

Reentry Council

City & County of San Francisco

(San Francisco Administrative Code 5.1)

Subcommittee on the Civil Rights & Civic Engagement of Formerly Incarcerated People

AGENDA

Thursday, December 10, 2009

9:00 a.m. – 11:00 a.m.

Room 278

City Hall

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

Note: Public comment will be taken throughout the meeting.

- I. Introductions and Review of Agenda.
- II. Review and Adopt Minutes of August 21, 2009. (discussion and possible action)
- III. Overview of Subcommittee Purpose, Membership Requirements, Meeting Schedule, and Process for reporting to Reentry Council. (discussion only)
- IV. Review framework of at least annual report of Reentry Council, including overview of current funding streams, programs, needs, and barriers related to civil rights and civic engagement. (discussion only)
- V. Review and discuss research and methodology related to assessment of programs and needs: preliminary findings, surveys of programs, and focus groups of individuals. (discussion and possible action to direct staff and volunteer for next steps)
- VI. Identification of any relevant attainable, discrete actions to forward as short term recommendations to Reentry Council. (discussion and possible action)
- VII. Selection of Chairperson of Subcommittee. (discussion and possible action)
- VIII. Public comment on items not listed on the agenda.
- IX. Adjournment.

Reentry Council

City & County of San Francisco

(San Francisco Administrative Code 5.1)

SUBMITTING WRITTEN PUBLIC COMMENT TO THE REENTRY COUNCIL

Persons who are unable to attend the public meeting may submit to the Reentry Council, by the time the proceedings begin, written comments regarding the subject of the meeting. These comments will be made a part of the official public record, and brought to the attention of the Reentry Council. Written comments should be submitted to: Jessica Flintoft, Reentry Policy Director, Reentry Council/Office of the Public Defender, 555 7th Street, San Francisco, CA 94102, or via email: reentry.council@sfgov.org

MEETING MATERIALS

Copies of agendas, minutes, and explanatory documents are available through the Reentry Council's website at <http://sfreentry.com> or by calling Jessica Flintoft at (415) 553-1593 during normal business hours. The material can be FAXed or mailed to you upon request.

ACCOMMODATIONS

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact Jessica Flintoft at reentry.council@sfgov.org or (415) 553-1593 at least two business days before the meeting.

TRANSLATION

Interpreters for languages other than English are available on request. Sign language interpreters are also available on request. For either accommodation, please contact Jessica Flintoft at reentry.council@sfgov.org or (415) 553-1593 at least two business days before the meeting.

CHEMICAL SENSITIVITIES

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(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE:

Reentry Council

City & County of San Francisco

(San Francisco Administrative Code 5.1)

Administrator

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Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library, and on the City's web site at: www.sfgov.org/sunshine.

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Reentry Council

City & County of San Francisco

(San Francisco Administrative Code 5.1)

Subcommittee on the Civil Rights & Civic Engagement of Formerly Incarcerated People

Draft MINUTES

Friday, August 21, 2009

1:00 p.m. – 3:00 p.m.

Room 278

City Hall

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

People in Attendance: Tabitha Allen, Carolyn Alexander, Bob Barnwell, Kim Clark, Randall Coard, Jessica Flintoft Naim Harrison, George Jurand, Belle La, Manuel La Fontaine, Mathew Martenyi, Sara Rappaport, Randy Stortroen, Marcel Taylor, Tommy Escarcega, Wayne Mirikitani, David White.

I. Introductions and Review of Agenda.

Jessica Flintoft, staff of Reentry Council, introduced self as facilitator of this meeting, and led introductions and review of agenda.

II. Overview of Subcommittee Purpose and Subject Area of Civil Rights & Civic Engagement, including voting, access to government issued ID, collateral consequences of criminal record, & civic engagement.

Jessica Flintoft provided overview of Reentry Council purpose, membership, meetings, and role of subcommittees. Led discussion to break down subcommittee work into four subtopics: right to vote and access to the vote in and out of custody, obtaining necessary government issued ID, collateral consequences of record of criminal arrests and convictions, civic engagement strategies for formerly incarcerated individuals. Group discussion flushed out each subtopic area.

III. Developing an inventory of relevant funding streams, programs, needs, and barriers related to civil rights & civic engagement.

Jessica Flintoft led robust brainstorm and discussion of all in attendance to develop preliminary inventory of the relevant funding streams, programs/services available, needs, and barriers in laws/regulations related to civil rights & civic engagement. See the Preliminary Inventory for ideas, information, and suggestions generated.

IV. Process for reporting to Reentry Council and Frequency of Subcommittee Meetings.

Jessica Flintoft provided overview of next steps for development of Reentry Council subcommittees.

V. Public comment on items not listed on the agenda.

There was none.

VI. Adjournment.

Meeting adjourned at 3:00pm.

**Update on Subcommittee Meetings
Reentry Council
City & County of San Francisco**

Subcommittees Convened

1. Civil Rights & Civic Engagement of Formerly Incarcerated People
2. Self-Sufficiency of Currently & Formerly Incarcerated Individuals
3. Health & Well Being of Currently & Formerly Incarcerated Individuals
4. Welfare & Safety of Families, Victims, & Communities
5. Community Justice & Alternatives to Incarceration

Format and Outcomes of First Meetings

Each subcommittee identified 3-5 subtopics within issue area. In their discussions, subcommittees were encouraged to consider the three local, state, and federal systems, and to consider the experience of individuals from the point of arrest through the completion of parole or probation. Discussions centered on identifying a preliminary compilation of information, recommendations, and questions related to each of the four areas of inquiry with which the Reentry Council is charged with answering: what are the programs and services, the unmet needs, funding streams available, and barriers in the law to successful reentry.

All subcommittees had robust discussions with a diverse set of experts and experiences at the table. The complete record of subcommittee discussions will be used to direct staff in their first steps of researching the programs, needs, funding, and barriers brainstormed by the subcommittees. Following is an overview of each subcommittee meeting, and summary of subjects discussed.

Overview of Subcommittee Discussions

Civil Rights & Civic Engagement of Formerly Incarcerated People

Date of meeting: August 21, 2009

Subtopics Discussed

- a) Voting rights and access to the vote: accurate information about the law and access to voter registration materials and absentee ballots, et al.
- b) Obtaining necessary government-issued identification: driver's license/state ID, social security card, birth certificate, tribal identification, et al.
- c) Lifetime collateral consequences of criminal records: barriers to housing, employment, licensing, and impacts of 290 registrations, et al.
- d) Civic participation and engagement of formerly incarcerated people in community and government: ways to create positive opportunities for the voices of formerly incarcerated in civic bodies, et al.

**Update on Subcommittee Meetings
Reentry Council
City & County of San Francisco**

Self Sufficiency of Currently & Formerly Incarcerated People

Date of meeting: August 25, 2009

Subtopics Discussed

- a) Education: including literacy/basic, secondary, post-secondary.
- b) Employment: training, placement, retention, job readiness, et al.
- c) Financial Obligations and Money Management: child support, fines, fees, becoming banked, repairing credit, et al.
- d) Public Benefits: eligibility for and access to Food Stamps, WIC, SSI, GA, CalWORKS, Medi-Cal, et al.
- e) Personal Development & Advocacy Skills: problem solving skills and personal advocacy needed to navigate systems, challenges, and become as self-sufficient as possible.

Health & Well Being of Currently & Formerly Incarcerated People

Date of meeting: September 1, 2009

Subtopics Discussed

- a) Housing: emergency shelter, transitional housing, permanent safe affordable housing, et al.
- b) Physical Health, including nutrition, recreation/exercise, medications, preventive primary care, vision and dental care.
- c) Behavioral Health: inpatient and outpatient services to address mental health, substance abuse, co-occurring disorders, and other behavioral health issues.
- d) Well-Being: giving back to the community, mentorship, recidivism prevention support.

Welfare & Safety of Families, Victims, & Communities

Date of meeting: September 10, 2009

Subtopics Discussed

- a) Children and Families of people who are currently and formerly incarcerated: quality contact during incarceration, custody/reunification, access to benefits and housing, support to families during reentry
- b) Victims of returning offenders: restorative justice, notification of release, supportive services, ensure safety.
- c) Communities to which people are returning: ensure safety, high poverty and high unemployment areas, better coordination of community around individual's return.

Community Justice & Alternatives to Incarceration

Date of meeting: September 18, 2009

Subtopics Discussed

- a) Collaborative Courts and Diversion: increasing capacity of collaborative courts, reentry court, increased services, et al
- b) Sentencing and Early Release: increase services and coordination, ensure safety, increase capacity, et al.
- c) Probation and Parole: improving supervision, more clinical support and access to resources, et al.

Preliminary Inventory of Civil Rights & Civic Engagement of Formerly Incarcerated People Subcommittee

(as developed at August 21, 2009 meeting)

- I. Voting Rights and Access to Vote
- II. Obtaining Government-issued Identification, such as driver's license/state ID, social security card, birth certificate, tribal identification, etc.
- III. Collateral consequences of convictions and impact of having a criminal record, including barriers for housing, employment, licensing, 290s (lifetime registrations), and all things that go beyond the term of the stated sentence
- IV. Civic participation and engagement in community and government (to elevate the voices of those who have been through the system in constructive, positive, policy-making bodies, etc.)

I. Voting Rights and Access to Vote

Unmet Needs of these populations, and proposed ways to meet those needs based on existing research and best practices.

- More education about voting law as related to people involved in the criminal justice system, especially as related to differing state laws, and as related to right to vote of people in jail. In particular, criminal justice system partners, inmates, and formerly incarcerated people need to be better educated. Standardize education process and materials in San Francisco about who has the right to vote, and when right to vote will be restored, may help meet this need.
- Voter registration outreach and voter registration drives in jails, prisons, treatment centers, and other out of custody locations likely to reach reentry population.
- Recruit formerly incarcerated people as poll workers on election days as means to engage individuals in democratic process.
- Outreach by the Secretary of State would educate people statewide about statewide right, and help to reduce confusion across county jails and about laws of other states.

Barriers to safe and successful reentry presented by local, state, and federal law, and proposed ways to reduce the impact of these barriers.

- Lack of access by some jails and prisons to allow voter outreach materials.
- Lack of address and identification can be barrier to register to vote.
- Courts could advise all individuals at sentencing about the impact on the right to vote.

Programs and services, and the capacity of these, that serve these populations who reside in San Francisco.

SF Department of Elections, SF Sheriff's Department-Prisoner Legal Services, All of Us or None, Proyecto Common Touch, various CBOs and FBOs inside and outside.

Funding Streams at the local, state, and federal level that is earmarked or available for services or programs designed to serve these populations. Identify the conditions, restrictions, or limitations on each funding stream.

US Department of Justice, SF Sheriff's Department, SF Department of Elections, Private Foundations.

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II. Obtaining Necessary Government-Issued Identification

Unmet Needs of these populations, and proposed ways to meet those needs based on existing research and best practices.

- Home address workaround (SF allows PO to serve as address)
- Create good, consistent policies around existing IDs of entering prisoners (e.g. in SF County Jail, entering inmates' ID cards are treated as property)
- Consistent policies around accepted/acceptable ID (SSA does not accept prison IDs)
- System that gives returning inmates an ID on release
- County used to have DMV come to the jail
- State is mandated to coordinate with EDD, MV, Child Protective Services
- Process should start well before release
- Universal ID – one that would be accepted by all agencies
- Money for IDs
- Educate about waivers on how to get IDs (County does, state and Fed do not)

Barriers to safe and successful reentry presented by local, state, and federal law, and proposed ways to reduce the impact of these barriers.

- Money – registrations cost money
- Ease of access (Matthew says money isn't always the problem)
- DMV often isn't available in prisons so systems don't connect
- Not having a fixed mailing address
- No centralized S.S. card or birth certificate access point

Programs and services, and the capacity of these, that serve these populations who reside in San Francisco.

- SF County Jail, GAAP, NCSL, Project Homeless Connect
- SP PRerelease Class -> ID
- What exists at Federal level?
- PACT and DMV

Funding Streams at the local, state, and federal level that is earmarked or available for services or programs designed to serve these populations. Identify the conditions, restrictions, or limitations on each funding stream.

- DMV, SSA subsidizes the discount at county
- Inmates \$ from jobs
- \$7 registration fee to count toward fine (use the money from the fine to pay for ID)
- Inmate Welfare Fund
- Centralize funding
- Dedicated General Fund \$ for ID's

III. Collateral Consequences of Record of Criminal Arrests and Convictions

Unmet Needs of these populations, and proposed ways to meet those needs based on existing research and best practices.

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- Food stamps, registration (for drug offenses, etc.)
- Paternity issues as they relate to incarcerated males (and child support)
- Stay-aways and gang enhancements - play a role in where people can live, shifting people into neighborhoods where they don't have the support of their own community, undermining successful reentry in some cases
- Access to Federal Aid (student loans)
- Employment
- Expungement, aid, housing
- How records are printed and employers use them
- Licensing issues/admittance to Bar
- Seeking public office
- California State Lottery
- Housing
- Washout for old criminal records
- Education for how to read a RAP sheet (for prospective employers, who currently have more information than they need/should have)

Barriers to safe and successful reentry presented by local, state, and federal law, and proposed ways to reduce the impact of these barriers.

- Employers break the law by asking for/taking into consideration too much information
- SP conviction not expunged and only option is cert of rehabilitation (and wait is 10-20 years and disclosure)
- Travel barriers
- Governor
- Arrest and other info shared inappropriately (see above)
- Inaccurate information included in sheet (akin to identity theft)
- SF has already “banned the box,” but the next step is to pass a citywide ordinance to disallow local businesses from using the box at all in hiring
- Welfare reform – Federal law that impacts people with drug felony convictions
- Higher education act – Federal entitlements to education
- State licensing board
- Custody rights
- Public housing (federal) (convicted felons* housing is restricted) *education around specific law is needed – “felon” is not specific enough, as current law makes finer distinctions
- High-risk sex offenders; landlords and Megan’s Law disclosures, etc.

Programs and services, and the capacity of these, that serve these populations who reside in San Francisco.

- Clean Slate and other counties’ expungement programs in Calif.
- Pardon Attorney (in Washington, D.C.)
- Federal expungement legislation from Rangel’s office has been in process for a long time
- Apply to Fed sentencing judge to vacate indictment (Matthew)
- NELP

Funding Streams at the local, state, and federal level that is earmarked or available for services or programs designed to serve these populations. Identify the conditions, restrictions, or limitations on each funding stream.

- County General Fund (pays for Clean Slate)

- Private foundations
- Private business
- Bay Area Legal Aid

IV. Civic Engagement of Formerly Incarcerated Individuals

Unmet Needs of these populations, and proposed ways to meet those needs based on existing research and best practices.

- Capacity of community including business/employers to embrace formerly incarcerated
- State-run reentry centers
- Leadership positions
- Self-empowerment, advocacy (build on legal self-advocacy, in the community)
- Interest group

Barriers to safe and successful reentry presented by local, state, and federal law, and proposed ways to reduce the impact of these barriers.

- Fear factor (related to community capacity)
- Stigma (related to individuals' self-assessment)
- Limitation to participation = leader
- Capacity: People want to give back, but no clear forum/avenue for that (George)
- History of not participating
- Not being a protected class – discrimination
- Before you can get reentering individuals to think about volunteering in the community, etc., community capacity needs to increase, such that community perception of formerly incarcerated individuals is neutral to positive, as opposed to fearful and unaccepting. SF Sheriff's office is attempting to build bridges between local businesses to break down these barriers.

Programs and services, and the capacity of these, that serve these populations who reside in San Francisco.

- All of us/None; Proyecto Common Touch
- Literacy efforts
- Institute on Civic Engagement (SF State)
- Project Rebound
- Second Chance
- Walden House
- Public Defender's Office
- PLS (Sheriff's Dept)

Funding Streams at the local, state, and federal level that is earmarked or available for services or programs designed to serve these populations. Identify the conditions, restrictions, or limitations on each funding stream.

- Private Foundations
- Individuals
- State \$ (?)
- Federal money for mentorship programs (?)

Reentry Council

of the City & County of San Francisco

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Reentry Council

of the City & County of San Francisco

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Reentry Council

of the City & County of San Francisco

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San Francisco, California, Administrative Code >> CHAPTER 5: - COMMITTEES >> ARTICLE I: - REENTRY COUNCIL >>

ARTICLE I: - REENTRY COUNCIL

[SEC. 5.1-1. - REENTRY COUNCIL.](#)

[SEC. 5.1-2. - PURPOSE.](#)

[SEC. 5.1-3. - MEMBERSHIP AND ORGANIZATION.](#)

[SEC. 5.1-4. - POWERS AND DUTIES.](#)

[SEC. 5.1-5. - ATTENDANCE REQUIREMENT.](#)

[SEC. 5.1-6. - SUNSET CLAUSE.](#)

SEC. 5.1-1. - REENTRY COUNCIL.

The City hereby establishes a Reentry Council ("Council"). Subject to the fiscal and budgetary provisions of the Charter, the Public Defender's Office, the District Attorney's Office, and the Mayor's Office shall each designate one staff member to provide administrative support to the Council.

(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)

SEC. 5.1-2. - PURPOSE.

The purpose of the Council is to coordinate local efforts to support adults exiting San Francisco County Jail, San Francisco juvenile justice system out-of-home placements, the California Department of Corrections and Rehabilitation facilities, and the United States Federal Bureau of Prison facilities. The Council shall provide the Mayor, the Board of Supervisors, the public, and any other appropriate agency with accurate and comprehensive information about programs that serve this population, barriers faced by this population, best practices to meet the needs of this population, and funding sources for programs and practices that address the needs of this population. The Council shall coordinate information sharing, planning, and engagement among all interested private and public stakeholders to the extent permissible under Federal and State law.

(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)

SEC. 5.1-3. - MEMBERSHIP AND ORGANIZATION.

(a) **Members.** The Council shall consist of 21 members, seven of whom shall be former inmates in the San Francisco County Jail, a California Department of Corrections and Rehabilitation adult facility, and/or a United States Bureau of Prison facility. The Mayor, or his designee, shall serve as a member, and shall also appoint three of these seven members. The Board of Supervisors shall appoint the other four of these members. At least two of these seven members shall have expertise in providing services to individuals exiting the criminal justice system. At least one of these seven members must have been released from custody within two years of his or her appointment; at least one must have served multiple terms, and at least one must be between the ages of 18 to 24 at the time of appointment. All members of the Council shall be exempt from the Charter requirement that they be electors of the City and County of San Francisco.

The following City departments or agencies shall appoint one member each to the Council: the Public Defender's Office, the District Attorney's Office, the Sheriff's Department, the Police Department; the Adult Probation Department, the Juvenile Probation Department, the Department of Economic and Workforce Development; the Human Services Agency, and the Department of Public Health. In addition, Council co-chairs shall invite the San Francisco Superior Court, the Department of Child Support Services, the California Department of Corrections and Rehabilitation Division of Adult Parole Operations, and the United States Probation and Pretrial Services System to appoint one member each to the Council. If any of these four agencies does not appoint a representative, the Council co-chairs shall appoint an additional member.

Members shall serve two-year terms and shall serve at the pleasure of the appointing authority. Members may

serve multiple terms.

(b) **Quorum.** Seven members of the Council shall constitute a quorum, and the Council shall have the authority to act on the vote of the majority of the quorum.

(c) **Officers.** The three members appointed by the District Attorney's Office, the Public Defender's Office, and the Sheriff's Department, respectively, as well as the Mayor or the Mayor's representative, shall co-chair the Council.

(d) **Subcommittees.** The Council may establish subcommittees to be convened as directed by the Council. The Council's co-chairs shall appoint members to the subcommittees. Subcommittees shall report findings and make recommendations to the full Council for their consideration. The membership of these subcommittees shall be open to non-members of the Council who shall be drawn from a range of diverse experiences, identities, and interests related to the issue of reentry.

(e) **Meeting Frequency.** The Council shall meet in full at least three times per year.

(f) **Roles of Council Members.** Each member of the Council shall retain his or her official authority and duties granted under State law. In adopting this legislation, the Board of Supervisors recognizes that each member of the Council retains his or her authority and duties under State law and that where conflicts may arise out of members' dual roles. State powers and duties shall supersede the duties that the ordinance creating the council impose on Council members.

(Added by Ord. 215-08, File No. 080564, App. 9/19/2008; Ord. 26-09, File No. 081511, App. 2/13/2009)

SEC. 5.1-4. - POWERS AND DUTIES.

The Council shall have the following powers and duties:

(a) **Identifying Funding Streams.** The Council shall identify funding at the local, State, and Federal level that is earmarked or available for services or programs designed to serve individuals exiting the criminal justice system. In addition, the Council shall identify conditions, restrictions, or limitations on each funding stream, and shall document these findings in its reports to the Mayor, the Board of Supervisors, and other appropriate entities consistent with subsection (d) below.

(b) **Identifying Programs Serving Individuals Exiting the Criminal Justice System.** The Council shall identify programs serving individuals exiting the criminal justice system who reside in San Francisco or who will be released to San Francisco, including program capacity.

(c) **Identifying Needs of Reentry Population.** The Council shall identify any unmet needs of this population, and propose ways to meet those needs based on existing research and best practices.

(d) **Identifying Barriers.** The Council shall also identify barriers to safe and successful reentry presented by local, State, and Federal law, and propose ways to reduce the impact of these barriers.

(e) **Reports.** At least once a year, the Council shall prepare and submit a report that shall include but not be limited to information required under subsections (a), (b), (c), and (d) above. City departments shall respond within 30 days to reasonable requests for information submitted by the Council relevant to its ability to discharge its powers and duties under this Chapter, provided that the disclosure of such information shall not be required where it would violate Federal or State law. The Council shall provide the reports to: 1) the Mayor, 2) the Board of Supervisors, 3) any City department or program identified by the Council in a report; and 4) the public. These reports shall be public documents. Any City department identified in a report may provide a response, within 30 days of issuance of the report, for inclusion into the final report submitted to the Mayor and the Board of Supervisors, among others, consistent with this subsection.

(f) **Retaliation Prohibited.** No City officer or employee may retaliate against other City staff or the staff of programs identified by the Council for cooperating with the Council or for participating in any activity involving the Council. This section is not intended to create a private right of action against the City and County of San Francisco.

(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)

SEC. 5.1-5. - ATTENDANCE REQUIREMENT.

The Council shall monitor the attendance of Council members. In the event that any Council member misses two regularly scheduled Council meetings in a twelve-month period without prior notice to the Council, the Council shall certify that fact in writing to the appointing authority, and the member shall be deemed to have resigned from the Council on the date of such certification. The Council shall request the appointing authority to appoint a new member. The appointing authority shall appoint a successor to the resigned member not later than 60 days after the date of the certification of resignation.

(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)

SEC. 5.1-6. - SUNSET CLAUSE.

This legislation shall expire June 1, 2011, unless the Board of Supervisors adopts an ordinance continuing its existence. The Council shall submit a report to the Board of Supervisors no fewer than six months prior to the expiration date recommending whether the Council should continue to operate, and if so, whether the Board of Supervisors shall consider legislative changes that would enhance the capacity of the Council to achieve the goals that the ordinance creating the council identifies, amendments that further the Council's goals. The Council's recommendations shall include drafts of ordinances that would implement its recommendations.

(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)

By Laws
Reentry Council
City & County of San Francisco
(San Francisco Administrative Code 5.1)

Article I – Name and Purpose

Section 1. Name

The name of the Reentry Council shall be the Reentry Council of the City & County of San Francisco.

Section 2. Purpose

The Reentry Council is established by Chapter 5.1 of the San Francisco Administrative Code, and shall carry out duties enumerated therein. 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.

Article II – Officers and Duties

Section 1. Officers

The Officers of this Reentry Council shall be four Co-Chairs. The Co-Chairs shall be the three members appointed by the District Attorney’s Office, the Public Defender’s Office, and the Sheriff’s Department, respectively, as well as the Mayor or the Mayor’s representative.

Section 2. Duties of the Co-Chairs

The Co-Chairs shall preside at all meetings of the full Reentry Council, with support of the Reentry Council staff. The Co-Chairs, working with other members of the Reentry Council and the Reentry Council staff, shall oversee the preparation and distribution of the agenda for the Reentry Council meetings. The Co-Chairs shall appoint members to any standing or ad hoc subcommittees that are established by a majority of the Reentry Council. Subcommittees shall be open to non-members of the Council, and the Co-Chairs shall direct Reentry Council staff to recruit potential subcommittee members from a range of diverse experiences, identities, and interests related to the issue of reentry.

Article III – Staff

Section 1. Staff

The Reentry Council shall be staffed by a collaborative team of four, composed of one staff person from each of the Co-Chairs’ departments. The staff person assigned from the Office of

the Public Defender shall serve as the Reentry Council staff contact for all requests for meeting notices and agendas, written public comment, public records requests, and requests for accommodations and translation services.

Article IV – Meetings

Section 1. Regular Meetings

Regular meetings of the Reentry Council shall be held at least three times a year. Regular meetings will be held on Tuesdays at 10:00 a.m. during the months of January, May, and September of each year at a publicly accessible location within the City & County of San Francisco.

Section 2. Special Meetings

A Co-Chair or a majority of the members of the Reentry Council may call special meetings.

Section 3. Notice of Meetings

The agendas of all regular meetings and notices and agendas of all special meetings shall be posted on the Reentry Council web site (<http://sfreentry.com>), at the meeting site, the San Francisco Main Library—Government Information Center and the Offices of the District Attorney, Mayor, Public Defender, and Sheriff. Agendas and notices shall be e-mailed to each Reentry Council member and any person who files a written request for such notice with the Reentry Council at reentry.council@sfgov.org.

Section 4. Cancellation of Meetings

Co-Chairs may cancel a meeting if she or he is informed by Reentry Council staff that a quorum of the body will not be present or if the meeting date conflicts with a holiday or other responsibilities of the Reentry Council members. Notices of cancellation shall be posted on the Reentry Council web site (<http://sfreentry.com>), at the meeting site, the San Francisco Main Library—Government Information Center and the Offices of the District Attorney, Mayor, Public Defender, and Sheriff. If time permits, notices of meeting cancellations shall be mailed to all members of the public who have requested, in writing, to receive notices and agendas of Reentry Council meetings.

Section 5. Conduct of Meetings

(a) All Reentry Council meetings shall be conducted in compliance with all applicable laws, including but not limited to the Ralph M. Brown Act (Government Code Section 54950 et. seq.), the San Francisco Sunshine Ordinance (San Francisco Administrative Code, Chapter 67) and the Reentry Council's By-laws. Except where state or local laws or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

(b) When a member of the Reentry Council desires to address the Reentry Council, she or he shall seek recognition by addressing a Co-Chair, and when recognized, shall proceed to speak. The member shall confine her or his comments or remarks to the question before the Reentry Council.

(c) Cell phones and pagers shall be turned off during meetings of the Reentry Council. Co-Chairs may issue a warning to any member of the public whose pager or cell phone disrupts the Reentry Council meeting. In the event of repeated disruptions caused by pagers and cell phones, the Co-Chairs shall direct the offending member of the public to leave the meeting.

(d) Reentry Council members have extraordinarily diverse life experiences, and unique responsibilities in their roles outside of their membership on the Reentry Council. All members of the Reentry Council shall treat each other with respect, and seek to understand the views and perspectives of fellow members.

Section 6. Setting Agendas

Reentry Council staff, at the direction of the Co-Chairs, shall prepare the agenda for meetings. The agenda for all regular meetings shall contain an item during which Reentry Council members may request items for the Reentry Council to consider at future meetings.

Section 7. Action at a Meeting; Quorum and Required Vote

The presence of seven members of the Reentry Council shall constitute a quorum for all purposes. If a quorum is not present, no official action may be taken, except roll call and adjournment.

Section 8. Voting and Abstention

Reentry Council members must be present to vote and participate. Teleconference participation is not permitted. Each member present at a Reentry Council meeting shall vote "Yes" or "No" when a question is put, unless the member is excused from voting on a matter by a motion adopted by a majority of the members present or the member has a conflict of interest that legally precludes participation in the discussion and vote.

The Reentry Council shall take action on items on the agenda by roll call, voice vote or by show of hands. The minutes shall reflect how each Reentry Council member voted on each item.

Section 9. Public Comment

The Reentry Council and all subcommittees of the Reentry Council shall hold meetings open to the public in full compliance with state and local laws. The Reentry Council encourages the participation of all interested persons. Members of the public may address the Reentry Council on any matter within the subject matter jurisdiction of the Reentry Council for up to three

minutes during public comment. Co-Chairs may limit the time permitted for public comment consistent with state and local laws.

Article V – Reentry Council Records

Section 1. Minutes

Minutes shall be taken at every regular and special Reentry Council meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance, including the provisions that apply to Charter boards and commissions. (See San Francisco Administrative Code, Chapter 67.16) Minutes shall be approved by the majority vote of the Reentry Council.

Section 2. Public Review File

The Reentry Council shall maintain a public review file in compliance with the San Francisco Sunshine Ordinance. (See San Francisco Administrative Code, Section 67.23.)

Section 3. Records Retention Policy

The Reentry Council shall prepare, maintain and adopt a records retention and destruction policy as provided in Section 8.3 of the San Francisco Administrative Code.

Section 4. Tape Recordings

The Reentry Council shall audio or video record all regular and special meetings of the Reentry Council. The recordings shall be maintained in accordance with the San Francisco Sunshine Ordinance. (See San Francisco Administrative Code, Section 67.14(b).)

Article VI – Attendance

Members of the Reentry Council (or their designee) shall notify the Reentry Council staff if she or he is unable to attend a regular or special meeting of the Reentry Council. If a member of the Reentry Council misses two regular meetings in any twelve-month period without prior notice to Council staff, the Co-Chairs shall request that that member's appointing authority appoint a new member.

Article VII - Amendment of By Laws

The By Laws of the Reentry Council may be amended by a vote of a majority of the members of the Reentry Council after presentation of the proposed amendments as an agenda item at a meeting of the Reentry Council. The Reentry Council shall give ten days notice before considering any amendments to its by laws.

Process & Timeline for Development of At Least Annual Reports
Reentry Council
City & County of San Francisco

Background

SF Administrative Code 5.1-4 outlines the Reentry Council's powers and duties which include reporting on the follow four categories of information in at least annual reports to the Mayor, the Board of Supervisors, any City department or program identified by the Council in a report, and the public:

1. Identifying Funding Streams at the local, state, and federal level that that is earmarked or available for services or programs designed to serve individuals exiting the criminal justice system. Identify the conditions, restrictions, or limitations on each funding stream.
2. Identifying Programs, and the capacity of each, that serve individuals exiting the criminal justice system who reside in San Francisco or who will be released to San Francisco.
3. Identifying Unmet Needs of Reentry Population, and propose ways to meet those needs based on existing research and best practices.
4. Identifying Barriers to safe and successful reentry presented by local, State, and Federal law, and propose ways to reduce the impact of these barriers.

Scope of Report

This report should provide the level of information necessary to further the Reentry Council's charge to coordinate local efforts to support adults exiting local, state, and federal facilities. To that end, below are some suggested questions to guide staff and subcommittees in identifying data, research, or other information needed to answer questions.

1. Identifying Funding Streams
 - a. What local, state, federal, and private funds are currently earmarked or otherwise dedicated to providing services to individuals exiting the criminal justice system? Which of these are currently being utilized in San Francisco?
 - b. What local, state, federal, and private funds that are *not* dedicated to providing services to individuals exiting the criminal justice system *could be* utilized to serve the reentry population? Which of these are currently being utilized in San Francisco?
 - c. What are the conditions, restrictions, or limitations on each of the above funding streams, including the administering authority, eligible applicants, population eligible for service, and allowable activities?
 - d. Other questions?
2. Identifying Programs
 - a. What programs or services currently serve individuals exiting the criminal justice system who reside in San Francisco or who will be released to San Francisco? What is the program capacity of each of these?
 - b. What are the program's goals? What services are provided? What populations are eligible to receive services? What populations are prioritized to receive services? Is program participation voluntary or mandated? What is cost, if any, of program to client?
 - c. What are the program's outcomes, indicators of success, and self-evaluation practices?
 - d. Other questions?

Process & Timeline for Development of At Least Annual Reports
Reentry Council
City & County of San Francisco

3. Identifying Unmet Needs of Reentry Population

- a. What are the unmet needs of reentry populations? What shortage of capacity exists in current services or programs? What needs exist that are not being addressed by any existing services or programs?
- b. What are the best practices programs that could meet the identified unmet needs?
- c. What are the best practices in areas that cut across areas such as individualized planning and services, or cultural competence and linguistic accessibility?
- d. Other questions?

4. Identifying Barriers in Law

- a. What are the statutory and regulatory barriers to safe and successful reentry presented by local, State, and Federal law?
- b. What are the best practices, and other innovative ways, to reduce the impact of these barriers?
- c. Other questions?

Process for Collecting Information

Staff will work with each of the five subcommittees to provide updates on process, and to ensure that research is informed and directed, as appropriate for each issue area. The following research will be conducted across the five issue areas.

Staff will conduct the following secondary research:

- Literature review of current research on relevant needs and best practices;
- Summary review of relevant needs assessments of our reentry population;
- Review of reported outcomes of current programs or services, including but not limited to: published evaluations, published performance measurement data;
- Partial review of available federal, state, local, and private funding sources related to reentry;
- Research to identify specific statutory and regulatory barriers to reentry, and related best practices to reduce impact of such barriers.

Staff will conduct two forms of primary research:

- Conduct a survey of programs currently providing services to reentry population to assess program-level information in areas of 1) funding, 2) programs, and 3) needs. Distribute survey directly to government-run and community-based programs, and through local departments/agencies that fund community-based programs. Utilize pertinent subset of information for an update of the *Getting Out & Staying Out* Resource Guide.
- Conduct 3-5 focus groups of formerly incarcerated individuals, with effort to make sure that focus groups are composed of individuals representative of broader reentry population. Purpose is to identify individual-level information in areas of 3) needs and 4) barriers.

**Process & Timeline for Development of At Least Annual Reports
Reentry Council
City & County of San Francisco**

Proposed Timeline

Date	Action Step
October 2009	Staff begins conducting secondary research based on input received at 1 st round of subcommittee meetings. Develop preliminary design for primary research.
October 2009- November 2009	2 nd round of subcommittee meetings to finalize content of survey and focus groups, and to review research conducted by staff to date related to Programs and Needs.
November 2009- December 2009	Staff and Subcommittee volunteers conduct program surveys and focus groups. Relevant departments and agencies request survey responses and assist in setting up focus groups.
January 26, 2010 meeting	Reentry Council reviews 1 st draft sections on Programs and Needs, as drafted by staff. Solicits public input on draft.
January 2010- February 2010	3 rd round of subcommittee meetings to review research conducted by staff to date related to Barriers and Funding.
Second 2010 meeting (date TBD)	Reentry Council reviews 1 st draft sections on Barriers and Funding, as drafted by staff, and 2 nd draft sections on Programs and Needs. Solicits public input on draft.
Third 2010 meeting (date TBD)	Reentry Council reviews final report for consideration and adoption. Within 30 days of issuance, any city department identified in the report may provide a written response that will be included. Final report will be presented to Mayor and Board of Supervisors.

Subcommittee on Civil Rights and Civic Engagement of Formerly Incarcerated Individuals

Reentry Council of the City & County of San Francisco

Calendar of Meetings

(as of December 3, 2009)

Subcommittee Calendar

Thursday, December 10, 2009
9am – 11am
City Hall, Room 278
1 Dr. Carlton P. Goodlett Place
San Francisco, CA 94102-9991

Thursday, February 11, 2010
9am – 11am
City Hall, Room 278
1 Dr. Carlton P. Goodlett Place
San Francisco, CA 94102-9991

Thursday, May 13, 2010
9am – 11am
City Hall, Room 278
1 Dr. Carlton P. Goodlett Place
San Francisco, CA 94102-9991

Thursday, August 12, 2010
9am – 11am
City Hall, Room 278
1 Dr. Carlton P. Goodlett Place
San Francisco, CA 94102-9991

Thursday, October 21, 2010
9am – 11am
City Hall, Room 278
1 Dr. Carlton P. Goodlett Place
San Francisco, CA 94102-9991

Reentry Council Calendar

Tuesday, January 26, 2010
10am – 12pm
Latino Rooms
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Tuesday, April 20, 2010
10am – 12pm
Location TBD

**information in italics is to be finalized.*

Subcommittee on Civil Rights & Civic Engagement of Formerly Incarcerated People

Reentry Council of the City & County of San Francisco

Selection of Chairpersons

Each subcommittee will have one chair person. Chairpersons of subcommittees will work with Reentry Council staff to lead meetings in a way that works best for each subcommittee. Staff will support chairpersons by developing agendas, materials, and minutes, and provide facilitation as needed. Chairpersons will work with Reentry Council staff between subcommittee meetings to further work of subcommittees. Chairpersons will personally report back to the full Reentry Council on progress of her/his subcommittee.

The individuals listed below have indicated their interest in chairing this subcommittee:

- Mathew Martenyi
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____