living Envir (Pub Def)	34,645.00	0.00	0.00	0.00	0.00	0.00	34,645.00	0%	
Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%	
Contingency Fund*	2,970,795.00	0.00	0.00	0.00	0.00	2,970,795.00	0.00	0%	
	6,877,827.00	782,904.87	913,496.35	973,514.89	956,145.41	3,626,061.52	3,251,765.48	53%	

* Revised 2nd quarter claim submitted by Public Defender. Claim increased from \$13,785.57 to \$24,170.05.

Recap of Community Corrections Trust Fund

Balance in 2810-760912***	\$3,075,991.12
2023-2024 Community Corrections Funds (thru 8/30/24)	4,095,256.57
2023-24 Growth Funds***	0.00
Planning Funds	100,000.00
Local Innovation Subaccount	0.00
Funds to Reserve	0.00
Less Payments Shown Above	-3,626,061.52
Balance 6/30/24	<u>\$3,645,186.17</u>
remaining funds to be received	0.00
Payments to be made	0.00
Balance 6/30/24	<u>\$3,645,186.17</u>

Reserve	
FY20-21	\$107,012.00
FY21-22	\$137,295.25
FY22-23	\$114,993.29
FY23-24	
TOTAL	\$359,300.54

* Contingency Fund approved by BOS on 4/25/23 @ \$2,970,795. Growth Funds were not projected in original budget as these allocations are based on specific performance criteria. Until final calculations are distributed to counties, growth funds are not included in calculations. When growth funds are received, 10% will be distributed to the Local Innovation Subaccount and 15% will be placed in our Reserve. The remaining funds will be included in the Contingency Fund.
 ** Base funds projected at \$4,012,237 at time of BOS approval on 4/25/23. May Revise revenue projections still pending.
 *** Effective FY22-23 Auditor's Office has changed posting of growth funds to year in which earned versus year in which received as done in past per recommendation of outside auditor. FY22-23, therefore, includes 2 years of growth funds: \$616,823.67 for FY21-22 and \$234,978.46 for FY22-23. This recap reflects the appropriate update to the start of year balance and growth funds received for FY2023-24 which was not included in the first quarter recap for FY2023-24.

AB109 Budget and Funding Status - FY2024-25
Community Corrections Partnership Funds
Account 2810-760912

As of 9/30/24

	Actual Expenditures				Total	Remaining Balance	% used
	Q1	Q2	Q3	Q4			
Probation - 5.0 DPO II	696,139.00	162,656.68			162,656.68	533,482.32	23%
Probation - 1.0 DPO II - PTR	139,228.00	28,068.67			28,068.67	111,159.33	20%
Probation - 5.0 DPO III	76,138.00	17,580.77			17,580.77	58,557.23	23%
Probation - 5.0 SDPO	87,079.00	20,458.12			20,458.12	66,620.88	23%
Probation - 5.0 Dept Anal II	80,456.00	17,550.22			17,550.22	62,905.78	22%
Probation - 25 Probation Div Mgr	56,276.00	11,705.25			11,705.25	44,570.75	21%
Probation - 0.75 Legal Secretary	70,853.00	14,325.49			14,325.49	56,527.51	20%
Probation - 0.25 Legal Secretary - PTR	23,618.00	4,775.16			4,775.16	18,842.84	20%
Probation - Incentives & Sanctions	6,000.00	0.00			0.00	6,000.00	0%
Probation Department (Administration)	100,000.00	25,000.00			25,000.00	75,000.00	25%
Sheriff - 6.0 Corrections Deputies	1,051,674.00	262,779.35			262,779.35	788,894.65	25%
Sheriff - Parole Hold Reimbursement	250,000.00	62,500.00			62,500.00	187,500.00	25%
Sheriff - Electronic Monitoring	15,000.00	1,832.26			1,832.26	13,167.74	12%
Sheriff - 0.25 Re-Entry Program Mgr	46,650.00	10,930.25			10,930.25	35,719.75	23%
Sheriff - 1.50 Services Technician	109,235.00	24,510.09			24,510.09	84,724.91	22%
Sheriff - 1.0 Inmate Welfare Coordinator	116,417.00	7,103.52			7,103.52	109,313.48	6%
BHRS 1 FTE MH Clinician	166,081.00	29,699.23			29,699.23	136,381.77	18%
BHRS .5 SUDT Counselor	71,360.00	13,294.37			13,294.37	58,065.63	19%
DA - 50 DDA	110,273.00	20,325.00			20,325.00	89,948.00	18%
Public Defender - 0.25 Legal Secretary	28,212.00	11,020.00			11,020.00	17,192.00	39%
Public Defender - 0.25 PD IV	59,132.00	28,415.36			28,415.36	30,716.64	48%
City of Ukiah - Police Officer	125,000.00	31,250.00			31,250.00	93,750.00	25%
GEO Reentry Services - Ukiah	499,417.00	83,235.74			83,235.74	416,181.26	17%
GEO Reentry-Facilities Expense	8,000.00	338.55			338.55	7,661.45	0%
Sober Living Environment (Provider TBD)	120,000.00	0.00			0.00	120,000.00	0%
Other	0.00	0.00			0.00	0.00	0%
Reserve Fund	0.00	0.00			0.00	0.00	0%
Contingency Fund*	3,174,947.00	0.00			0.00	3,174,947.00	0%
	7,287,185.00	889,354.08	0.00	0.00	889,354.08	6,397,830.92	12%

Recap of Community Corrections Trust Fund

Balance in 2810-760912	\$3,645,186.17								
2024-2025 Community Corrections Funds (thru 10/30/24)**	632,703.00								\$107,012.00
2023-24 Growth Funds	0.00								\$137,295.25
Planning Funds	0.00								\$114,993.29
Local Innovation Subaccount	0.00								
Funds to Reserve	0.00								
Less Payments Shown Above	-889,354.08								
Balance 9/30/24	<u>\$3,388,535.09</u>								
Est remaining funds to be received**	3,509,485.00								
Est. Payments to be made	3,222,883.92								
Est. Balance 6/30/25	<u>\$3,675,136.17</u>								

* Contingency Fund approved by BOS on 4/23/24 @ \$3,174,947. Growth Funds were not projected in original budget as these allocations are based on specific performance criteria. Until final calculations are distributed to counties, growth funds are not included in calculations. When growth funds are received, 10% will be distributed to the Local Innovation Subaccount and 15% will be placed in our Reserve. The remaining funds will be included in the Contingency Fund.
** Base funds projected at \$4,105,989 at time of BOS approval on 4/24/24. May Revise revenue projections increased to \$4,142,188.

MENDOCINO COUNTY COMMUNITY CORRECTIONS PARTNERSHIP BYLAWS

November 14, 2024

I. CCP MEMBERSHIP

A. Composition

The Community Corrections Partnership, hereinafter CCP, of Mendocino County is chaired by the Chief Probation Officer and composed of the following membership:

The Presiding Judge of the Superior Court (or their designee)
The Chief Probation Officer
The CEO of the County (or a county supervisor or a designee of the board of supervisor)
The District Attorney
The Public Defender
The Sheriff
Chief of the Ukiah Police Department
Director of Behavioral Health and Recovery Services
Director of Social Services
Director of Human Resources
Superintendent of Mendocino County Office of Education (M.C.O.E.)
Representative of a Community Based Organization (CBO)
Representative of the interests of victims

The Executive Committee of the CCP is comprised of the following members:

The Presiding Judge of the Superior Court (or their designee)
The Chief Probation Officer
The District Attorney
The Public Defender
The Sheriff
Chief of the Ukiah Police Department
Director of Behavioral Health and Recovery Services

B. Vacancies

The occurrence of any of the following events shall cause a vacancy in a position on the CCP:

1. The member vacating their position for reasons to include, but not limited to, death, resignation, reassignment, retirement, termination, leave, etc.
2. Should a member suffer a prolonged illness or injury, the individual formally taking that member's place in their official capacity (interim, acting or permanent) shall have the same rights and responsibilities as the original member.

C. Compensation

Members of the CCP shall not receive a per diem for serving on this Board, nor shall they be entitled to reimbursement for expenses on behalf of the Partnership.

D. Officers and Staff

1. The Chief Probation Officer is the Chair of the CCP. The Chair shall preside over all meetings, and is a voting member of the Executive Committee. Should the Chair be unavailable for the meeting, the Assistant Chief Probation Officer shall chair the meeting. (Absent a designated alternate or proxy to vote in accordance with Section II.B-Conduct of Business, this individual shall only run the meeting but shall have no right to vote). If both the Chair and the Assistant Chief Probation Officer are absent, the members present shall elect a Chair pro tem for the meeting. Staff will take and prepare the minutes.
2. Members of the Probation Department shall serve as staff for the CCP. Staff shall prepare, post, and distribute agendas and other materials for meetings.

II. MEETINGS OF THE CCP

A. Quorum/Vote

1. A quorum shall consist of a majority of the members of the Executive Committee. Any vacant positions shall not be counted for the purpose of determining a quorum. All actions which require a vote of the Executive Committee shall occur when there is a quorum, or be tabled until the next meeting in which a quorum is available. Minority vote and comments shall be recorded.
2. Executive Committee members, their alternate, or their proxy, must be personally present to be counted for the purpose of determining a quorum and to vote on an agenda item.
3. A minimum vote of five Executive Committee members shall be required to approve utilization of reserve funds established by the CCP. Minority votes and comments shall be recorded.
4. While subject to change, the CCP is scheduled to meet quarterly in February, May, August and November at 12:00 p.m. 2 Special Meetings will be scheduled in March for Budget purposes. Additional meetings will be scheduled as needed to conduct business. The schedule of meetings for each calendar year shall be established at the last regular meeting of the calendar year for the following calendar year.
5. While subject to change, regular CCP meetings will be held in Conference Room C at the Mendocino County Administration Center. The Chief Probation Officer may designate another location as necessary to conduct business.

6. The Chair of the CCP may convene a special meeting. Written notice must be served at least 72 hours in advance for non-emergency purposes or 24 hours in advance for emergency purposes. Only items included in the written notice may be discussed or considered.
7. A meeting of the CCP shall also be considered a meeting of the CCP Executive Committee. The Executive Committee may meet at dates/times determined by the Chair and Executive Committee Members.

B. Conduct of Business

Business shall be conducted in accordance with the usual semi-formal procedures for a committee, with a motion, second, and vote. Members must be present to vote. However, an Executive Committee member may vote by alternate or proxy if one of the following requirements has been met:

- 1) Each Executive Committee member may designate, in writing provided to the Chairperson, an alternate member to represent the member at CCP meetings in the event the Executive Committee member is unable to attend a CCP meeting. When representing an Executive Committee member at a CCP meeting, the alternate member shall have the same voting power as a permanent member. The designation of alternate must be received at least 72 hours in advance of a meeting and will remain in effect until withdrawn by the Executive Committee member. Only one alternate member is permitted per Executive Committee member; OR,
- 2) If the Executive Committee member and their designated alternate (if one has been designated by the Executive Committee member) are both unable to attend a CCP meeting, an authority to vote by proxy is in writing; and 2) notice of the vote by proxy must be given at least 72 hours in advance of the meeting (i.e., by the time of the posting of the agenda). A vote by proxy is binding on the member of the Executive Committee and not subject to change by that member.

The voting authority for a designated alternate supersedes the voting authority of a proxy.

C. Brown Act

1. Meetings of the CCP shall be subject to the open meetings law for local legislative bodies, the Ralph M. Brown Act (Gov. Code sec. 54950 et seq).
2. As a statutorily created Committee, charged by law to develop a Realignment Plan that will recommend a county-wide programming plan for the realigned population, for consideration and adoption by the Board of Supervisors; said realignment plan previously adopted by the BOS; and responsible for presenting a budget to the BOS annually, the CCP shall, subject to change, meet quarterly in Conference Room C at the Mendocino County Administration Center or alternately at a location to be designated by the Chief Probation Officer as necessary. Refer to II.A.4 above.

3. The agenda for each regular meeting shall be posted in the glass case outside the main entrance of the County Administration Center located at 501 Low Gap Road, Ukiah at least 72 hours ahead of time, and will also be available on the Mendocino County Probation Department website at <https://www.mendocinocounty.org/government/probation/community-corrections-partnership>.
4. CCP meetings will be conducted in accordance with Public Health Guidelines and State and/or County policies, guidelines and/or regulations.

D. Public Comment

Time restrictions:

- a) The CCP shall include a separate public comment time on any agenda posted at least 72 hours ahead of time. This time shall be for comments by the public on items not on the agenda but within the CCP's jurisdiction. The public comment item shall be limited to three (3) minutes per speaker and to a total of fifteen (15) minutes for the item.
- b) CCP shall permit public comment on all agenda items before any Executive Committee vote on the item. Public comments on individual items shall be limited to three (3) minutes per speaker, and to a total of fifteen (15) minutes for the item.
- c) If it appears that all members of the public desiring to comment cannot be accommodated during the allotted times, the presiding officer may shorten the individual comment time, or may extend the time allotted for the item.

III. DUTIES OF THE CCP

- A. As noted above, the CCP, and specifically the Executive Committee, per statute, section 1230.1 of the Penal Code, shall recommend a local plan to the county Board of Supervisors for the implementation of the 2011 public safety realignment. (Said Plan previously adopted by the BOS.)
- B. Provide supervision and rehabilitative services for adult felony offenders subject to local supervision using evidence-based community corrections practices and programs, as defined in subdivision (d) of Section 1229 of the Penal Code.
- C. Consistent with local needs and resources, the plan may include recommendations to maximize the effective investment of criminal justice resources in evidence based correctional sanctions and programs, including, but not limited to, day reporting centers, electronic and GPS monitoring programs, pretrial release programs, victim restitution programs, counseling programs, community service programs, education programs, and work training programs.
- D. Identify and track specific outcome-based measures consistent with the goals of the 2011 public safety realignment.

- E. Designate 15% of annual Community Corrections Growth Funds received as reserve funds for the Community Corrections Partnership. Refer to II.A.2 regarding vote requirement for utilization of reserve funds.
- F. Annual Planning Funds provided by the State in the amount of \$100,000 (subject to annual State budget allocation) are allocated to the Probation Department for the development and submittal of the annual Community Corrections Partnership Plan, fiscal and administrative management of the CCP, preparing agendas and minutes, record keeping, reporting to various county departments including the Board of Supervisors, among other duties.

IV. BYLAWS AMENDMENTS AND MODIFICATIONS

These bylaws may be amended at any regularly scheduled CCP meeting. If approved by the Executive Committee, any action in response to the proposed change in the CCP bylaws becomes effective immediately.

V. TERMINATION OF CCP

At the present time, section 1230.1 of the Penal Code is in effect, and remains in effect until such time further legislation is enacted.

* These bylaws were amended and approved on the 4th day of December 2023 and updated on November 14, 2024, to reflect change to executive member for Public Defender office.

Kim Turner, Presiding Judge Designee

Mick Hill, Public Defender

Izen Locatelli, Chief Probation Officer

Matthew Kendall, Sheriff

David Eyster, District Attorney

Cedric Crook, City of Ukiah Chief of Police

Jenine Miller, Director of Behavioral Health
and Recovery Services



**MENDOCINO COUNTY
COMMUNITY CORRECTIONS PARTNERSHIP (CCP)**

**MASTER MEETING SCHEDULE
CALENDAR YEAR 2025**

<u>DATE</u>	<u>MEETING TYPE</u>	<u>AGENDA ITEM HIGHLIGHTS*</u>
Thursday February 13, 2025	Regular Meeting	- Service Provider Annual Reports - Receive FY25-26 Budget Kickoff Information - Receive CBO programming and service Proposals for FY25-26
Thursday March 13, 2025	Special Meeting	Budget Workshop - Receive, review and approve Executive Committee members budget requests
Thursday March 20, 2025	Special Meeting	Budget Workshop ** - Continued from prior meeting
Thursday May 15, 2025	Regular Meeting	
Thursday August 14, 2025	Regular Meeting	CCP Survey Objectives & Goals
Thursday November 13, 2025	Regular Meeting	Annual CCP Survey Part A, Part B & Plan Approval

* Agenda Item Highlights are items of note in addition to agenda items of a routine basis. CCP members may request additional agenda items by submitting to the Chief Probation Officer or administrative designee at least 15 days prior to meeting date or during any scheduled meeting for an upcoming meeting.

** A 2nd Special Meeting-Budget Workshop may be scheduled at the conclusion of the March 13, 2025 Special Meeting-Budget Workshop if the CCP Executive Committee does not finalize the proposed FY2025-26 CCP Budget during the initial budget workshop. Subject to cancellation if budget approved at March 13, 2025 meeting.