SPECIAL NOTICE: IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS AND LIMITED PUBLIC ACCESS TO THE HALL OF ADMINISTRATION, CONSISTENT WITH GOVERNMENT CODE SECTION 54953, SUBDIVISION (e), THIS VENTURA COUNTY PUBLIC SAFETY RACIAL EQUITY ADVISORY GROUP (PSREAG) MEETING WILL BE CONDUCTED IN-PERSON AND ALSO VIA ZOOM AND TELEPHONICALLY.

MEETING PARTICIPATION:

Topic: PSREAG Regular Meeting

Location: Ventura County Behavioral Health
Large Training Room
1911 Williams Drive, Oxnard, CA

Members of the public can join in Person or by Zoom link below

Join Zoom Meeting: https://us02web.zoom.us/j/85188551246

Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 851 8855 1246
Find your local number: https://us02web.zoom.us/u/kcHEEW6fU

PUBLIC COMMENTS BY EMAIL:
IF YOU WISH TO MAKE EITHER A GENERAL PUBLIC COMMENT OR COMMENT ON A SPECIFIC AGENDA ITEM BEING HEARD, YOU CAN SUBMIT YOUR COMMENT VIA EMAIL BY 9:00 AM THE DAY OF THE MEETING TO THE FOLLOWING ADDRESS: COUNTYDEI@VENTURA.ORG. PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR EMAIL: (A) MEETING DATE, (B) AGENDA ITEM NUMBER, (C) SUBJECT OR TITLE OF THE ITEM, (D) YOUR FULL NAME. DURING PUBLIC COMMENT ON THE AGENDA ITEM SPECIFIED IN YOUR EMAIL, YOUR EMAIL WILL BE SUBMITTED FOR THE RECORD.
OPENING

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF THE MEETING MINUTES FROM November 3, 2022

4. PUBLIC COMMENT OPPORTUNITY FOR ITEMS ON THE AGENDA AND/OR FOR OTHER ITEMS WITHIN PSREAG SUBJECT MATTER JURISDICTION (15 MIN.)

REGULAR AGENDA

5. REQUEST APPROVAL OF RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE PSREAG FOR A 30-DAY PERIOD PURSUANT TO GOVERNMENT CODE SECTION 54953, SUBDIVISION (E), OF THE RALPH M. BROWN ACT (5 min)
   a. Member Discussion
   b. Consider Approval / Action

6. REQUEST APPROVAL OF CEO / OFFICE OF DEI TO SIGN A CONTRACT WITH EVOLVE EQUITY TO WORK WITH THE PSREAG ON BUILDING CROSS-SECTOR COLLABORATION (20 min)
   a. Presentation from Proposed Consultant, Dr. Jonnie Williams
   b. Public Comment
   c. Member Discussion
   d. Consider Approval/Action

7. REQUEST APPROVAL OF THE PROCESS TO FILL THE ORGANIZATIONAL VACANCY AND TO FORM AN AD HOC SUBCOMMITTEE TO REVIEW LETTERS OF INTEREST (10 MIN)
   a. Staff Presentation
   b. Member Discussion
   c. Consider Approval/Action
8. RECEIVE UPDATE FROM EDUCATION AD HOC SUBCOMMITTEE (5 MIN)
   a. Update from Rabiah Rahman
   b. Member Discussion

9. RECEIVE UPDATE FROM POLICY & PRACTICE AD HOC SUBCOMMITTEE (5 MIN)
   a. Update from Bob Bland
   b. Member Discussion

10. RECEIVE UPDATE FROM SURVEY AD HOC SUBCOMMITTEE (5 MIN)
    a. Update from Erik Nasarenko
    b. Member Discussion

11. RECEIVE UPDATE FROM LOCAL POLICING AND IMMIGRATION ENFORCEMENT RESOLUTION AD HOC SUBCOMMITTEE (5 MIN)
    a. Update from Bob Bland
    b. Member Discussion

12. DISCUSSION REGARDING PSREAG INPUT REGARDING BYLAWS AMENDMENTS (5 MIN)
    a. Co-Chair Presentation
    b. Member Discussion

13. MEMBER COMMENTS AND CALL FOR FUTURE AGENDA ITEMS (15 MIN.)
    a. Public Comments
    b. Council member comments, updates, and discussion
    c. Upcoming meetings of the PSREAG scheduled for the 1st Thursday of the Month. The next meeting will be held at 1911 Williams Drive, Oxnard, CA, and hybrid options for the public: January 5, 2022
14. ADJOURN

Materials related to an item on this Agenda submitted after distribution of the agenda packet are available for public inspection on the Ventura County PSREAG website [https://www.ventura.org/psreag/](https://www.ventura.org/psreag/) subject to staff’s ability to post the documents prior to the meeting.

Persons who require accommodation for any audio, visual or other disability in order to review an agenda, or to participate in a meeting of the Ventura County Public Safety Racial Equity Advisory Group per the American Disabilities Act (ADA), may obtain assistance by requesting such accommodation in writing addressed to the County Executive Office, 800 South Victoria Avenue, Ventura, CA 93009-1740 or telephonically by calling (805) 654-2876 or email to CountyDEI@ventura.org. Any such request for accommodation should be made at least 48 hours prior to the scheduled meeting for which assistance is requested.
1. CALL TO ORDER Meeting was called to order by Co-Chair Rabiah Rahman at 5:39 p.m.

2. ROLL CALL – Quorum was reached. In attendance:

   **VOTING MEMBERS PRESENT:**
   - Rabiah Rahman, Co-Chair (Black Lawyers of VC)
   - Cindy Liu (We Belong 805)
   - Erik Nasarenko (VC District Attorney)
   - Vanessa Valdez (Latinx Bar Association)
   - Genevieve Flores-Haro (MICOP)
   - Rob Davidson for Bill Ayub (VC Sheriff’s Office)
   - Tim Dowler for Mark Varela (VC Probation)
   - Bob Bland (Conejo Valley Interfaith Association)
   - Cynthia Gonzalez for Ron Robinson (VC NAACP)
   - Roland Catabona (Diversity Collective)
   - Jason Benites (City of Oxnard Police)

   **ABSENT:**
   - Jessica Wan (Ventura County Asian American Bar Association)
   - Claudia Bautista, Co-Chair (VC Public Defender)
   - Andreya Garcia Ponce De Leon (Santa Paula Latino Townhall)

   **ALSO PRESENT:**
   - David Olivas (Latinx Bar Association)
   - Willie Lubka (Conejo Valley Interfaith Association)

   **COUNTY STAFF SUPPORT:**
   - County Counsel Jeff Barnes
   - DEI Office: Phin Xaypangna & Kate English

3. APPROVAL OF PSREAG MEETING MINUTES DATED OCTOBER 6, 2022.
   Consideration of PSREAG Meeting minutes from October 6, 2022. Motion to approve the minutes as presented by Rob Davidson; seconded by Chief Jason Benites. Approved with the following abstentions: Chief Benites, Rob Davidson, and Tim Dowler.
4. PUBLIC COMMENT OPPORTUNITY FOR ITEMS ON THE AGENDA AND/OR FOR OTHER ITEMS WITHIN PSREAG SUBJECT MATTER JURISDICTION (15 MIN.) -

David Olivas thanked the Education committee for the recent Juvenile Justice presentation (part of the Committee’s Presentation series). He also suggested Education Subcommittee could give an update regarding Ventura County’s progress on unconstitutional practices in relation to the Humphrey case (Supreme Court).

No additional public comments were received by Committee.

REGULAR AGENDA

5. REQUEST APPROVAL OF RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE PSREAG FOR A 30-DAY PERIOD PURSUANT TO GOVERNMENT CODE SECTION 54953, SUBDIVISION (E), OF THE RALPH M. BROWN ACT (5 min)

a. Member Discussion – Co-chair asked for clarification from County Counsel on ruling by Governor for end of proclamation in early 2023. Jeff Barnes reported default will be live meetings again for members and few exceptions for virtual attendance. He will distribute guidance, from his office, concerning rules at a future meeting. Public can attend virtually but committee members would have to attend in-person. Discussion ensued. Co-Chair suggested to place item on next meeting’s agenda concerning options to help with attendance in-person. Reminded Committee Members they will need to plan on attending in-person.

b. Consider Approval / Action. Chief Benites moved to authorize remote teleconference meeting of the PSREAG for an additional 30-day period pursuant to Govt. Code § 54953, subd.(e). Cynthia Gonzalez seconded the motion. Voting members voted in favor to authorize another 30 days for remote teleconferencing of meetings of the PSREAG. All in favor. No objections. No abstentions. Motion passes.

6. RECEIVE PRESENTATION REGARDING A CEO FUNDED CONSULTING ENTITY WHO SPECIALIZES IN BUILDING CROSS-SECTOR COLLABORATION (10 min)

a. Staff Presentation - Discussion last meeting about having a consultant for collaboration with this group. Phin Xaypangna discussed the consultant process. Needs to know if Committee is willing to invest in four sessions together with a consultant.

Erik Nasarenko joined meeting at 5:57pm

b. Member Discussion - Discussed Brown Act concerning training/retreat. Asked if could investigate other options available (other than four 3-hour sessions). Member expressed concern with not having the opportunity to provide input on the consultant that was vetted by ODEI staff and Committee chairs. Discussed cost and consultant’s background with public safety and racial equity. Need to consider balance on return of investment and accountability. A draft proposal has been received from Dr. Jonnie Williams with Evolve Equity for $25,000. Another consultant
was also looked at with a cost of $60,000. They were both reviewed with Co-Chairs and agreed on Evolve Equity. Will negotiate and be transparent about costs. Discussion of change in membership and opportunity for new reset for the group. New community member, new Sheriff, new Chief Probation Officer, and possibly new chairs all to be determined. Discussion of difference in expectations and trust building is a critical element of the group. Staff will bring consultant information back to the group for approval at its next meeting.

c. **Public Discussion** – suggested making training a one-day conference. Consultant may also be able to guide some of the committee’s work. Another suggestion is to have two sessions instead of four sessions. Discussion whether the alternates would participate and there was consensus that all alternatives would participate. Suggested staff go back and discuss ways to reduce cost with the consultant.

7. **RECEIVE AN UPDATE FROM DEI STAFF ON THE PROCESS TO FILL THE ORGANIZATIONAL VACANCY (10 MIN)** Kate English reviewed the last meeting’s discussion regarding new organization member recruitment. Reviewed process to choose that member. Since the last member worked with youth and mental health issues, she provided a list of organizations that work with youth for mental health using her youth background. Suggests one month to wrap up the recruitment process. Reviewed the form she created for this recruitment. No new information was received for the form from the committee. Suggested selecting new organization members prior to the consultant so they can participate in training. Kate will forward the form to committee members, and they can send it out to organizations. Group decides on a new member, so encourages to send to any group which the committee feels is a good candidate. Discussed rating. Requests recruiting by November 30, 2022. Committee agreed that recruiting will close on that date. Kate and Phin will put together a process on how rating will work since bylaws don’t specify a process and bring back to the group for approval.

*Jason Benites left meeting at 6:39pm*

8. **RECEIVE UPDATE FROM EDUCATION AD HOC SUBCOMMITTEE (5 MIN)**
   a. **Update from Rabiah Rahman** – Mark Varela presented on October 25, 2022. Well attended. Presentation will be uploaded to website along with the previous presentations. November 10th will be a presentation by Sheriff Ayub, “What is Use of Force”. Lunchtime zoom presentation. MICOP will present in December (date to be determined) and Cindy Liu will do a presentation regarding the Family Justice Center in January.
   b. **Member Discussion** – Members appreciated the presentation and found it was informative. Encourages everyone to invite people to these zoom presentations.

9. **REQUEST APPROVAL TO TEMPORARILY DISBAND THE OUTREACH AD HOC SUBCOMMITTEE (5 MIN)**
   a. **Update from Kate English** – Co-Chair officially requesting to disband the outreach subcommittee. Need to channel efforts and resources in the right places to be effective. Kate discussed disband of subcommittee. May bring back subcommittee, if there’s interest, at a later date.
b. Member Discussion – Agreed that disbanding for now and allowing any member to bring forward again, if group is interested, is a good option.

c. Consider Approval / Action - David Olivas moves to temporarily disband the dormant outreach ad hoc subcommittee. All in favor. No objections. No abstentions. Motion passes.

10. RECEIVE UPDATE FROM POLICY & PRACTICE AD HOC SUBCOMMITTEE (5 MIN)

a. Update from Bob Bland Bob Bland reported that subcommittee received data from Sheriff’s Office. Working on categorizing analyzed data. Will report out findings. Intends for report to be updated annually as more data becomes available. Information (raw data included) can be provided to committee to understand how information was categorized. Bob Bland acknowledged members of the subcommittee. Co-Chair encouraged anyone interested to join the subcommittee.

Rob Davidson left meeting at 7:02pm

b. Member Discussion – Co-Chair encouraged anyone interested to join the subcommittee as there is abundant data to go through and this is critical work to the group.

11. RECEIVE UPDATE FROM SURVEY AD HOC SUBCOMMITTEE (5 MIN)

a. Update from Erik Nasarenko - Erik Nasarenko met with a city manager who had used an opinion survey research company of which he highly recommended. Provided contact name and phone number. He will have a report out by next meeting.

b. Member Discussion – none heard.

12. RECEIVE UPDATE FROM LOCAL POLICING AND IMMIGRATION ENFORCEMENT RESOLUTION AD HOC SUBCOMMITTEE (5 MIN)

a. Update from Bob Bland – Subcommittee has been working on the white paper. Discussed changes that were made. The paper should be approved and finalized in November to bring back for the December meeting. Requests to be put on the December agenda.

b. Member Discussion – none heard

13. DISCUSS TIMING AND PROCESS FOR SEMI-ANNUAL REPORT BY PSREAG ON FINDINGS, PROPOSALS OR RECOMMENDATIONS TO THE BOARD OF SUPERVISORS (10 MIN)

a. Staff Presentation - Kate English discussed Committee’s bylaws and the minimum of six-month time frame of going to the Board of Supervisors (BOS) with update or request. Suggested amending bylaws to change that timeframe. Need to think about what to present to the BOS. Kate suggested some ideas that have come from the subcommittees. The group needs to decide what to report out.

b. Member Discussion – Co-Chair asked if we should place on agenda and discuss amending bylaws next month. Suggested annual report out and as needed to BOS. Also suggested determining how much of Board Letter is to be
written by CEO staff and how much by Committee. A Board Letter and a presentation could be done. Suggested end of fiscal year. Phin reports out annually for DEI. The committee could report at the same time. Would just need to determine what would be reported by the group. Phin has a report out scheduled for the last Board meeting in July. It was also suggested Committee could do a stand-alone report out. Group decided to place on next month agenda to discuss the change in bylaws.

14. PUBLIC COMMENT
Willie Lubka- Is there a decision in including the alternates in the consultant training sessions? Jeff Barnes clarified that it’s decided by the Group whether to include alternates. It was supported that alternates be included.

David Olivas suggests including staff reports (can be brief) for items on the agenda to help with meeting productivity.

Erik Nasarenko announced an event on November 9, 2022, at 10am near the Firefighters Memorial, at the entrance of Government Center. Event to stand in opposition to hate along with the national movement of United Against Hate. There will not be speeches, but there will be a photographic display of unity. All are encouraged and invited to come and participate. Kate will email the flyer to Committee.

15. ADJOURN
Next meeting will be hybrid, but Co-Chair encourages members to attend in person. Co-Chair Rabiah Rahman adjourned meeting at 7:25 p.m.
PUBLIC SAFETY RACIAL EQUITY ADVISORY GROUP  
AGENDA ITEM #6 
December 1, 2022

Subject: Request Approval Of CEO/ Office of DEI To Sign A Contract With Evolve Equity To Work With PSREAG On Building Cross-Sector Collaboration

Summary: As a follow-up from the PSREAG meeting in November, Phin Xaypangna, with the Office of DEI (ODEI) will provide an update on the consultation with Dr. Jonnie Williams with Evolve Equity on her proposal. Members expressed negotiating with her on reducing the number of sessions and cost. Attached is her revised proposal. She is proposing two sessions with one session being ½ day and session two being 2.5 hours. For logistics, ODEI staff is proposing half a day on a Saturday in late January/early February and then another evening session 3 weeks after that session.

Staff will also introduce Dr. Williams, who will provide additional information and answer any questions. Members will take vote for the Office of DEI to execute the contract with Evolve Equity.

Recommended Actions: Approval Of CEO/ Office of DEI To Sign A Contract With Evolve Equity To Work With PSREAG On Building Cross-Sector Collaboration

Attachments:
Proposal from Evolve Equity
PROPOSAL

Improving Cross-Sector Collaboration
within the
Ventura County Public Safety Racial Equity Advisory Group

Prepared by: Jonnie Williams, PsyD
Founder & Principal Consultant, Evolve Equity
11.21.22
Mission
Advance health equity, racial justice, and systems change through indigenous worldview and trauma-informed feminist practices, for groups that have been historically, socially, and economically marginalized.

Services
Workshops, training, and evaluation

Jonnie Williams, PsyD
she | her | hers
Founder & Principal Consultant, Evolve Equity

Licensed Clinical Trauma Psychologist (CA, NM, HI)
Credentialed Health Service Psychologist
Evaluator & Research Scientist, SAMHSA & CDC-funded grants
Systems-Change Strategist & Research Partner, Central Coast Regional Equity Initiative
**Inputs**
- Staff Resources
- Time Commitment
- Consulting Fees

**Activities**
- Workshop 1: Pillars 1 & 2*
- Workshop 2: Pillars 3 & 4*
- 2 Surveys:
  - Readiness for Cross-sector Collaborative change
  - Satisfaction & Feedback
- Debriefing Meetings (as needed)

**Outputs**
- Training & practice of evidence-based tools:
  - Readiness for change
  - Collaborative group & systems change
  - Trauma & neuroscience-informed communication skills

**Outcomes**
- Improved methods & practice of group communication, group decision-making, & group functioning to ultimately achieve PSREAG tasks of delivering policies & procedures
  - Create actionable goals to circulate professional resources (time, energy, roles, skills) to PSREAG to reach the group's purpose and goals.
  
  - Report of analyzed group findings on stages of readiness for cross-sector collaborative change & recommendations for actions to increase readiness

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*developed with the Central Coast Regional Equity Initiative's Strategic Action Planning Tri-County Workgroup*
OUR LEARNING TO ACTION JOURNEY

Survey & Workshop Discussions

Assessment of readiness for cross-sector collaboration through a survey & small group discussions

Workshop 1

Workshop 2

Receive report of findings & recommendations on data-driven next steps for group action, given specific & varying levels of group member readiness

Facilitating Workshops

Coding & Analyzing Data

Delivering Report

PSREAG ROLE

Dr. WILLIAMS ROLE

Receive report of findings & recommendations on data-driven next steps for group action, given specific & varying levels of group member readiness
**4 Pillars of Cross-Sector Collaboration**

The 4 Pillars are sequential steps for equity-centered cross-sector collaboration. They were developed in partnership with the Central Coast Regional Equity Initiative's Strategic Action Planning Workgroup. Evolve Equity engaged the Workgroup in participatory action workshops. Coded and analyzed qualitative participant data yielded these 4 Pillars.

1. **Belonging: Trusting Cross-Sector Relationships**
   
   *Psychological safety, communication agreements, & healthy boundaries are needed to reduce an "us vs. them" mindset, invite new authentic connections & strengthen existing connections*

2. **Mastery: Acknowledgement of Power & Privilege**
   
   *Awareness, understanding, & naming of structural power imbalance across sectors, institutions, social locations, lived experience, & roles*

3. **Interdependence: Successful Reciprocal Collaboration**
   
   *Giving and receiving to build resource-sharing alliances, promote a "collective narrative", & catalyze grassroots alliances & organic organizing efforts*

4. **Generosity: Sustainable Resource Circulation**
   
   *Circulating resources (time, funding, people, roles, skills, space, data) reliably & consistently to produce replicable data-driven actions that achieve measurable results*
Workshop 1 Objectives

At the end Workshop 1, participants will be able to:

Understand the importance of building trust for effective cross-sector collaboration
- Identify and practice communication agreements & skills to create psychological safety
- Practice skills of strengthening authentic connections to reduce an "us vs. them" mindset

Acknowledge their professional power and privilege
- Achieve awareness of structural power imbalances across sectors, institutions, social locations, lived experience, & roles
- Identify and acknowledge their power & privilege

Understand a "readiness approach" for collaboration
Workshop 2 Objectives

At the end Workshop 2, participants will be able to:

**Identify and Practice Successful Reciprocal Collaboration**
- Apply skills of reciprocity (giving and receiving) to build resource-sharing relationships
- Utilize skills to promote a "collective narrative"

**Identify and Practice Sustainable Resource Circulation**
- Identify available resources to circulate (time, funding, people, roles, skills, space, data)
- Apply skills of resource circulation to reach group goals of improving policies & procedures
Agreements / Norms

Proposal

Workshop 1 would include Norm setting, which is essential for creating safety and trust. These are sample norms for the group to consider and build off of.

- **Mutual respect** - Time and place, explicitly discuss in an efficient manner

- **Listening** - Open-mindedness to others comments and feedback, awareness, quiet reflection is okay, slowing down and listening and really listening and really emphasizing the building steps before action

- **Curiosity** - Constant learning, how did you come to think this way or believe that

- **Understanding** - Patience, recognizing privilege and power

- **Safety** - Honoring the practice of calling things in, if something feels uncomfortable, call in in a non-confrontation way in spirit of discovery learning

- **Speaking Openly and Honestly** - Transparency, if we can get to this point of saying things that are a part of our truth, and still respond in positive/effective ways that move the conversation forward, let there be tensions and differences identified

- **Valuing each other** - Acknowledgement of everyone for their presence and insight on the matter, value what people bring/what they do bring and acknowledge this up front, willingness to be in the shoes of the sector that you are NOT coming from, consider an idea before outright rejection or being critical to it, important to lift each other up

- **Shared vision and commitment** - Best interest of the region and community, truly and authentically in support of community rather than specific mission, org, business, gov department

- **Coming together in circle** - Being present in the moment and working collectively, good intentions (intentionality), having space where people know they can reach out
Cross-Sector Collaboration Readiness Stages of Change

The Cross-Sector Readiness model is the degree to which diverse sectors are ready to engage in cross-sector collaborative efforts. The process of change is complex & challenging; the readiness model breaks down the process into a series of manageable steps, and creates a vision for change & measuring progress towards change.

1. No Awareness
   Issue not generally recognized by the community as a problem.

2. Denial/Resistance
   Some recognize that it is a concern; little recognition it might be occurring locally.

3. Vague Awareness
   Most feel there is a local concern; no immediate motivation to act.

4. Pre-Planning
   There is clear recognition that something must be done; there might be a group addressing it. However, efforts are not focused or detailed.

5. Preparation
   Active leaders begin planning in earnest. Community offers modest support of efforts.

6. Initiation
   Enough info is available to justify efforts; activities are underway.

7. Stabilization
   Activities are supported by administrators or community leaders. Staff are trained & experienced.

8. Confirmation/Expansion
   Efforts are in place. Community is comfortable using services & support expansions. Local data regularly collected.

9. High Level of Community Ownership
   Detailed & sophisticated data exists about prevalence, causes, & consequences. Effective evaluation guides new directions. Model is applied to other issues.

The Readiness model will be introduced as a framework for understanding and acknowledging the varying levels of readiness for cross-sector collaboration within the group.

6 Key Principles to Trauma-Informed Approach

- **Safety**
- **Trustworthiness & Transparency**
- **Peer Support**
- **Collaboration & Mutuality**
- **Empowerment, Voice, & Choice**
- **Cultural, Historic, & Gender Issues**

Proposal

Racial equity work is racial trauma work, and therefore calls for a trauma-informed approach. These 6 key principles will be integrated throughout staff training and workshop implementation.

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References


Jonnie Williams, PsyD
Founder & Principal Consultant
she | her | hers

jonnie@evolveequity.org
(805) 881-3557
www.evolveequity.org
# Project Scope of Work and Estimate

**Title of Project:** VC Public Safety Racial Equity Advisory Group

**Expected Length of Contract:** 4-5 months, beginning January 2023

**Prepared By:** Jonnie Williams, PsyD, Founder & Principal, Evolve Equity

**Prepared For:** Phin Xaypangna, DEI Officer, County Executive Office, Ventura County

**Date:** 11.18.22

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<tr>
<th>#</th>
<th>Activity</th>
<th>Description</th>
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<td>1</td>
<td>Materials Development</td>
<td>Performing gap analysis to determine scope and methods of workshop implementation and materials development. Developing evidence-based workshop materials and implementation procedures.</td>
<td>$4,800.00</td>
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<td>2</td>
<td>Workshop Implementation</td>
<td>Implementing two workshops with staff co-facilitation</td>
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<td>3</td>
<td>Data Collection &amp; Analysis</td>
<td>Developing evaluation procedures. Gathering qualitative and quantitative data from participants. Coding and analyzing information gathered from participants. Training staff in evaluation methods.</td>
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<td>4</td>
<td>Written Recommendations Report</td>
<td>Developing report of recommendations, that includes the following sections: Introduction, Gap Analysis, Workshop Implementation, Evaluation Methods, Findings and Discussion, Recommendations</td>
<td>$3,600.00</td>
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**Project Estimate** $19,900.00
PUBLIC SAFETY RACIAL EQUITY ADVISORY GROUP
AGENDA ITEM #7
December 1, 2022

Subject: The Process to Fill the Organizational Vacancy and to Form an Ad-Hoc Subcommittee to Review Letters of Interest

Summary:
As a follow-up to the November 3, 2022 meeting, ODEI staff was charged to develop a process for evaluating the letter of interest since the bylaws don’t specify a process. ODEI staff recommends the following process to fill the organizational vacancy:

- PSREAG create an ad hoc committee with 2 CBO members and 1 Public Safety member to review the Letters of Interest.
- ODEI Staff would convene the ad hoc to complete the review of the interested organizations.
- The ad hoc members would rate the responses to each of the substantive questions on the interest form.
- The ad hoc members would convene to discuss and come to a consensus decision on the top two applicants.
- The ad hoc would present the top two applicants for a vote at the upcoming PSREAG meeting in January 2023.

Recommended Actions:
Approval of the process to fill the organizational vacancy and to form an Adhoc subcommittee to review letters of interest.

DEI Staff also recommends extending the application period until December 9th due to no letters of interest received as of November 23, 2022.
Public Safety Racial Equity Advisory Group
Bylaws

The Ventura County Board of Supervisors (BOS) resolution adopted on November 10, 2020, declared racism a public health crisis, and pledged to promote equity, inclusion, and diversity in housing, employment, economic development, health care, and public safety in the County of Ventura. The resolution adoption and subsequent implementation is integral to the County becoming a “more racial equity and justice-oriented organization in service to our community.” The BOS directed the CEO to establish an advisory group to help foster meaningful discussions and to identify concerns related to policing policies and procedures regarding matters such as hiring, training, and misconduct. The BOS envisioned an independent advisory group consisting of both public safety and community leaders, all of whom would collaborate to create greater understanding and identify strategies and proposals to improve institutional law enforcement practices.

Name:
The advisory group shall be called the Public Safety Racial Equity Advisory Group, also referred to in this document as PSREAG or Advisory Group.

Purpose:
The purpose of the PSREAG is to provide a forum where public safety and community stakeholders collaborate to improve communications and understanding amongst the parties and the greater public. The PSREAG will work to identify potential solutions to improving law enforcement policies and procedures and community engagement. The PSREAG will provide valuable input on issues surrounding public safety, equity, and justice-oriented best practices to enhance policies, procedures, and community interactions, while increasing access, transparency and fostering a mutual understanding.

Goals:

1. Improve Communications: Working together in a two-way dialogue between public safety agencies and community organizations that share an interest in advancing an equitable justice system and creating a community forum by which information, education and ideas are encouraged and exchanged.
2. Improve Policies and Procedures: This forum will help increase public understanding of public safety policies and procedures, as well as identifying areas of concern and offering potential solutions or strategies for enhancements. Findings, proposals, or recommendations may be submitted in a report to the County CEO for placement on a Board of Supervisors meeting agenda at least every six (6) months, or as needed, and will be distributed throughout the community.
Public Safety Racial Equity Advisory Group
Bylaws

Membership:

PSREAG will be composed of five (5) Agency Members representing County of Ventura
government and public safety agencies, and ten (10) Community Group Members from
across the County of Ventura, each of whom possess one (1) vote when votes need to
be taken and recorded.

Agency Members / County of Ventura and Public Safety Representatives:
Sheriff
Municipal Law Enforcement Agency Head (Chief of Police)
District Attorney
Public Defender
Probation

Community Group Members:
Ventura County NAACP
Santa Paula Latino Town Hall
Black Lawyers of Ventura County
Latinx Bar Association
Mixteco Indigena Community Organizing Project (MICOP)
Diversity Collective of Ventura County
We Belong 805
Pacific Clinics
VC Asian American Bar Association
Conejo Valley Interfaith Association

Each Member Agency or Community Group will appoint an individual representative (or
Advisory Member) for the Advisory Group as well as an alternate. Within three (3) years
of adopting these bylaws, term limits will be considered as a possible amendment to the
bylaws.

If the appointed Advisory Member leaves their agency or community group or is otherwise
is no longer part of the organization group they represent, that individual will no longer
qualify as an Advisory Member with a vote. In their place, a new member from the same
organization will be identified by that organization, nominated and submitted to the
Secretary for placement on the next upcoming meeting agenda and confirmed by current
PSREAG members.
Public Safety Racial Equity Advisory Group
Bylaws

Meetings

**Date, Time and Location:** Meetings will be held monthly on the first Thursday of the month, convening at 5:30 p.m. with an expectation of a two-hour time limit at the location stated on the meeting agenda. Meeting dates conflicting with a holiday can be rescheduled to a date and time determined in advance by the PSREAG.

**Public Access:** PSREAG welcomes our diverse communities regardless of race, ethnicity, and national origin, age, range of abilities, gender identity or expression, sexual orientation, financial means, and education. Meetings will be open to the general public and held either virtually or in a facility accessible to the general public.

**Subcommittees:** Subcommittees can be formed during regular meetings in alignment with the purpose, goals and functions outlined in these bylaws. Subcommittees may meet as needed outside of regular meetings. Subcommittees will report back to the PSREAG when subcommittee members have identified information to report.

**Agendas:** The Secretary will prepare the meeting agenda for each meeting and distribute to each Advisory Group member and interested parties after it has been approved by the Co-Chairs. Meeting agendas will be provided at least 72-hours before each meeting.

**Special Meeting:** Special meetings may be called and scheduled by the Co-Chairs or by regular motion and majority vote of the PSREAG at any time during a meeting. Special Meeting agendas will be provided at least 24-hours before each meeting.

Rules of Order

Except as otherwise provided herein; the procedures of the Advisory Group will be governed by the latest revised edition of *Robert's Rules of Order (Rosenberg's Rules of Order).* The rules

**Quorum:** Attendance of at least (eight) 8 members constitutes a quorum. A quorum may be established through “in person” attendance, “virtual” attendance (such as via an online meeting), telephonic participation, or a combination thereof. In the absence of a voting member, a designated alternate who is serving as proxy for a particular meeting may count as a member for the purposes of reaching a quorum.
Duties of Presiding Officers: The Advisory Group will select two (2) co-chairs, consisting of one (1) County agency Co-chair and one (1) community group Co-chair, to alternate the leading of meetings. A Secretary shall also be designated to author meeting minutes and record member voting.

The above stated officers shall serve terms of one (1) year at a time. Each year and on a rotating basis, the Advisory Group will select co-chairs to lead the meetings, and a Secretary to author the minutes and record any voting. Officers should not serve more than two (2) consecutive terms.

The Role Co-Chairs: Co-chairs will alternate chairing the meetings and will stand in as chair when the other co-chair is not available. The presiding co-chair will conduct the meeting according to Robert's Rules of Order. The presiding co-chair provides leadership and ensures the work of PSREAG progresses effectively. In most cases, the presiding co-chair would refrain from speaking during discussion or debate until all others have spoken and should not make or second a motion unless the presiding co-chair is convinced no other member of the body will do so at that point in time.

In the absence or unavailability of both co-chairs, at the beginning of the meeting, the Advisory Group will vote to appoint a Chair Pro-Tempore for that meeting.

Rules of Discussion and Debate: Advisory Members should know and understand the rules of parliamentary procedure.

Every Advisory Member who wishes to will have an opportunity to speak and address the Advisory Group to the question or topic under consideration/debate. The Advisory Member speaking will not be interrupted unless called to order by the presiding Co-Chair. The presiding Co-chair determines all points of order except that the Advisory Members may determine any point of order by majority vote. Advisory Members of the public shall not engage in debate with other Advisory Members, or members of the public.

Public Participation/Comments: At each meeting, PSREAG will set time aside for public comment and input related to matters of PSREAG’s purpose and agenda items. The Chair will determine a reasonable time allotment for each speaker on an agenda item up to three (3) minutes, or up to six (6) minutes if language translation is being utilized.
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In compliance with the Americans with Disability Act, persons who require accommodation for any audio or visual disability to participate in a community meeting, or require language interpretation services, may request assistance by contacting the Ventura County at CountyDEI@ventura.org or 805-654-2876. If language translation is required, please provide as much notice as possible and every effort will be made to make reasonable arrangements to ensure accessibility to this meeting.

Any person that makes threatening or abusive language, or engages in any disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the PSREAG meetings, at the discretion of the chair, will be barred from further audience before the advisory during the meeting.

Voting: The Advisory Group will strive for consensus on all decisions and motions. Motions will be carried by a majority vote of PSREAG members as long as a quorum has been reached. Voting will be confined to PSREAG governance, as defined in the bylaws purpose and goals. The Secretary will record motions and results of votes of each Advisory Member present at the meeting. There will be only one vote allowed per member agency/organization. In the absence of the appointed representative, each agency/organization’s designated alternate may vote as a proxy in the absence of the appointed representative. Appointed representatives should notify the chair ahead of the meeting when a proxy will be voting in their absence.

Minutes: Minutes recording the motions and actions at each meeting will be prepared by the Secretary and placed on a following meeting agenda for approval by the PSREAG.

Advisory Member Code of Conduct

PSREAG is committed to showing respect for our members and the communities we serve. We affirmatively acknowledge that each member individually and as a group, is responsible for our decisions and their consequences.

We are committed to:

- Acting honestly, truthfully, and with integrity in all our transactions and dealings;
- Avoiding conflicts of interest;
- Appropriately handling actual or apparent conflicts of interest in our relationships;
- Treating every individual with dignity, respect, fairness, and good faith;
- Complying with both the spirit and the letter of the law;
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- Acting responsibly and demonstrating a high degree of cultural competency toward the communities in which we work, and for the benefit of the communities that we serve;
- Not using threatening or abusive language, or engaging in any disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the meeting;
- Speaking only when recognized by the Chair, refraining from speaking over others;
- Being responsible, transparent and accountable for all our actions; and
- Improving the accountability, transparency, and ethical conduct

Meeting Agreements
- Strive to reach agreements by consensus
- Own your own intentions and impacts
- Move back
- Listen actively
- Challenge with care
- Recognize each other as representatives of different communities
- Respect each other equally
- No subgroups or discussions of meeting outside the meeting; bring conversations into the room

Removal of Members

The Advisory Members may declare vacant the position of a Community Organization Membership on the occurrence of any of the following events:

- The organization’s designated representative has not attended three (3) consecutive meetings, and the organization has not nominated a replacement member.
- The organization has failed to nominate a new representative upon notification that its current designated representative:
  - Has violated the PSREAG’s bylaws;
  - Has been declared of unsound mind by a final order of court;
  - Has been convicted of a felony while serving on the Advisory Group; or
  - Has been found guilty of a crime by a court of law that goes against the purpose of PSREAG.
- The organization dissolves or otherwise ceases to exist.
Selection of New Members

Upon a Community Organization Membership vacancy on PSREAG, the Advisory Group shall publicly notify Ventura County community-based organizations of the vacancy to solicit letters of interest. The Advisory Group shall rank the applications and vote on the top two (2) ranked organization applications. The applicant who receives a majority of the votes will be invited to nominate a member to serve on the Advisory Group for the remaining term of the vacancy.

Bylaw Amendments

Proposed amendments to these bylaws will be submitted for review to the PSREAG no less than ten (10) working days prior to consideration at a scheduled meeting. Amendments to these bylaws will be effective upon a majority vote of Advisory Members. The date of the approval will be included in this document and subsequent amendments will be dated accordingly.