



**Meeting of the
Community Crisis Response Program
Community Advisory Board
of the City of Richmond**

**Friday, February 13, 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
 - E-1.** APPROVE the minutes of the December 15, 2025 and January 9, 2025 meetings of the Community Crisis Response Program Advisory Board
- F.** Advisory Board as a Whole
 - F-1.** RECEIVE a budget report on CCRP Fiscal Year (FY) 2025-26 budget and proposed FY 2026-27 projections
 - F-2.** REVIEW Bylaws and DISCUSS Board and Staff expectations
 - F-3.** RECEIVE report back from Community Engagement and Outreach Work Group
- G.** Adjournment

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MEETING INFORMATION

Oversight Board members

Barton, Crystal
Burrowes, Sahai
Decker, Sonia
Dixon, Hope
Hatfield, Amber
Johnson, LaShara
LoCicero, Alice
Melendez, Andrew
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.

MEETING INFORMATION

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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>.

MEETING INFORMATION

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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.



Community Crisis Response Program Community Advisory Board of the City of Richmond

MONDAY, DECEMBER 15, 2025 | 6:00 PM
City Council Chambers | 440 Civic Center Plaza
Richmond, CA 94804

ZOOM

MINUTES

A. Call to Order and Roll Call

The meeting was called to order at 6:03 P.M. by Chair Dixon (hereon referred to as H.D.).

Present: Crystal Barton, Sahai Burrowes, Sonia Decker, Hope Dixon, Amber Hatfield, LaShara Johnson, Alice LoCicero, Andrew Melendez, Garrett Shishido Strain, Keri Sullivan

Absent: Rosie Rendon

Vacancies: 2 Vacancies

Staff

Liaison: Michael Romero – Present; Joan Binalinbing – Absent;
Interim Staff Liaison: Kaitlen Burnom

B. Agenda Review and Modifications

None.

C. Report from Staff

Program Manager Michael Romero shares hiring update: six mobile crisis responders were onboarded on December 1, 2025. Staff to eventually share the list of trainings they will undergo.

D. Public Forum

1. Cordell Hindler announced his intention to reach out to the Richmond Youth Council about the last two current vacancies and the importance of the youth voice on the Advisory

Board. Cordell Hindler invited the Board to the Contra Costa Mayor's Conference in February. Mr. Hindler also mentioned the Brown Act Training that Board Members participated in at the October 27, 2025 meeting and emphasized the importance of following the Brown Act rules.

E. Consent Calendar

E-1. APPROVE the minutes of the October 27, 2025 and November 14, 2025 meetings of the Community Crisis Response Program Advisory Board.

Board Member Melendez motioned to approve the October 27, 2025 minutes with Board Member Hatfields' corrections and the November 14, 2025 meeting as written with Board Member Strain seconding. The motion passes unanimously with Board Member Rendon absent. There were no public comments.

F. Oversight Board as a whole

F-1. RECEIVE results from scheduling poll and DECIDE monthly date for 2026.

Staff announced the results of the scheduling poll taken from the Board members and their availability. The chosen date for regular Advisory Board meetings will be the second Fridays of each month at 6:00p. *Discussion ensues.*

Board Member Decker made the motion to meet on the Second Fridays at 6:00p and Board Member Burrowes second. The vote passes unanimously with Board Member Rendon absent. The future dates are February 13, March 13, April 10, May 8, and June 12.

Public Comment:

1. Cordell Hindler shared his availability and suggested dates and times for the meeting as he is interested in attending.

F-2. Discuss CCRP FAQ page (continued from previous Board meeting) Item was continued from November 14th meeting. Program Manager mentions Staff's presentation on the different call types and Dispatch communications and opens the floor to questions from Board members regarding the FAQ specifically. *Discussion ensued.*

There were no public comments.

F-3. RECEIVE a presentation from CCRP Staff on Call Types and Call Flows

Staff share presentation slides to more specifically breakdown call types and call flows. Staff explain the initial evaluation and the ongoing collaborative process with Richmond’s 911 Communications Dispatch center to determine call types. Additionally, Staff discuss the different systems that CCRP will be utilizing for records management and other communication systems. Lastly, Staff discussed the development of partner and resource referrals. *Discussion ensued.* Staff fields questions from Board members on data, CCRP and law enforcement engagement with each other, requests for CCRP support from community, communication protocols, and the bridging of services between individuals and the resources they need. *Further discussion ensued.*

There were no public comments.

F-4. RECEIVE a presentation from CCRP Staff on ROCK training

Staff present on the current training plan for the newly hired response team. Staff present a timeline of the academy training and list the different stakeholders that CCRP will be working with and who they plan to reach out to for additional training. *Discussion ensued.* Board member Burrowes requests a more comprehensive list of the trainings held.

There were no public comments.

G. Adjournment

There being no further business, Chairperson H.D adjourned the meeting at 8:00 P.M.

Staff Liaison

Approved:

Hope Dixon, Chair

LaShara Johnson Vice-Chair



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

MINUTES

A. Call to Order and Roll Call

The meeting was called to order at 6:02 P.M. by Chair Dixon (hereon referred to as H.D.).

Present: Crystal Barton, Sahai Burrowes, Sonia Decker, Hope Dixon, Amber Hatfield, Andrew Melendez, Keri Sullivan

Absent: LaShara Johnson, Alice LoCicero, Rosie Rendon, and Garrett Shishido Strain

Vacancies: 2 Vacancies

Staff

Liaison: Joan Binalinbing and Michael Romero – Present

B. Agenda Review and Modifications

There were no changes to the agenda, besides a clarifying question from Chair Dixon regarding Item F-2 regarding the presentation.

C. Report from Staff

Staff introduced newly hired Administrative Student Intern, Sarah Reed-Guy, a current Master of Public Health student at UC Berkeley. Program Manager Michael Romero shares program and training updates. Uniforms have been ordered for responders and training is underway such as crisis intervention and management of assaultive behavior.

Communication will be through our Fire channel with radios and systems expected to be set up. An additional line is being considered through a Richmond Fire department line.

Teams have already started being out in community and have started off with 30 self-engagements while out. Staff also requested Board members get separate email accounts for Board related items. *Discussion ensued.* Board members inquired about training challenges, language needs, additional staff, and communication protocols.

Prior to Public Forum, Staff acknowledges, Board member Burrowes arrival and presence at the meeting.

D. Public Forum

1. Cordell Hindler announced his intention to reach out to the Richmond Youth Council about the 2 current vacancies and the importance of the youth voice on the Advisory Board. Cordell Hindler invited the Board to the Contra Costa Mayor's Conference on February 5th. Mr. Hindler also invited the Board to the Richmond Foundations Gala hosted in Berkeley a few days after. Mr. Hindler also mentioned the Brown Act Training that Board Members participated in at the October 27, 2025 meeting and emphasized the importance of following the Brown Act rules highlighting the potential penalties if not followed.

E. Consent Calendar

None. There were no public comments.

F. Oversight Board as a whole

F-1. DETERMINE terms for remaining Board members

Board member Burrowes is given the opportunity to pull lots to determine the years she'll serve in her seat. Board member Rendon was absent and thus not able to draw lots. Board member Burrowes selects a 2-year term.

Public Comment:

1. Cordell Hindler welcomed the results of the lot for Board member Burrowes and her getting a 2-year term.

F-2. DISCUSS and DETERMINE subcommittees within Advisory Board

Staff stated that with officially appointed bodies such as subcommittees, they would be subjected to Brown Act rules. Chair H.D. presents three different subcommittees: community awareness and engagement, budget, and data. *Discussion ensued.* Chair H.D explains her reasoning for suggesting these separate groups to have more focused conversations on each topic to bring up for discussions within the larger group. *Further discussion ensued.*

Board member Burrowes motioned to create an ad hoc body for community engagement which was seconded by Board member Hatfield. Board member Melendez then created a substitute motion to create a community engagement

ad-hoc group consisting of 5 members which will meet monthly for the next 5 months with a goal to create an outreach plan and event schedule. Board member Decker requests a friendly amendment to rename the group to the community engagement *and outreach* ad hoc group. Board member Melendez motions to keep the same amendment previously stated with the friendly amendment. Board member Burrowes seconds. The motion passes unanimously with Board members LoCicero, Rendon, Strain, and Vice Chair Johnson absent.

Board members Decker, Melendez, Sullivan, Hatfield, and Burrowes volunteer to be in the working group. Board member Melendez motions to appoint Board members Decker, Melendez, Sullivan, Hatfield, and Burrowes to the Community Engagement and Outreach work group. Board member Decker seconds. The motion passes unanimously with Board members LoCicero, Rendon, Strain, and Vice Chair Johnson absent.

Public Comment:

1. Cordell Hindler suggests reaching out to the neighborhood council groups for community participation. Mr. Hindler also suggests tabling the item to form these groups due to the absence of the other Board members.

F-3. DISCUSS City Council Chambers Usage on a Quarterly Basis

Staff suggests having Board meetings in City Council Chambers quarterly to mark important events and for a larger space for public engagement.

Public Comment

1. Cordell Hindler agrees with the usage of the Council Chambers on a quarterly basis.

G. Adjournment

There being no further business, Chairperson H.D adjourned the meeting at 7:37 P.M.

Staff Liaison

Approved:

Hope Dixon, Chair

LaShara Johnson Vice-Chair



AGENDA REPORT

Community Crisis Response Program

DATE: February 13, 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: CCRP BUDGET REPORT FOR FY26 AND BUDGET PROJECTIONS FOR FY27

RECOMMENDED ACTION:

RECEIVE a budget report on CCRP Fiscal Year (FY) 2025-26 budget and proposed FY 2026-27 projections

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

Background

The Community Crisis Response Program (CCRP) is currently operating within its approved FY 2025-2026 budget of \$3,945,832.86. The budget funds core staff, responder trainings, program supplies and equipment, contracts to support behavioral health services, and other operating costs (Attachment 1).

FY 2025-26 projections focused on immediate operational costs, responder needs, and main equipment needed: radios, vans, trainings, etc .CCRP's FY 2026-27 projections reflect a need to continue to support the program's ongoing development and implementation. Anticipated increases are associated with establishing operational processes and foundational partnerships with internal City stakeholders, local community organizations, and social service agencies. The most significant change in the proposed budget is the increase in Full-Time equivalent (FTE) staff from 11 to 17, adding six new positions. The additional staff support will increase staff capacity, enabling more efficient delivery of high-quality outcomes. To boost public awareness, funding increases to Advertising and Promotion were added. Funds continue to be included

within professional services for potential costs associated with service contracts, software maintenance, and other crisis response adjacent activities.

Staff aims to present an overview of FY 2025-26 and FY 2026-27 budget projections for Board members to discuss other potential budgetary requests that align with the program's strategic plan for growth and long-term sustainability in delivering crisis response services.

Attachments:

1. CCRP Budget Report

CATEGORY	FY26 REVISED BUDGET	FY27 PROPOSED BUDGET	Notes
Expenditures			
	FTE: 11	FTE: 17	
Salaries & Wages	\$ 1,158,520.00	TBD by Finance	FY 25-26 Positions: .5 Deputy Director, 8 Community Intervention Specialists (CIS), 1 Project Manager, 1 Associate Admin Analyst, 1 Admin Analyst FY 26-27 Proposed Positions: .5 Deputy Director, 8 Community Intervention Specialists (CIS), 1 Project Manager, 1 Associate Admin Analyst, 1 Management Analyst (new), 2 Field Coordinators (new), 1 Clinician (new), 1 Care Navigator (new), 1 Admin Assistant (new)
Benefits	\$ 711,676.00	TBD by Finance	
Professional Svcs	\$ 493,580.56	\$ 337,645.00	RMS program: \$100,000 (multi-year total) CAD software: \$72,000 Motorola Radios: \$45,000 Other professional svcs contracts Includes Reimagine funds
Travel & Training	\$ 60,000.00	\$ 46,000.00	Travel to other jurisdictions and conferences on Crisis Intervention Crisis Intervention Training: \$41,500 Cultural Bias and Situational Awareness Series: \$9,900
Dues & Pub/Books	\$ 1,000.00	\$ 1,000.00	Readings and Books related to crisis intervention and working in communities
Ad & Promo	\$ 20,000.00	\$ 30,000.00	Promotional materials and giveaway items for public awareness of CCRP at community held events, etc
Utilities/Tel	\$ 20,000.00	\$ 25,000.00	Purchase of communication equipment - phones and tablets: \$10,000 \$8,500 monthly charges
Eqpt & Contract Svcs	\$ 1,500.00	\$ 2,000.00	
Cost Pool	\$ 49,350.00	TBD by Finance	
Asset/Capital Outlay	\$ 266,851.71	\$ 25,655.00	Hardware for new CCRP office; Relias software; Furnishing for CCRP office; Software purchase for data analysis; Additional auto equipment needs for larger purchases; Other equipment needs
Outside Grants	\$ 941,635.15	\$ 968,635.15	National Opioids Settlement - Funds must be used within 5 years
Other Operating	\$ 221,719.44	\$ 37,500.00	Postage/Mailing, Printing and Binding, Rental Exp, Misc, Office Supplies, Vehicle supplies, Clothes
Total Expenditures	\$ 3,945,832.86	\$ 1,473,435.15	



AGENDA REPORT

Community Crisis Response Program

DATE: February 13, 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: REVIEW OF BYLAWS AND ADVISORY BOARD EXPECTATIONS

RECOMMENDED ACTION:

REVIEW Bylaws and DISCUSS Board and Staff expectations.

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

Background

A pivotal piece for the program's long-term success is community engagement, with the Advisory Board serving as a key contributor.

Recognizing how foundational it is, the Advisory Board will review its Bylaws to define its role, involvement, and guidance for the program. Concurrently, Staff and Board members will discuss how to build an effective and collaborative partnership to support both short- and long-term goals.

Attachments:

1. CCRP Advisory Board Bylaws

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I. Creation and Composition of the Board

A. Establishment of the CCRP Community Advisory Board (CAB)

1. **Purpose:** An independent and committed Community Advisory Board (CAB) is a critical element in ensuring the successful and accountable operation of the Richmond Community Crisis Response Program (CCRP). The CAB's primary purpose is to promote and maintain community confidence, ensure the program's fidelity to its core values and program's transparency, and provide proactive opportunities to address programmatic challenges that may arise during the program's data-driven implementation and operation.
2. **Oversight and Support:** The CAB is established to provide oversight and support for the CCRP. It shall work closely with the program, ensuring its alignment with community needs and values while holding it accountable for its actions and outcomes. It shall provide input and support in formulating annual and long-term goals.
3. **Access to Information:** The CAB shall have access to program information and data, including anonymized program data related to

CCRP activities. This access is essential to facilitate informed decision-making and to evaluate the program's impact effectively.

4. **Transparency:** The CAB shall operate with a commitment to transparency. Meetings, reports, complaints, and data shall be made anonymous and public-facing to the extent possible, except for information containing identifying details. Transparency is a crucial mechanism to build trust in the CAB and to address any concerns regarding representation or the selection process for the board.

B. Composition of the Community Advisory Board (CAB)

1. **Membership Selection:** The CAB shall be composed of community members who are representative of the diverse demographics, backgrounds, and perspectives within the Richmond community. The membership shall comprise community members who have been impacted economically, legally, familial, or professionals and workers within the community support system. The Membership selection shall be conducted through a transparent and inclusive process, which may include open applications, interviews, and community input to ensure broad representation.
2. **Independence:** CAB members shall be independent and not direct employees or contractors with the City of Richmond, the CCRP, or any other organization that might create conflicts of interest. This independence is crucial to ensure unbiased oversight and support. Each CAB member shall complete an economic statement of interest.
3. **Diversity:** The CAB shall strive for diversity in its composition, including but not limited to age, gender, race, ethnicity, socioeconomic status, and community affiliations. We aim to include members of impacted communities as the primary makeup of this board. This diversity will ensure that the board reflects the entire Richmond community.
4. **Commitment:** Members of the CAB shall demonstrate a solid commitment to the well-being and betterment of the Richmond community. Their dedication to the CCRP goals, mission, values, and objectives is essential to fulfill their responsibilities effectively.

C. Formation in Advance of Implementation

1. Pre-Implementation Formation: The CAB shall be formed 2-3 months prior to the launch of the CCRP. This proactive approach ensures that there is a structured mechanism for community engagement in the decision-making process leading up to program implementation. This ensures the CAB will be able to meet quorum prior to program launch.
2. Decision-Making and Input: The CAB shall actively participate in discussions and decision-making processes related to the development, design, operational aspects, and organizational expansion of the CCRP based on the Council's adoption of the USC report in September 2022 and the work done by the Reimagining Public Community Safety Taskforce. Their input and recommendations shall be considered during the planning stages/phases to align the program with community expectations.
3. Early Community Engagement: By creating the CAB in advance, the community has an opportunity to engage early in the process, voice concerns, and shape the program's direction to meet its needs effectively. The board shall promote the CCRP through educational forums prior to the launch date.

In conclusion, the establishment of an independent and diverse Community Advisory Board is essential for the success of the Richmond Community Crisis Response Program. This will play a pivotal role in fostering community confidence, addressing challenges, and ensuring the program's transparency and accountability. In forming the board, the program demonstrates its commitment to community engagement and responsiveness from the very beginning.

II. Appointment and Qualifications of Members

- A. The Board shall consist of at least nine (9) and at most thirteen (13) members, maintaining a body at an odd number, who shall not be officers or employees of the City of Richmond and who shall be appointed by the Mayor. The Mayor shall endeavor to appoint individuals representing diverse social, economic, and political interests and shall confer with the City Council concerning all appointments. All members of the Advisory Board shall live or work or can display deep connections within the Richmond Community. All vacancies on the

Advisory Board shall be filled by appointment by the Mayor for the unexpired period.

- B. A quorum shall consist of a majority of the members of the Board. Whenever a quorum attends any meeting of the Board, the concurrence of a majority of the board present at such meeting shall be necessary to constitute an act of the Board.

III. Compensation

- A. Members of the Advisory Board shall serve without compensation, provided that the City Council may authorize the reimbursement of reasonable expenses incurred by the members in the performance of their duties.

IV. Terms of Office

- A. The term of each member of the Advisory Board shall be for three (3) years; provided, however, that of the members first appointed after the effective date of this section, four shall be appointed to serve for one year, four shall be appointed to serve for two years, and five shall be appointed to serve for three years as determined by lots by such members at the first regularly scheduled meeting following the adoption of this chapter. Each member shall continue to serve in such capacity until the member's successor has been duly appointed and is acting.

V. Absence from Meetings

- A. The absence of any member of the Advisory Board from more than three regularly scheduled meetings of the Advisory Board within any twelve-consecutive-month period, and who fails to provide an excuse that is determined to be reasonable, shall constitute an automatic resignation from the Commission. Such resignation shall not, however, disqualify an individual from subsequently being appointed to the same or any other city committee, board, or commission. In the event of any such resignation, the vacancy shall be filled by appointment for the unexpired portion of the term of the appointee's predecessor in the manner prescribed in Section 3.54.020.

VI. Officers

- A. The Advisory Board shall elect from among its members a chairperson and a vice chairperson who shall serve in such capacities for one year or until the successors are duly elected. In case of a vacancy in either of these positions, the Advisory Board shall elect a successor who shall serve the unexpired balance of the predecessor's term.

VII. Powers and Duties

A. Community Engagement and Education

1. Community Awareness, Engagement, and Education: 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. Board members will also serve as community ambassadors for the program, fostering connections and promoting community understanding.
2. Programs and Promote Positive Relations: The Board is responsible for advising and promoting programs that foster positive community relations. This includes initiatives aimed at preventing community conflicts, programmatic challenges, or city barriers by promoting inclusivity and strengthening community relationships and networks. This includes promoting language accessibility and culturally responsive programming. The Board shall ensure that CCRP services are accessible to all community members, including those from diverse linguistic and cultural backgrounds. This may involve promoting accessibility and advocating for translation & interpretation services, culturally sensitive outreach, and engagement strategies.
3. Whenever a board member communicates with the news media or others, or appears at a public hearing or before another City Agency or Department to discuss existing or proposed legislation or policy, the board member shall make every reasonable effort to specify that the member is expressing a personal opinion, view or position, unless speaking on a topic the full board has approved.

B. Community Feedback and Complaint Mechanisms

1. Community Forum for Community Concerns: 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.
2. Website for Complaints Outside of the Board: The Board shall ensure there is a dedicated section and survey on the CCRP website where community members can submit complaints, report incidents, or seek assistance outside of the formal community forum. The Board will regularly review community feedback submitted through the CCRP website. This will encourage community members to continually weigh in on programmatic goals.

C. Volunteer Coordination and Community Networks

1. Volunteerism: The CAB shall promote opportunities for volunteerism with the CCRP. The Board shall give recommendations on volunteer opportunities and outreach events to recruit volunteers and collect volunteer feedback. The Board shall assist CCRP staff in training and engaging community volunteers to support CCRP activities.
2. Insight into Community Networks and Communications: The Board members, with their deep community connections, shall provide valuable insights into community networks and offer recommendations on how to enhance communication and engagement with local community members.

D. Program Development and Evaluation

1. Design and Implementation of CCRP: 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. **Training Recommendations:** 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.
3. **Review and Evaluate Policies, Practices, and Procedures:** The Board shall review regular internal assessments of CCRP policies, practices, and procedures to identify areas for improvement and ensure alignment with the program's objectives, goals, and expansion plans. The Board shall work collaboratively with staff to research national best practices, trends, and policies to inform the CCRP.

E. Resource Management and Reporting

1. **Budget Oversight:** 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.
2. **Hiring Panels:** The Board shall review job descriptions and participate in hiring panels for CCRP leadership. The Board shall designate a CAB member to be involved in selecting and approving CCRP leadership. This ensures that hiring decisions align with the program's mission and values.
3. **Referral Network and Lists:** The Board shall recommend community resources and service providers to the CCRP to facilitate referrals for individuals in crisis. This list of community resources will be accessible to the public via the CCRP website.
4. **Review Success Metrics and Evaluations:** The Board shall regularly review success metrics and evaluation reports from staff, encompassing qualitative and quantitative data, to measure the program's impact and make recommendations for necessary adjustments. The Board members shall be part of the ongoing evaluations and audits.
5. **Reporting to Council:** The Board shall provide quarterly reports and, when deemed necessary, detail the CCRP's progress, challenges, and recommendations for improvement to the City Council.

These powers and duties shall guide the City Advisory Board's actions and responsibilities in overseeing the Richmond Community Crisis Response Program. The Board members will work collectively to fulfill these functions, ensuring the program's effectiveness in serving the Richmond community.

VIII. Meetings

- A. The Advisory Board shall hold its first meeting within thirty days after all of its members have been appointed. At such meetings, the Advisory Board shall fix the time and place of regular meetings of the Commission, which shall not be less frequent than once each month. All meetings of the Advisory Board shall be open to the public and in accordance with the City of Richmond Boards, Commissions, and Committees Handbook.

IX. Rules and Records

- A. The Advisory Board shall, in consultation with the City Manager and with the approval of the City Council, adopt rules for the transaction of business of the Commission, which rules shall, among other things, include the manner of calling and giving notice of special meetings and hearings and the appointment and powers of standing subcommittees. Said standing subcommittees may be formed to work on various topics within the scope of police activities. The Advisory Board shall keep records of its resolutions, rules, transactions, motions, and orders in accordance with the City of Richmond Boards, Commissions, and Committees Handbook.



AGENDA REPORT

Community Crisis Response Program

DATE: February 13, 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: COMMUNITY ENGAGEMENT AND OUTREACH WORKGROUP REPORT BACK

RECOMMENDED ACTION:

RECEIVE report from Community Engagement and Outreach Work Group

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

Background

At the January 9, 2026 Advisory Board meeting, the Board proposed a five-member Community Engagement and Outreach work group. This work group was established to develop an outreach plan and event schedule for the roll out of the program. This group would meet monthly for the next five months.

The work group met in January and discussed the following:

- Previous engagement plans, outreach materials, and efforts that Staff have already made
- Messaging on public facing materials
- Creation of and management of social media accounts