



Humboldt County Community Corrections Partnership – Executive Committee

Date: October 17, 2018

Time: 12:15p – 1:45p

Location: **First Floor Conference Room A**, Humboldt County
Courthouse

Required Member Agencies (pursuant to Penal Code Section 1230.1(b): Chief Probation Officer – Chair, Chief of Police, Sheriff, District Attorney, Public Defender, presiding judge of the Superior Court (or designee), and one representative from Mental Health, AOD or Social Services (pursuant to PC1230(b)(2)(G), (H) or (J), as designated by the Board of Supervisors).

Minutes

I. Call to Order

Chief Probation Officer Shaun Brenneman called the meeting to order at 12:17pm. In attendance were: Meara Hattan for Court Executive Officer Kim Bartleson, Rachelle Davis for District Attorney Maggie Fleming, Captain Duane Christian for Sheriff Billy Honsal, Public Defender Marek Reavis, Laurel Johnson for DHHS Director Connie Beck, and Eureka Police Chief Steve Watson.

II. Review and approval of minutes – August 15, 2018 & September 19, 2018

Approval of August 15, 2018 minutes:

Marek Reavis moved to approve.

Steve Watson seconded the motion.

A vote was taken as follows:

Aye: Shaun Brenneman, Meara Hattan, Rachelle Davis, and Marek Reavis

Nay:

Abstain: Duane Christian

The motion passes.

The approval of the September 19, 2018 minutes has been tabled until next month's meeting.

III. Adjustments to the agenda

Chief Brenneman would like to add a discussion of whether or not to cancel the November HCCCP Executive Committee meeting due to it falling on the day before a holiday.

New Business

IV. Designation of portion of public safety trust to be held in reserve- Action Item

Proposed reserve of 20% of ongoing costs to be considered.

Chief Brenneman gave an update on the current status of the AB109 trust fund.

- Current balance is approx. \$2.2 million.
- On-going costs are approx. \$5,775,599.00
- Reserve amount would be 20% of on-going costs: \$1,155,120.00

Moving forward, when trying to utilize funds in the reserve, an independent action item would need to be presented, followed by a committee vote to release the designated funds.

Marek Reavis motioned to approve the designation of 20% of on-going costs to be held in reserve.

Steve Watson seconded the motion.

A vote was taken as follows:

Aye: Rachelle Davis, Shaun Brenneman, Marek Reavis, Steve Watson, and Duane Christian.

Nay:

Abstain: Meara Hattan.

The motion passes.

V. Request for funding case managers –Action Item

RCAA requests continuation of funding for ~~5~~ 4 case managers to provide case management for people leaving residential treatment. Requested amount is ~~\$236,286~~ \$190,001.00.

Lynn Kerman and Laurie Keel from Redwood Community Action Agency (RCAA), along with Wes Harrison from North Coast Substance Abuse Council (NCSAC) were in attendance to present RCAA's proposal for continuation funding for the case management services in local residential treatment programs.

Lynn provided background on the program and expressed the need for an additional year of funding. On average, out of the 5 case managers they were able to steadily maintain 3 during the first year of the pilot program. The case managers are primarily responsible for clients who are either currently in treatment or recently graduated from treatment and help to provide access to necessary services the clients need.

Wes presented how this pilot program has been effective from a treatment provider's perspective. NCSAC has seen a significant difference in the outcomes of their program and believes bridging the gap between their clients and services with the assistance of case managers has been beneficial, and is critical for the continuation of residential treatment programs.

Laurie discussed RCAA's process in hiring the case manager's specific to each treatment provider's needs. A discussion takes place with RCAA and the treatment program to determine what duties and/or services they would like their case manager to provide.

Discussion and questions took place between the Executive Committee, Laurie, Lynn, and Wes.

Steve Watson moved to modify RCAA's proposal to 4 case managers rather than 5, bringing the total request to \$190,001.00. RCAA was in agreeance with this motion.

Marek Reavis seconded the motion.

A vote was taken as follows:

Aye: Shaun Brenneman, Marek Reavis, Steve Watson, Duane Christian, and Rachelle Davis

Nay:

Abstain: Meara Hattan.

The motion passes.

Old Business

V. Update on CCP Plan Implementation – Discussion item

All partner agencies will update on present staffing, hiring and status regarding program implementation, participation and operational considerations, as well as current status of realignment trust fund.

Shaun Brenneman/Probation: 1 vacancy in AB109 unit.

Marek Reavis/Public Defender: 1 vacant Attorney position. Currently have an law school graduate intern working in the office.

Steve Watson/EPD: 3 full-time sworn vacancies and 3 dispatcher vacancies.

Duane Christian/Jail: Some dispatcher vacancies remaining. Patrol unit is sufficient. 17 jail vacancies. 4 new Correctional Officers will start on 10/22/18.

Rachelle Davis/DA: 1 vacant Attorney position and 2 vacant office assistant positions.

VI. Update regarding CCP data projects – Discussion item

Review of survey of other CCP's as to their data collection activities.

There was no update regarding CCP data projects at this time.

VII: Sequential Intercept Mapping – Discussion item

CCP executive committee is the oversight body for this project. Discussion of progress on the action plans outlined in SIM report.

Chief Brenneman provided a status update on the SIM meetings. It was suggested that a discussion is needed for mental health screening in the jail.

Meara reported that the Courts will be attending a Homeless Court Summit in San Diego. They are hoping to get ideas on what can be implemented locally for the Wellness Court.

Public Comment

VIII. Set agenda for next meeting – 1.5 hour ~~(November 21, 2018)~~ (December 19, 2018): Future items: Employment Program; Warrant service team.

Due to the Thanksgiving holiday, the committee has agreed to cancel the November 21st meeting. All items scheduled for this meeting will be moved to the December 19th agenda.

Chief Brenneman will not be in attendance for the December meeting. Marek Reavis will chair the meeting.

IX. Adjourn

The meeting was adjourned at 1:30pm.

Exhibit 1, Scope of Work

1. PURPOSE

Case Management Specialist positions

Redwood Community Agency will place 5 Case Management Specialists in 3 different community substance abuse treatment and rehabilitation programs to provide site based and ongoing case management services to clients recovering from drug and alcohol use and addiction as well as being released from incarceration. This program will be administered by the Humboldt County Probation Department.

To support a successful transition to sober living and self-sufficiency, the Case Management Specialists will:

- Initiate case management assessments for individuals at service site
- Strategize with clients to create a plan with realistic goals and timelines related to strengthening all life essentials including housing, employment, finances and health/mental health related needs
- Assess and document progress toward meeting set goals and timelines
- Meet with clients at least weekly to assist with attaining goals and connection to needed resources
- Assist clients in preparing for employment or community engagement (volunteering) by providing job skill development, job placement resources and volunteer opportunities
- When needed, provide transportation to help with housing searches and retention, health and employment, community engagement and applying for services
- Participate in staff trainings, meetings, and in-service opportunities as directed
- Assist in creating project reports using the database management tool
- Provide aftercare case management services for clients completing their recovery program, attempting to maintain on-going communication with clients for at least 6 months, if possible

Redwood Community Action Agency and the Humboldt County Probation Department will work to promote appropriate supportive activities and placement sites where Case Management Specialists have access to clients that are in substance use disorder treatment and rehabilitation and recently released from jail to provide them with life skills support and case management services. Case Management Specialists will be provided supervision, training opportunities and support from site and program supervisor to help ensure program success for staff and most importantly clients.

A. It is mutually agreed that:

1. The TERM OF SERVICE for the purpose of this agreement will be 5 full time positions.
 - a. Parties agree to operate the project in accordance with RCAA's Human Resources policies and guidelines.
 - b. All parties will ensure that the Case Management Specialists focus on the goals and objectives of the positions.

B. The Partner Agency will:

1. Assure that Case Management Specialists are provided with thorough supervision, guidance and support.
2. Provide site orientation and clearly define program/organizational rules and norms.
3. Encourage Case Management Specialist to update program data in a timely manner.
4. Attend supervisor meetings 3 times during the year.
5. Complete staff evaluations according to RCAA employment guidelines.
6. Allocate at least one (1) half hour every week for a supervision meeting.
7. Approve semi-monthly timesheets.
8. Allow the Case Management Specialist time for RCAA bi-monthly supervision and training with RCAA Program Coordinator.

C. RCAA Staff will:

1. Act as the sponsoring agency responsible for recruiting, screening, selecting and training Case Management Specialists. Case Management Specialists will be RCAA employees.
2. Organize and schedule bi-monthly supervision/training.
3. Be responsible for all Human Resources activities as it relates to the Case Management Specialists.
4. Support the collection of data for Probation Department reports.
5. RCAA staff will provide guidance and mediation to assist the Partner Agencies with issues and conflicts between a supervisor and Case Management Specialists.
6. RCAA staff will work with the Partner Agency to assess Case Management Specialist performance and progress on the job, make every effort to meet the needs and concerns of the Partner Agency staff, and ensure that each Case Management Specialist is working in an effective and responsible manner.
7. Applicants must meet employee standards of Partner Agency. Partner Agencies retain the right to refuse an applicant.

REDWOOD COMMUNITY ACTION AGENCY'S CASE MANAGEMENT SERVICES FOR SUBSTANCE USE TREATMENT AND RECOVERY PROGRAMS

This is a renewal request for a second year of the contractual agreement that Humboldt County Probation Department has entered into with Redwood Community Action Agency to recruit, hire, train and direct 5 Case Management Specialists (CMS) who will serve at multiple substance use disorder treatment and recovery sites, namely Crossroads, Humboldt Recovery Center (HRC) and Waterfront Recovery Services (WRS). Our current grant will be completed on December 31, 2018. This request would begin and end on January 1-December 31 2019.

It is 9 months into the first year of this CMS program and there are already many positive results:

Case Management Services from January 1 through September 30, 2018 at WRS included:

- 32 clients meet with landlords
- 45 clients secured housing (even if it is clean and sober house)
- 12 clients worked to create a resume
- 10 clients secured employment
- 16 medical appointments arranged and/or facilitated for clients
- 22 counseling appointments arranged and/or facilitated for clients
- 2 clients opened a bank account
- 1 client who had tickets signed up through homeless court

While in Aftercare:

- 16 clients meet with landlords
- 10 clients secured housing (even if it is clean and sober house)
- 9 clients worked to create a resume
- 12 medical appointments arranged and/or facilitated for clients
- 9 counseling appointments arranged and/or facilitated for clients
- 2 clients opened a bank account
- 13 clients created an individual action plan and made progress toward goals
- 13 clients created housing action plans
- 9 clients met with CMS at least 1 time per week
- 11 is the average amount of times clients met with CMS
- 10 clients were transported by CMS for resources connecting to housing, employment and health care doing 67 transports in total

Case Management Services from March 24 through September 21, 2018 at Crossroads

included: the CMS has been directly involved in 12 graduations where the graduates personally identified the connection to services and influence from the CMS as a factor in their success.

The CMS completed:

- 32 client action plans
- 32 client housing plans
- 32 client discharge plans

The number of probation funded clients that the CMS maintained weekly sessions with is 31. The CMS directly assisted in 11 probationers obtaining temporary housing upon successful completion and through his tireless efforts, assisted a high-risk long term probationer in obtaining permanent housing which is a true victory.

The CMS provided probationers with over 200 transports keeping them probation compliant and connecting them to services including;

- 18 probationers linked to healthcare
- 17 probationers linked to Social Services
- 11 probationers linked to Mental Health services
- 9 probationers obtained social security cards and ID
- 7 probationers obtained employment
- 4 probationers received financial services
- 3 probationers were successfully linked to Medication Assisted Treatment

Case Management Services from May 10-September 30, 2018 at Humboldt Recovery Center included;

- 27 clients served in total
- 3 clients participated in Aftercare
- 18 clients worked on case plan goals
- 21 clients developed individual action plans
- 5 clients completed individual action plans
- 5 clients completed housing action plans
- 20 clients developed discharge plans
- 5 clients completed discharge plans
- 12 clients met with CMS at least 1 time per week during their stay in treatment
- 5 times is the average amount of times client met with a CMS
- 6 clients were transported by CMS for housing, health and employment resources

Humboldt Recovery Center has had the least amount of time with a CMS on staff due to a CMS starting late in the grant cycle and then leaving a few months after. There has been a new CMS working there for several months now and we expect the service numbers to increase greatly for the next quarter data collection.

There are now 3 experienced Case Management Specialists (CMSs) that work with clients in the treatment facilities that are homeless, have substance use and mental health issues, involved in the criminal justice system, and are separated from family.

The RCAA Case Management Supervisor will continue to provide support in the way of team meetings twice a month to discuss CMS activities, provide supervision, facilitate self-care practices, bring in relevant trainers on pertinent subjects, share community resources and create an environment for team building and supportive feedback.

Case Management Specialist job description:

1. Assess with client current needs to develop goals that will further healing, recovery, self-sufficiency and personal strengthening.
2. Develop with client a case plan with achievable steps.
3. Provide appropriate services including but not limited to transportation and referral to community resources to assist client in accomplishing tasks for achieving goals.
4. Provide periodic evaluation of case plan successes and challenges and adjust plans and steps as needed.
5. Develop appropriate trainings and activities for clients.
6. Provide Aftercare case management services. Attempt to keep in touch with clients over a 6 month period.
7. Participate in all data collection tasks and reporting necessary.
8. Participate in required Team Meetings and trainings.

While this first 9 months have shown very positive results for this high risk population, and while RCAA has developed a working relationship with the 3 treatment centers, there have been some challenges that are being addressed and are delineated below:

RCAA has not been able to fill all 5 CMS positions. This is an issue facing many businesses and agencies in Humboldt County and beyond. There will be a more rigorous job outreach effort and we propose raising the salary to \$15.00 per hour to make the positions more attractive and competitive.

There have also been some glitches with data collection as there are confidentiality issues having a 3rd party agency involved. However, those have recently been resolved and going forward the data collection should go smoothly.

The budget request for the next year is delineated in the table below:

2019 Budget

Salaries & Benefits		
<i>Case Management Supervisor</i>	<i>\$25.27/hr x 96/hrs yr</i>	<i>\$2,426</i>
<i>Case Management Specialist</i>	<i>\$15/hr x 2080/hrs yr x 5 CMS staff</i>	<i>\$156,000</i>
	<i>29% benefits including: FICA, Workman's Comp, SUI, 401K, Accrued Vacation, Medical & Dental Insurance</i>	<i>\$45,240</i>
<i>Operational Costs</i>	<i>Space/utilities, communications, supplies: \$150/mo x 12/mos</i>	<i>\$1,800</i>
<i>RCAA Administrative Fee</i>	<i>15%</i>	<i>\$30,820</i>
	Total	\$236,286

Since there are unfilled CMS slots during this year there will be funds left from the current grant which we are requesting to be applied to this second year budget. Also, attached is a Scope of Work with this proposal. I am available to answer any questions you may have.

Many thanks,

Lorey Keele

Lorey Keele
Community Services Director
Redwood Community Action Agency