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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.