

# Reentry Council Subcommittees' Retreat

December 3, 2018

9am- 1pm

Port of SF, Pier 1 at the Embarcadero

## Agenda

**Objectives:** Energize subcommittees for the work of the coming year  
Determine a 12-month plan of action for each subcommittee  
Assure participation of formerly incarcerated people  
Restructure the subcommittees as necessary to accomplish the above

1. Welcome by the SF Port's Tiffany Tatum, Outreach Coordinator- 9:00am- 9:15am
2. Introduction Ice Breaker- 9:15am- 9:45am
3. Review of Past Strategic Plan- 9:45am- 10:15am
4. Review the Direct Services' Mission Statement- 10:15am- 10:25am
5. Small Groups regarding Direct Services issues- 10:25am- 11:00am
6. Review the Legislation, Policy and Practices' Mission Statement- 11:00am- 11:10am
7. Small Groups on Policy Issues- 11:10am- 11:45am
8. A Large Group Discussion on "How do we monitor implementation of pass legislation?"  
11:45 -12:30pm
9. Evaluations/ Feedback- 12:30pm to 1:00pm

# Reentry Council of the City and County of San Francisco

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## 2019 Meeting Calendar

**Council Meetings:** Last Thursday of the first month of each quarter  
10am-noon

January 24— St. Anthony's Foundation, 150 Golden Gate Ave

April 25—St. Anthony's Foundation, 150 Golden Gate Ave

July 25— To Be Announced

October 24— To Be Announced

**Subcommittee on Direct Services:** 2<sup>nd</sup> Thursday of all uneven months 2:30-4:30pm, all in 25 Van Ness, Lower Level conference room, except for January 10, 2019 meeting

January 10 Public Defender's Office, 555 7<sup>th</sup> St., 3<sup>rd</sup> Floor

March 14

May 9

July 11

September 12

November 14

**Subcommittee on Legislative Policy, Advocacy and Practices:** 4<sup>th</sup> Wednesday of all uneven months 2:30-4:30pm, all in 25 Van Ness, Lower Level conference room

January 23

March 27

May 22

July 24

September 25

November 13 (Changed to the Second Wednesday because of the Holiday Season)

## Slated Community Events supported and/or hosted by Reentry Council

- Wednesday, May 22, 2019- 8:00am to 3:00pm Reentry Council Lobby Day at California's State Capital in Sacramento
- Thursday, June 6, 2019- 5:00pm- 9:00pm (times may vary) 3<sup>rd</sup> Annual Community Appreciation Dinner at Cathedral of St. Mary of the Assumption Event Center located at 1111 Gough St
- Thursday, August 15, 2019- 6:00pm to 8:00pm Reentry Council District Attorney Debate
- Wednesday, September 4, 2019- 8:00am to 3:00pm Second Reentry Council Lobby Day at California's State Capital in Sacramento
- September 2019- 6<sup>th</sup> Annual Restorative Justice Reentry Conference and Resource Fair at Cathedral of St. Mary of the Assumption Event Center located at 1111 Gough St
- Thursday, October 10, 2019-Targeted Register to Vote Outreach Day in San Francisco's most-impacted criminal justice communities

# Reentry Council

## of the City & County of San Francisco

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### *Roster of Members*

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# Reentry Council

## of the City & County of San Francisco

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# Reentry Council

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**Two Vacant Mayoral Seats**

# Reentry Council

## of the City & County of San Francisco

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Council of the City and Council of San  
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## *Subcommittees of The San Francisco Reentry Council Fact Sheet*

### *Summary:*

The Reentry Council of the City and County of San Francisco has two subcommittees: Direct Services Subcommittee and Legislation, Policy and Practice Subcommittee. Please see descriptions below. For more information please visit [www.sfgov.org/sfreentry](http://www.sfgov.org/sfreentry) and/or contact Geoffrea Morris by phone at 415-241-4241, or email [geoffrea.morris@sfgov.org](mailto:geoffrea.morris@sfgov.org).

### *The San Francisco Reentry Council:*

The purpose of the Reentry Council is to coordinate local efforts to support adults exiting San Francisco County Jail, San Francisco juvenile justice out-of-home placements, the California Department of Corrections and Rehabilitation facilities, and the United States Federal Bureau of Prison facilities. The Council coordinates information sharing, planning, and engagement among all interested private and public stakeholders to the extent permissible under federal and state law.

The Reentry Council is composed of 24 members. There are five co-chairs: Mayor of San Francisco, Public Defender, Chief Adult Probation Officer, District Attorney, and Sheriff. In addition to a representative from the Board of Supervisors and the Superior Court, the following City/County offices are represented: Department of Child Support Services, Department of Children, Youth & Their Families, Department of Homelessness and Supportive Housing, Department of Public Health, Human Services Agency, Juvenile Probation Department, Office of Economic and Workforce Development, and San Francisco Police Department. Other public officials include representatives from the California Department of Corrections and Rehabilitation Parole Operations Division and U.S. Federal Probation Office. In addition, seven formerly incarcerated members are appointed by the Board of Supervisors and Mayor.

### *Criminal Justice Racial Equity Statement:*

On October 25, 2018, the San Francisco Reentry Council unanimously endorsed the following Criminal Justice Racial Equity Statement:

The San Francisco Community Corrections Partnership, Juvenile Justice Coordinating Council, Reentry Council and Sentencing Commission prioritize racial equity so that all people may thrive. San Francisco's criminal justice policy bodies collectively acknowledge that communities of color have borne the burdens of inequitable social, environmental, economic and criminal justice policies, practices and investments. The legacy of these government actions has caused deep racial disparities throughout San Francisco's juvenile justice and criminal justice system. We further recognize that racial equity is realized when race can no longer be used to predict life outcomes. We commit to the elimination of racial disparities in criminal justice system.

### *Direct Services Subcommittee and Legislation, Policy, and Practices Subcommittee:*

The Direct Services and Legislation, Policy and Practices Reentry Council Subcommittees are created to assist the San Francisco Reentry Council in addressing issues related to the reentry population. The Subcommittees are comprised of clients, nonprofit service providers, government workers, advocates, community members, and other individuals who are deeply invested in improving the criminal justice system and its treatment of the reentry population.

**The Direct Services Subcommittee** works specifically reduce San Francisco's recidivism rates by strengthening returning community members' access and connections to community based services, programs and health facilities.

The Direct Services Subcommittee mission is to assist the Reentry Council of the City and County of San Francisco ("Reentry Council) in supporting and investing in non-profit and grassroots community organizations, movements or activities geared to servicing and impacting incarcerated and/ or formerly incarcerated people in the areas of violence reduction, permanent housing, education, employment, mental and physical health, and substance abuse recovery.

**The Legislation, Policy, and Practices Subcommittee** addresses institutional barriers to reentry by investigating policy solutions on a local and state level.

The Legislation, Policy and Practices Subcommittee mission is to assist the Reentry Council of the City and County of San Francisco ("Reentry Council) to develop local law, policy, and practices, and to shape state and federal policy, that 1) reduce reliance on incarceration, 2) facilitate the successful reentry of formerly incarcerated residents into the community, 3) remove barriers for individuals with criminal records and 4) reduce racial, ethnic, and socioeconomic disparities in the criminal justice system.

#### Guiding Principles

- Embrace inclusive and participatory review of legislation, policy and operational practices
- Facilitate clear pathways for discussion and review of reentry related state and local legislation, policy and operational practices
- Provide equal consideration to community voices and perspectives regardless of affiliation

Subcommittees meet six times per year during business hours. If you are interested in joining a subcommittee, please contact Geoffrea Morris at [geoffrea.morris@sfgov.org](mailto:geoffrea.morris@sfgov.org).



1                                   **Reentry Council of the City and County of San Francisco**  
2                                   **Reentry Council Subcommittees**

3  
4   **Mission**

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6   The mission of the Reentry Council Subcommittees (“Subcommittees”) is to assist the  
7   Reentry Council of the City & County of San Francisco (“Reentry Council”) in  
8   addressing issues related to the reentry population. The Subcommittees are comprised of  
9   previously incarcerated people, other individuals who are deeply invested in improving  
10   the criminal justice system and its treatment of the reentry population, nonprofit services  
11   providers, public servants, and advocates.

12  
13   **Meetings**

14  
15   The Subcommittees shall hold meetings as may be required for the satisfactory  
16   performance of its mission in accordance with the Bylaws of the Reentry Council as  
17   established by Chapter 5.1 of the San Francisco Administrative Code (“Bylaws”).

18  
19   The Subcommittees shall hold at least one annual retreat each year.

20  
21   Regular meetings of the Subcommittees shall be convened at dates decided by the  
22   Subcommittee members in consultation with the Reentry Council Staff.

23  
24   Special meetings shall be convened by decision of the Subcommittees.

25  
26   The Reentry Council Staff shall notify Subcommittee members and the public of the  
27   location and time of all Subcommittee meetings.

1    **Agenda**

2    The agenda for each regular meeting shall be prepared by the Reentry Council Staff in  
3    consultation with the Chairperson of the Subcommittees, in conformity with the Bylaws  
4    and the rules herein, and shall include:

5           (a) Any item the inclusion of which has been ordered by the Subcommittee at a  
6           previous session;

7           (b) Any item proposed by the Chairperson of the Subcommittee;

8           (c) Any item proposed by the Reentry Council;

9           (d) Any item proposed by a member of the Subcommittee.

10   The agenda for each special meeting shall consist only of those items, which are  
11   proposed for consideration at that special meeting.

12

13   During a meeting, the Subcommittees may revise the agenda and may, as appropriate,  
14   defer or delete items; only urgent and important items may be added to the agenda.

15

16   **Subcommittee Membership**

17   The members of the Subcommittee (“Members”) shall be appointed by the Reentry  
18   Council in accordance with the Reentry Council Ordinance and the Bylaws during the  
19   July meeting.

20

21   The term of office of the Members shall begin on the day of the appointment by the  
22   Reentry Council and expire a year from the date of appointment.

23

24   **Subcommittee Chairperson**

25   Each Subcommittee shall elect from among its members one or two Chairperson(s) to  
26   represent the Subcommittee. The subcommittee chair/s must agree to a two year  
27   commitment. The voting requirement for such election shall be simple majority.

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The Chairperson shall declare the opening and closing of each meeting of the Subcommittee, direct the discussion, ensure observance of these rules herein, accord the right to speak, put motions to the vote and announce decisions. The Chairperson, subject to these rules, shall have control over the proceedings of the Subcommittee and over the maintenance of order at its meetings.

The Chairperson shall confer with Reentry Council Staff on the logistics of conducting the Subcommittee meetings.

The Chairperson shall represent the Subcommittees in front of the public, the Reentry Council, the Mayor, the Board of Supervisors and other public entities or organizations.

The Chairperson of each Subcommittee shall serve as a liaison to the other Subcommittee(s), and shall be supported by the Reentry Council Staff in the performance as such.

**Attendance Requirement**

The subcommittee chairs shall monitor the attendance of subcommittee members. In the event that any subcommittee member misses three regularly scheduled subcommittee meetings in a twelve-month period without prior notice to the Reentry Policy Planner the subcommittee shall certify that fact in writing to the appointing authority, and the subcommittee member shall be deemed to have resigned from the Reentry Council subcommittee on the date of such certification.

**Voting**

A Subcommittee Member shall have the right to introduce a motion and the Chairperson shall put the motion to vote after receiving a second. Each Member shall have one vote.

Decisions of the Subcommittee shall be made by a simple majority of the Members present.

1 **Quorum**

2 The number of total members appointed in the July's meeting by the Council, then  
3 divided by two. If an odd number of members, then quorum is established by rounding to  
4 the nearest whole number.

5

6 **Communications with the Reentry Council**

7 The Subcommittees shall bring to the attention of the Reentry Council, in accordance  
8 with the Bylaws and the rules herein, communications ("Communication(s)") which are  
9 for consideration by the Reentry Council.

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11 The Communications shall be in writing, and may include concerns, requests, questions  
12 and comments.

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14 A Communication may begin by a motion by a Member.

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16 Prior to submission to the Reentry Council, the Chairperson(s) of the Subcommittee that  
17 originated the Communication ("Originating Subcommittee") shall send the  
18 Communication in writing to the Chairperson(s) of the other Subcommittee(s) ("Non-  
19 originating Subcommittee(s)).

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21 The Chairperson(s) of the Non-originating Subcommittees shall forward the  
22 Communication to their Subcommittee members to consider for endorsement.

23

24 A Communication shall be submitted to the Reentry Council if the Communication has  
25 been approved by a simple majority vote of the Originating Subcommittee and the Non-  
26 Originating Subcommittee(s) has/have had an opportunity for endorsement.

27

28 The Chairperson of the Originating Subcommittee is responsible for the submission of  
29 the Communications to the Reentry Council. The Reentry Council Staff shall assist the  
30 Chairperson in doing so. If a written response by the Reentry Council is requested by the  
31 Subcommittee, the Chairperson shall specify such a date in the Communication.

1

2 **Adoption of Rules**

3 The rules contained herein are effective if and only if they have been approved by at  
4 least two thirds of the Subcommittee Members, and subsequently passed by the Reentry  
5 Council. Changes to these rules must be made in writing and approved by the same  
6 process.

7

8 The Reentry Council Staff shall keep a log of when the rules are adopted and changed.

9

10 **Updated August 16, 2018**

# Subcommittee on Direct Services

## Reentry Council of the City & County of San Francisco

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# Subcommittee on Direct Services

## Reentry Council of the City & County of San Francisco

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**How to create a Direct Services Subcommittee Work Group:**

All work groups must have at least one member from the Direct Services Subcommittee. The chair of the work group must be a subcommittee member.

**Chair:**

The person who decides to be the chair of the work group must be able to schedule monthly meeting with members of the work group and take notes during meetings. The chair must be a confirmed member of the Direct Services Subcommittee.

**Issue Area:**

Issue areas are identified during the July and January subcommittee meeting. While there may be pertinent issues that come up affecting the justice involved community on a non-designated month, these issues will be tabled until the next January or July meeting; unless, a workgroup can be assembled with three or more Direct Service Subcommittee members.

**Communication:**

The Direct Services subcommittee meets every two months. It is important for members of the designated work groups to communicate with one another every month. This communication can be done over the phone in the nature of a conference call. This could be an email thread or you all can meet. However, the chair must provide the Reentry Policy Planner with the date and form of communication that occurred with their designated work group.

**Members:**

Work group members can be members of the public who are not confirmed by the Reentry Council. However, the chair of the work group must be a member of the Direct Service Committee and this individual must be present during the Direct Service Subcommittee bi-monthly meeting to report back. Any proxy for the Chair must also be a confirmed member of the Direct Service Committee.

**Research:**

When identifying Issue Areas. The work group must be able to answer the following questions: Is there current research on this issue area? How does this research support or affect the issue area that we are working on? If there is no research, the workgroup needs to determine what data needs to be collected? Why should the Reentry Council endorse such research?

**Stakeholder:**

When vetting an issue area, the work group must be able to answer the following questions:

- Who are the major stakeholders on this issue?
- Do I have access to the Stakeholders?
- Can the Reentry Council help me get access to the stakeholder?
- If the Reentry Council cannot get me access to the major stakeholders, then who can?



## Organizing Working Group Based on Issue Area

### **Assignment/ Deadline:**

After every meeting, members should be assigned an assignment/task. Each assignment/task should have a projected deadline. Please be mindful that the term of these working groups is not to exceed one year.

### **Policy Change:**

At the mid-year point, the work group will need to decide if the group is recommending a policy change in San Francisco County or at the state level. If there is no need for a policy change, the work group may note "N/A (not applicable)" in this area.

### **Working Group Term Date:**

The term date cannot extend past one year from date of inception.

### **Recommendation/Presentation to the Full Council:**

At the mid-year point, the work group will present to the full Reentry Council on their efforts and get full council approval to continue.

# Subcommittee on Legislation, Policy & Practices

## Reentry Council of the City & County of San Francisco

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### *Roster of Members*

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# Subcommittee on Legislation, Policy & Practices

## Reentry Council of the City & County of San Francisco

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**How to create a Policy Implementation Team:**

All policy implementation groups must have at least one member from Legislative, Policy, and Practices Subcommittee. The chair of this policy implementation team must be a subcommittee member.

**Chair:**

The person who decides to be the chair of the policy implementation team must be able to schedule monthly meeting with members of their team and take notes during meetings. The chair must be a confirmed member of the Legislative, Policy, and Practice Subcommittee.

**Passed Ordinance or State Legislation:**

During November and January meetings, the subcommittee will identify at least one local ordinance, one state law, and one federal law that they plan to follow through the implementation period. Once the law has been identified, the policy implementation will identify who are the stakeholders that need to be at the table in order to make sure this law is properly implemented.

**Stakeholder:**

The policy implementation team must be able to answer the following questions regarding stakeholders:

- Who are the major stakeholders on this issue?
- Do I have access to the Stakeholders?
- Can the Reentry Council help me get access to the stakeholder?
- If the Reentry Council cannot get me access to the major stakeholders, then who can?
- Are these stakeholders regulated by a county commission, the Board of Supervisors, the Mayor?

**Communication:**

The Legislative, Policy, and Practices subcommittee meets every two months. It is important for members of the designated implementation teams to communicate with one another every month. This communication can be done over the phone in the nature of a conference call. This could be an email thread or you all can meet. However, the chair must provide the Reentry Policy Planner with the date and form of communication that occurred with their designated implementation team.

**Members:**

Policy Implementation team members can consist of members of public who are not confirmed by the Reentry Council. However, the chair of the policy implementation team must be a member of the Legislative, Policy and Practices Subcommittee and this individual must be present during the Legislative, Policy, and Practices Subcommittee bi-monthly meeting to report back. Any proxy for the Chair must also be a confirmed member of the Legislative, Policy, and Practices Committee.

## Organizing Policy Implementation Group

### **Research:**

When analyzing a passed ordinance or state legislation, the policy implementation team should research other counties, states, countries, or organizations that may already passed a similar law or program. The group should analyze how these entities were able to implement their policies. The policy implementation team should then model their finding into their implementation plan.

### **Assignment/ Deadline:**

After every meeting, the chair should assign an assignment/task to their team members. Each assignment/task should have a projected deadline. Please be mindful that the term of these implementation teams should not to exceed one year.

### **Policy Change:**

At the mid-year point, the policy implementation committee will need to see if the present policy needs to be amended. If not amendments need to be made, the policy committee should be able to share their implementation plan to the full Reentry Council. The council will then direct the policy implementation team on how they should proceed.

### **Community Coalition Building**

The policy implementation team should also look to partner with community based organizations or local/ state/ national coalitions that are invested in the implementation of the policy.

### **Working Group Term Date:**

The term date cannot extend past one year from date of inception.