



**Meeting of the
Community Crisis Response Program
Community Advisory Board
of the City of Richmond
Friday, January 9, 2026 | 6:00 PM
Richmond Room | 450 Civic Center Plaza
Richmond, CA 94804
Zoom**

- A.** Call to Order and Roll Call
- B.** Agenda Review and Modifications
- C.** Report from Staff
- D.** Public Forum
- E.** Consent Calendar: None.
- F.** Advisory Board as a Whole
 - F-1.** DETERMINE terms for remaining Board members
 - F-2.** DISCUSS and DETERMINE subcommittees within Advisory Board
 - F-3.** DISCUSS City Council Chambers Usage on Quarterly Basis
- G.** Adjournment

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MEETING INFORMATION

Oversight Board members

Barton, Crystal

Burrowes, Sahai

Decker, Sonia

Dixon, Hope

Hatfield, Amber

Johnson, LaShara LaShawn
Monique

LoCicero, Alice

Melendez, Andrew

Rendon, Rosie

Strain, Garrett

Sullivan, Keri

Staff Liaisons

Joan Binalinbing

Michael Romero

Deputy Director

Sam Vaughn

How to participate in Public Forum and/or speak on an agenda item in the meeting:

Public Comment via Email: Comments can be submitted via email to CCRP@ci.richmond.ca.us. All comments received by 3:30 p.m. on the day of the scheduled meeting will be provided to the Advisory Board during Public Forum or their respective agenda item, be considered a public record, and be considered before Advisory Board action. Email must contain in the subject line: **Public Comments – not on the agenda** OR **Public Comments – agenda item #**. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

Effect of Advisory on In-Person Public Participation: During the pendency of the Executive Order N-29-20, the language in the Advisory portion of the agenda supersedes any language below in the meeting procedures regarding in-person public comment.

Speaker Registration – Public Comment on Agenda Items: Persons wishing to comment on an item on the agenda shall file a Speaker's Request form with Department staff PRIOR to the Advisory Board's consideration of the item. Once the agenda item is announced and discussion of the agenda item begins, only those persons who have previously submitted Speaker Request Forms shall be permitted to comment on the item. Speakers will be called to address the Advisory Board when the item is announced for discussion. Each speaker will be allowed two (2) minutes to address the Advisory Board on the item(s) for which the speaker is registered.

Speaker Registration – Public Forum: Anyone who wishes to address the Advisory Board on a topic that is not on the agenda and is relevant to the Advisory Board's purpose may file a Speaker's Request Form with Department staff PRIOR to commencement of the Public Forum portion of the meeting and will be called to address the Advisory Board during the Public Forum. The amount of time allotted to individual speakers shall be a maximum of two (2) minutes. If there are several speakers, the amount of time allowed may be modified at the Chairs' discretion.

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How to access the meeting via Zoom:

By Computer, Tablet, or Mobile Device:

Step 1: Tune into the video conference at the following link:

<https://ci-richmond-ca-us.zoom.us/j/83513808485?pwd=N7FTzR5mgFEbeMyRglHaXYbGfd5lmo.1>

Step 2: Enter the following passcode: **449206**

By Telephone:

Step 1: Dial by your location: +1 669 900 6833 US (San Jose) or +1 669 444 9171 US or +1 719 359 4580 US or +1 253 205 0468 US or +1 309 205 3325 US

Step 2: Webinar ID: **835 1380 8485**

Step 3: Enter the following password: **449206**

Public Comment via Zoom:

Tune in to the videoconference at the following link (please see above for additional Zoom information): <https://ci-richmond-ca-us.zoom.us/j/83513808485?pwd=N7FTzR5mgFEbeMyRglHaXYbGfd5lmo.1>.

Speakers will be called to address the Advisory Board when Public Comment is announced. Attendees will then have two (2) minutes to **click** the **“Raise Your Hand”** button at that time.

Each speaker shall be allowed a maximum of two (2) minutes to address the Advisory Board on the item(s) for which the speaker is registered. If there are several speakers, the amount of time allowed may be modified at the Chair’s discretion.

To comment by **video conference**, click on the Participants button at the bottom of your screen and select the **“Raise Your Hand”** button to request to speak when Public Comment is being asked for. Speakers will be called upon in the order they select the “Raise Your Hand” feature. When called upon, you will be unmuted. After the allotted time, you will then be re-muted.

To comment by **phone**, you will be prompted to **“Raise Your Hand”** by pressing **“*9”** to request to speak when Public Comment is asked for. When called upon, you will be unmuted. After the allotted time, you will then be re-muted.

Instructions on how to raise your hand by phone are available at:

[https://support.zoom.us/hc/en-us/articles/201362663 -Joining-a-meeting-by phone](https://support.zoom.us/hc/en-us/articles/201362663 -Joining-a-meeting-by-phone).

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MEETING INFORMATION

Accessibility for Individuals with Disabilities: Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least three days before the meeting. Requests should be emailed to CCRP@ci.richmond.ca.us or submitted by phone at (510) 620-6531. Requests will be granted whenever possible and resolved in favor of accessibility.

Conduct at Meetings: Oversight Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Oversight Board or the agenda item at hand, and may not cause immediate threats to public safety.



AGENDA REPORT

Community Crisis Response Program

DATE: January 9, 2026

TO: Members of the Richmond Community Crisis Response Program Advisory Board

FROM: Sam Vaughn, Deputy Director
Michael Romero, Program Manager
Joan Binalinbing, Associate Administrative Analyst

SUBJECT: REMAINING TERMS (*Continued from November 14, 2025 meeting*)

RECOMMENDED ACTION:

DECIDE on staggered terms of expiration

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

Background

Section 4 establishes that the standard term for each Advisory Board member is three (3) years. However, to implement the staggered term structure, the initial appointments following the effective date of this section are as follows: four (4) shall be appointed to serve for one year, four (4) shall be appointed to serve for two years, and five (5) shall be appointed to serve for three years as determined by lottery.

Staggered terms prevent the terms of all members from expiring at the same time. It ensures retention of institutional knowledge and the integration of new perspectives in the event that a member whose term has expired does not seek reappointment.

During the November 14, 2025 meeting, only nine (9) members of the Board participated in the lottery to determine staggered terms.



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Community Crisis Response Program

DATE: January 9, 2026

TO: Members of the Richmond Community Crisis Response Program Advisory Board

FROM: Sam Vaughn, Deputy Director
Michael Romero, Program Manager
Joan Binalinbing, Associate Administrative Analyst

SUBJECT: SUBCOMMITTEES WITHIN ADVISORY BOARD

RECOMMENDED ACTION:

DISCUSS and DETERMINE subcommittees within Advisory Board

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

Background

Based on the request of the Board Chair, the Board aims to create subcommittees to focus on topics like budgeting, community awareness & engagement, and data. The Ralph M. Brown Act, commonly referred to as the "Brown Act," is codified in the California Government Code beginning at Section 54950. The Brown Act mandates that local government business be conducted at open and public meetings, except in certain limited situations (i.e. closed sessions when discussing personnel and/or legal matters). The central provision of the Brown Act requires all "meetings" of a "legislative body" to be open and public. Due to Brown Act rules, each subcommittee meeting cannot meet quorum, must have staff supervision for each meeting, and must focus on specific topics with specific goals.

Proposal to create

F-2.

Workgroups (temporary)



Reasoning:

We can't realistically move and support this work forward in a single one-to two-hour meeting once a month.

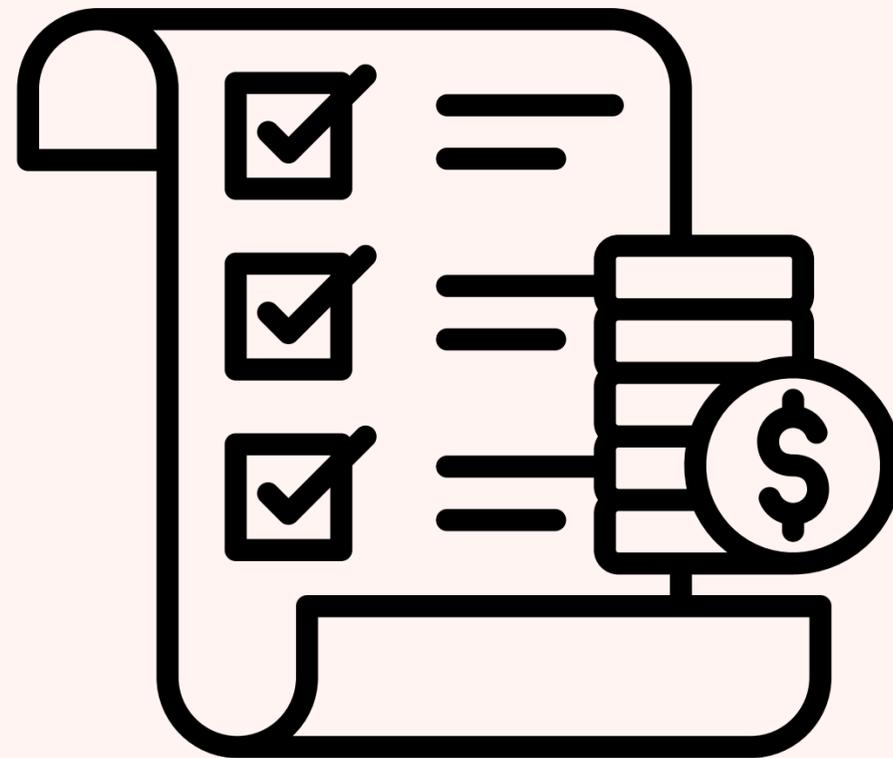
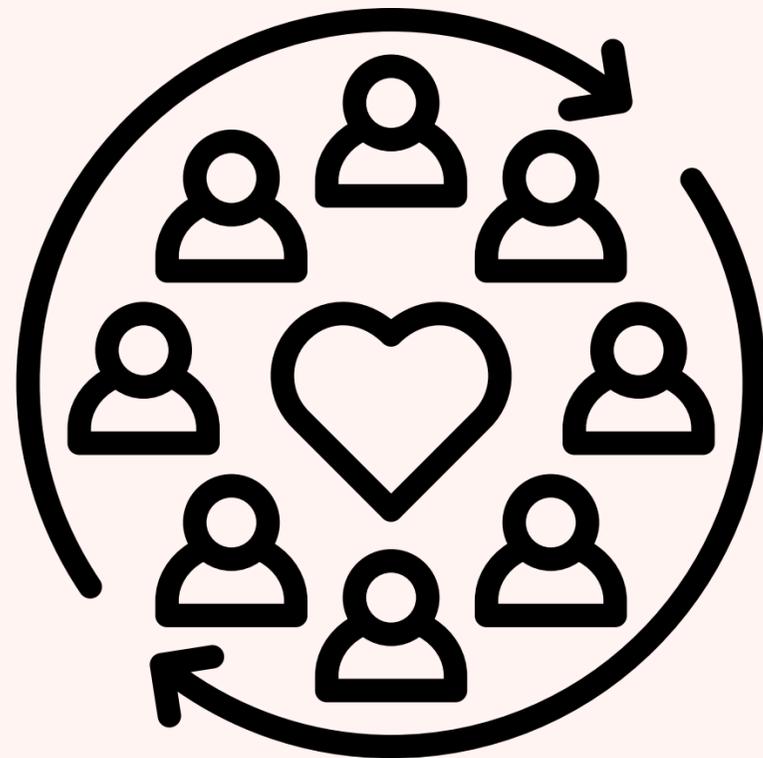
Community crisis response work is complex, time-sensitive, and relational.

Subcommittees give us space to do the actual work between meetings so that when we come together as a full board, we're having informed, meaningful conversations rather than starting from scratch each time.

Bonus: Creates Opportunity Building Deeper Community with One Another

Suggested Work

Groups:



Community Awareness and Engagement Work Group

This is the group with a focus on the community. Help create ways for us to share information and create feedback loops so community voices inform how the program grows and improves.

[CAB Bylaws](#)



1. **Bylaws Section VII A1:** The City Advisory Board will actively engage with the Richmond community through public events, listening sessions, community workshops, and outreach efforts to raise awareness about the (CCRP) and its objectives and services. Furthermore, the Board will help implement educational outreach plans and initiatives, including disseminating informational materials and conducting community training sessions to inform the community about the CCRP's mission, functions, and available resources.
2. **Bylaw Section VII B1:** The Board shall establish and maintain a community forum for community members to raise substantive concerns, offer suggestions, and share feedback related to the CCRP's operations. This forum will serve as a platform for open dialogue and problem-solving.

Budget WorkGroup

This group would be focused on our funding, sustainability and being good stewards of the funding for our community.

CAB Bylaws



1. **Bylaws Section VII E1:** The Board is responsible for overseeing the budget allocated to the CCRP. This includes reviewing financial reports, making budget recommendations, and ensuring that resources are allocated efficiently to support the program's goals

Data Workgroup

We love data! This group will work on our data collection points, and reflect on data as collected to help ensure we are building and growing with the data in mind.

CAB Bylaws



1. **Bylaws Section VII D1:** The Board shall actively support the design and implementation of CCRP initiatives, ensuring they align with community needs and values. This includes feedback on expectations for and needs from the crisis response team, proposed call categories and phone access points, exclusionary response criteria, team composition, and overall organizational expansion.
2. **Bylaws Section VII D1:** The Board shall provide recommendations to maintain alignment with California and National standards for the training and professional development of CCRP staff to enhance their capacity to respond effectively to community crises. The board shall give input on the program's training curriculum, including cultural and population-specific training.

**What questions
do folks have?**





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DATE: January 9, 2026

TO: Members of the Richmond Community Crisis Response Program Advisory Board

FROM: Sam Vaughn, Deputy Director
Michael Romero, Program Manager
Joan Binalinbing, Associate Administrative Analyst

SUBJECT: CITY COUNCIL CHAMBERS USAGE

RECOMMENDED ACTION:

Discuss City Council Chambers Usage on Quarterly Basis

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

Background

With the selection of the Richmond Room for CCRP's monthly advisory board meetings, Staff suggests hosting a meeting quarterly in the City Council Chambers. The intent is to provide a larger venue for the public to be able to more effectively interact with the board and have their comments heard. Additionally, use of City Council Chambers could be used to mark important announcements.