

File No. 101154

Committee Item No. 2  
Board Item No. 26

**COMMITTEE/BOARD OF SUPERVISORS**  
**AGENDA PACKET CONTENTS LIST**

Committee: Budget and Finance Committee

Date: October 13, 2010

Board of Supervisors Meeting

Date 10.19.10

**Cmte Board**

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input type="checkbox"/>	<input type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Ethics Form 126
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form (for hearings)
<input type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

**OTHER** (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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Completed by: Victor Young  
Completed by: Victor Young

Date: October 8, 2010  
Date: 10-17-10

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

UE

01.01.0.

1 [Accept and Expend Grant – Office of the Public Defender - Rosenberg Foundation and  
2 Amendment to the Annual Salary Ordinance, FY2010-2011 - \$47,000]

3 Ordinance authorizing the Office of the Public Defender to accept and expend a grant  
4 in the amount of \$47,000 from the Rosenberg Foundation via Institute for Local  
5 Governance to develop a California Reentry Council Network to assist in the  
6 development of statewide capacity to improve reentry policies and programs, and  
7 amending Ordinance No. 191-10 (Annual Salary Ordinance, FY2010-2011) to reflect  
8 addition of one ~~(1) Class 1406 Senior Clerk, grant-funded position (0.615 FTE), and one~~  
9 ~~(1) temporary Class 8173 Legal Assistant, grant-funded position (0.1180.55 FTE), in the~~  
10 Office of the Public Defender.

11 NOTE: Additions are single-underline italics Times New Roman;  
12 deletions are ~~strike through italics Times New Roman~~.  
13 Board amendment additions are double-underlined;  
Board amendment deletions are ~~strikethrough-normal~~.

14 Be it ordained by the People of the City and County of San Francisco:

15 Section 1. Findings

16 (a) The Reentry Council of the Public Defender's Office applied in partnership with  
17 the Institute for Local Governance for funding from the Rosenberg Foundation, and was  
18 awarded \$47,000 on June 15, 2010 (total award to Institute for Local Governance is \$75,000).  
19 The purpose of the grant funding is to ~~hire Reentry Council Assistant and continue funding for~~  
20 Reentry Council Associate to assist in the development of a statewide network of reentry  
21 councils to improve the policies and programs impacting people returning from jails and  
22 prisons to San Francisco.

23 (b) The goals of the development of the California Reentry Council Network include  
24 improve the organizational capacity of reentry councils in California, improve the participation  
25

of county partners in local reentry councils, and establish a network for ongoing information sharing and communication across the state.

(c) The grant does not include any provision for indirect costs.

#### Section 2. Authorization to Accept and Expend Grant Funds.

(a) The Board of Supervisors hereby authorizes the Office of the Public Defender (PDR) to accept and expend, on behalf of the City and County of San Francisco, Rosenberg Foundation grant funds, passed through by the Institute of Local Governance, in the amount of \$47,000.00 for the purpose of developing a statewide network of reentry councils to improve the policies and programs impacting people returning from jails and prisons to San Francisco.

(b) The grant does not provide any provision for indirect costs and indirect costs are hereby waived.

#### Section 3. Grant Funded Position; Amendment to FY 2010-2011 Salary Ordinance.

The hereinafter designated section of Ordinance Number 191-10 (Annual Salary Ordinance FY 2010-2011) is hereby amended to read as follows:

Department: PDR (5)      Public Defender  
Index Code: 055145  
Program: AKI Grant Services  
Subfund: 2S    PPF    GNC

<u>Amendment</u>	<u># of Pos.</u>	<u>Class and Item No.</u>	<u>Compensation Schedule</u>
Add	0.615 FTE	1406 Senior Clerk	min. \$1,484 max. \$1,800
Add	0.118055 FTE	8173 Legal Assistant	min. \$2,365 max. \$2,874

APPROVED AS TO FORM:

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

Supervisor Mirkarimi  
BOARD OF SUPERVISORS

1 By: \_\_\_\_\_  
2 Sallie P. Gibson  
3 Deputy City Attorney

See file for signature  
By: \_\_\_\_\_  
Micki Callahan, Director  
Department of Human Resources

4 Recommended:

5 See file for signature  
6 \_\_\_\_\_

7 Jeff Adachi, Public Defender

8 See file for signature

9 APPROVED: \_\_\_\_\_

10 Gavin Newsom, Mayor

11 See File for signature

12 APPROVED: \_\_\_\_\_

13 Controller, Grant Division  
14  
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Supervisor Mirkarimi  
BOARD OF SUPERVISORS

File Number: \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors ordinance authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying ordinance:

1. Grant Title: Development of a California Reentry Council Network
2. Department: Public Defender
3. Contact Person: Jeff Adachi Telephone: 553-9520
4. Grant Approval Status (check one):  
☒ [X] Approved by funding agency ☐ [ ] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$ 47,000
- 6a. Matching Funds Required: \$ 0
- b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: Rosenberg Foundation
- b. Grant Pass-Through Agency (if applicable): Institute for Local Governance
8. Proposed Grant Project Summary:

The purpose of the grant funding is to hire Reentry Council Assistant and continue funding for Reentry Council Associate to assist in the development of a statewide network of reentry councils to improve the policies and programs impacting people returning from jails and prisons to San Francisco.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: August 1, 2010

End-Date: March 31, 2011

10. Number of new positions created and funded: 0.615 FTE Senior Clerk (job code PEX 1406) for FY 2010-11 and temporary 0.118 FTE Legal Assistant (job code 8173).
11. If new positions are created, explain the disposition of employees once the grant ends?

If the Rosenberg Foundation is pleased with the outcomes of this project, it is possible that a second grant will be made for a second grant period. However, the Reentry Council of the Public Defender's Office will aim to sustain the position through grant applications to other private foundations.

- 12a. Amount budgeted for contractual services: n/a

b. Will contractual services be put out to bid? n/a

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? n/a

d. Is this likely to be a one-time or ongoing request for contracting out? n/a

13a. Does the budget include indirect costs?

☐ Yes

☒ No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☒ Other (please explain): Institute's for Local Governance budgeted activities includes indirect costs. There are no indirect costs in budgeted activities of PDR in order to maximize use of grant funds on direct services.

14. Any other significant grant requirements or comments: None

**\*\*Disability Access Checklist\*\***

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☐ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Angela Auyong  
(Name)

Date Reviewed: 8/11/10

Department Approval: Jeff Adachi Public Defender  
(Name) (Title)

(Signature)



# INSTITUTE FOR LOCAL GOVERNMENT

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July 30, 2010

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Director of Public Affairs  
Southern California Edison Company

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City Manager  
Palo Alto

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California Resources Agency

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Former Director of State Finance  
State of California

Jeff Adachi  
Public Defender  
City & County of San Francisco  
555 7<sup>th</sup> Street  
San Francisco, CA 94103

Subject: Rosenberg Foundation Grant #2010-13

Dear Public Defender Adachi:

This letter summarizes the proposed transmission of Rosenberg Foundation grant funds (under grant #2010-13) from the Institute for Local Government (the Rosenberg Foundation grantee) to the San Francisco Office of the Public Defender for activities to be carried out by staff of the Reentry Council. These activities include responsibilities to be assumed by the S.F. Reentry Policy Director for grant activities, and for timely narrative and financial grant reporting to the Institute for Local Government.

The Institute for Local Government understands that Jessica Flintoft, San Francisco Reentry Policy Director, will be the primary contact with the Institute for communications concerning all grant-funded work and reporting. Terry Amsler, our Program Director for Public Engagement, will be the contact for your office with the Institute for Local Government.

Upon agreement with and acceptance of the conditions stipulated in this letter, the Institute for Local Government, by agreement with the Rosenberg Foundation, will make a one-time payment of \$47,000 from our Rosenberg grant funds to the San Francisco Office of the Public Defender for the purposes described below.

The Institute for Local Government, the nonprofit research and education affiliate of the League of California Cities and the California State Association of Counties, has received a grant from the Rosenberg Foundation. Grant deliverables include the development of a California Reentry Council Network (CRCN) as outlined in the May 14, 2010 proposal "Development of a California Reentry Council Network." Grant funds must be used to support the successful and timely attainment of the tasks outlined therein, and include:





**Public Defender Adachi**

July 30, 2010

Page 2

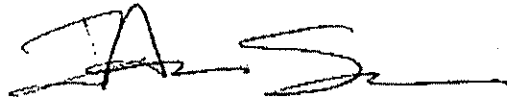
- 1) To identify and document all cities or counties across California that have a reentry council, taskforce, or roundtable, including those communities that have received federal Second Chance Act grants or CalEMA Parolee Reentry Court grants, in order to engage local reentry efforts around the state of California.
- 2) To survey the above identified reentry entities to ascertain their structures, funding, staffing and staff contact information, interests in the development of a statewide network, and possible dates for the initial convening of such a network.
- 3) To establish a group of CRCN advisors to provide ongoing advice to project staff. The CRCN advisors will represent the diverse geography and perspectives in this work, and may include representatives from existing reentry councils, All of Us or None, local officials, CSAC or League of California Cities staff, and academic experts.
- 4) To prepare and hold a statewide convening of existing reentry collaboratives. This includes the arrangements for location, agenda, facilitator, invitations, RSVPs, lunch, and other relevant logistics.
- 5) To produce a convening report and compendium of existing reentry councils.
- 6) To develop and maintain a CRCN roster of participants.
- 7) To identify three to five priority areas for CRCN inter-jurisdictional coordination, education, and information sharing.
- 8) To establish a California Reentry Council Network, with stated and agreed upon purposes, principles and protocols, and with an initial website and a capacity for online communication and conference calls.

Activities #1-#3 will be completed by November 30, 2010. Activities #4-#8 will be completed no later than March 31, 2011.

The Public Defender's Office will have specific responsibilities for providing the Institute for Local Government with midterm and final narrative and financial reports. The narrative reports to be submitted by December 15, 2010 and April 15, 2011 will report on the progress of grant deliverables outlined above. The financial reports, to be submitted by these same dates, will provide complete reporting on all grant funds expended or encumbered. All funds must be used for grant purposes as described above, and any unused funds must be returned to the Institute for Local Government.

We very much look forward to our work with Ms. Flintoft and your Office on this important undertaking.

Sincerely,



JoAnne Speers  
Executive Director  
Institute for Local Government

Cc: Timothy P. Silard, President, Rosenberg Foundation  
Jessica Flintoft, Reentry Policy Director, City & County of San Francisco  
Terry Amsler, Program Director, Institute for Local Government

ROSENBERG  
FOUNDATION

June 15, 2010

Mr. Hal Conklin  
Institute for Local Government  
1400 K Street, Suite 205  
Sacramento, CA 95814

COPY

RE: Agreement for Grant 2010-13

Dear Mr. Conklin:

It is my pleasure to inform you that the Rosenberg Foundation has approved a grant in the amount of \$75,000 to Institute for Local Government ("Grantee") to support the project, *Development of a California Reentry Council Network*. The grant period is July 1, 2010 through June 30, 2011.

This letter is a legally binding agreement ("Agreement"). It will be effective upon our receipt of an original of this Agreement, signed by an authorized representative of your organization. Please keep a copy for your files. The grant will be paid in full after we receive the signed grant agreement.

Please read the terms and conditions of this Agreement carefully, including the reporting requirements. The Foundation may decline to consider future grants if Grantee fails to meet reporting requirements.

**TERMS AND CONDITIONS**

1. **Use of Funds.** Grantee shall use the grant funds only for the purposes of the specific project described above. Grantee shall repay to the Foundation any portion of the grant funds which is not spent or committed for these purposes. Grantee may not make significant changes in the purposes for which grant funds are spent without the Foundation's prior written approval.
2. **Reporting.** The Foundation and Grantee acknowledge and agree that the Foundation shall evaluate the effectiveness of the grant by assessing Grantee's progress toward the goals listed in the attached Exhibit A ("Grant Goals"). To enable the Foundation to evaluate the effectiveness of this grant, Grantee shall submit to the Foundation a written report at the end of the grant period. The report shall contain: (1) a description of the progress that Grantee has made toward achieving the purposes for which this grant was made and the Grant Goals; (2) a financial accounting of Grantee's expenditure of grant funds; (3) copies of any publications resulting from the grant; and (4) a report on Grantee's compliance with the terms of this Agreement. The report shall outline Grantee's use of all grant funds and charitable activities, and Grantee's progress toward the Grant Goals during the grant period. The Foundation may, in its sole discretion, request grant reporting sooner than the end of the grant period.
3. **Recordkeeping.** Grantee shall treat grant funds as restricted assets and shall maintain accounting for grant funds separately. All expenditures made in furtherance of the

purposes of the grant shall be charged off against the grant and shall appear on Grantee's books. Grantee shall keep adequate records to substantiate its expenditures of grant funds. Grantee shall make these books and records available to the Foundation at reasonable times for review and audit, and shall comply with all reasonable requests of the Foundation for information and interviews regarding use of grant funds. Grantee shall keep copies of all relevant books and records and all reports to the Foundation for at least four years after completion of the use of the grant funds.

4. **Grantee Discretion and Control.** Grantee shall retain full discretion and control over the selection of any sub-grantees or individuals to carry out the purposes of this grant and shall act completely independently of the Foundation. The Foundation and Grantee acknowledge that there is no agreement, written or oral, by which the Foundation may cause Grantee to choose any particular sub-Grantee, or employ or contract with any particular individual or individuals.
5. **Prohibited Uses.** Grantee shall not use any portion of the funds granted in a manner inconsistent with Internal Revenue Code ("IRC") Section 501(c)(3), including:
  - a. Influencing the outcome of any specific election for candidates to public office, or
  - b. Inducing or encouraging violations of law or public policy, or
  - c. Causing any private inurement or improper private benefit to occur.
6. **Lobbying.** No part of this grant may be spent for influencing legislation within the meaning of IRC Section 4945(e). Activities not constituting lobbying within the meaning of IRC Section 4945(e), or activities excepted from the definition of lobbying, including but not limited to conducting or disseminating nonpartisan analysis, study, and research, responding to written requests for technical advice from a legislative or government body, and lobbying on legislation affecting the rights, powers, or duties of Grantee or Grantee's tax-exempt status or ability to receive deductible contributions, may be funded by this grant, provided that these activities further the specific purpose or project described above, and otherwise comply with this Agreement.
7. **No Pledge.** Neither this Agreement nor any other statement, oral or written, nor the making of any contribution or grant to Grantee, shall be interpreted to create any pledge or any commitment by the Foundation or by any related person or entity to make any other grant or contribution to Grantee or any other entity for this or any other project. The Grant contemplated by this Agreement shall be a separate and independent transaction from any other transaction between the Foundation and Grantee or any other entity.
8. **Representation and Warranty Regarding Tax Status.** By entering into this Agreement, Grantee represents and warrants that Grantee is exempt from federal income tax under IRC Section 501(c)(3) and that it is not a private foundation as defined in IRC Section 509(a). Such representation and warranty shall continue through the last date that Grantee spends grant funds.
9. **Notice.** Grantee shall give the Foundation immediate written notice of any change in the Internal Revenue Service's recognition of Grantee's tax-exempt or public charity status.

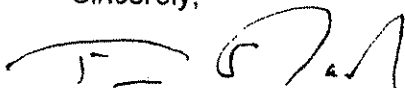
10. **Indemnification.** Grantee irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Foundation, its officers, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of Grantee, its employees, or agents, in applying for or accepting the grant, in expending or applying the grant funds, or in carrying out any project or program to be supported by the grant, except to the extent that such claims, liabilities, losses, or expenses arise from or in connection with any act or omission of the Foundation, its officers, directors, employees, or agents.
11. **No Agency.** Grantee and not the Foundation is responsible for activities supported by the grant funds, the content of any product created with the grant funds, and the manner in which any such product may be disseminated. This Agreement shall not create any agency relationship, partnership, or joint venture between the parties, and Grantee shall make no such representation to anyone.
12. **Knowing Assumption of Legal Obligations.** Grantee acknowledges that it understands its obligations imposed by this Agreement, including but not limited to those obligations imposed by reference to the IRC. Grantee agrees that if Grantee has any doubts about its obligations under this Agreement, including those incorporated by reference to the IRC, Grantee will promptly contact its legal counsel, or seek clarification from the Foundation.
13. **No Waivers.** The failure of the Foundation to exercise any of its rights under this Agreement shall not be deemed to be a waiver of such rights.
14. **Remedies.** If the Foundation determines, in its sole discretion, that Grantee has substantially violated or failed to carry out any provision of this Agreement, including but not limited to failure to submit reports when due, the Foundation may, in addition to any other legal remedies it may have, refuse to make any further grant payments to Grantee under this or any other grant agreement, and the Foundation may demand the return of all or part of the grant funds not properly spent or committed to third parties, which Grantee shall immediately repay to the Foundation. The Foundation may also avail itself of any other remedies available by law.
15. **Captions.** All captions and headings in this Agreement are for the purposes of reference and convenience only. They shall not limit or expand the provisions of this Agreement.
16. **Entire Agreement.** This Agreement supersedes any prior or contemporaneous oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to its subject matter. This Agreement may not be amended or modified, except in a writing signed by both parties.
17. **Governing Law.** This Agreement shall be governed by the laws of the State of California applicable to contracts to be performed entirely within the State.

Institute for Local Government  
June 15, 2010  
Page 4

Please have an authorized officer of your organization sign the enclosed original of this Agreement and return it to the Foundation. Please keep a copy of the signed Agreement for your files.

On behalf of the Foundation's Board and staff, let me express how delighted we are to support your work to convene and create an ongoing network of reentry collaboratives from across California. We wish you every success.

Sincerely,



Timothy P. Sillard  
President

Accepted on behalf of Institute for Local Government by:



Authorized Signature

Name

Title

JOANNE SPEERS

EXECUTIVE DIRECTOR

Date: 6/24/10

cc: JoAnne Speers, Executive Director

## EXHIBIT A

### Grant Goals:

- Surveying all cities or counties across California that have a reentry council, task force, or roundtable, including those communities that have received federal Second Chance grants or State Parolee Reentry Court grants.
- Establishing a group of *CRCN Advisors* to provide ongoing advice to project staff. The *Advisors* will represent the diverse geography and perspectives in this work, and may include representatives from existing reentry councils, All of Us or None, CSAC, and academic experts.
- Holding a statewide convening of existing reentry collaboratives.
- Producing a convening report and compendium of existing reentry councils.
- Developing reentry council-related content/resources for ILG's website, promoted to county and city officials statewide.
- Identifying three to five priority areas for inter-jurisdictional coordination, education and information sharing.
- Establishing an ongoing statewide network through a website, online tools and conference calls.



# INSTITUTE FOR LOCAL GOVERNMENT

## **“Development of a California Reentry Council Network”**

*A Proposal Submitted to:*  
**The Rosenberg Foundation**

*by the:*  
**Institute for Local Government  
In Partnership with the  
Reentry Council of the City/County of San Francisco**

**May 14, 2010**



## Cover Sheet

**APPLICANT:** Institute for Local Government (ILG)  
1400 K Street, Suite 205  
Sacramento, CA 95814  
[www.ca-ilg.org](http://www.ca-ilg.org)

**CONTACT INFORMATION:**

**Institute for Local Government Key Staff:**

JoAnne Speers, Executive Director, 916.658.8233, [jspeers@ca-ilg.org](mailto:jspeers@ca-ilg.org)

Terry Amsler, Program Director, 916.658.8263, [tamsler@ca-ilg.org](mailto:tamsler@ca-ilg.org)

**Others with Major Responsibilities:**

Jessica M. Flintoft, Reentry Policy Director, City and County of San Francisco,  
415.553.1593, [Jessica.flintoft@sfreentry.com](mailto:Jessica.flintoft@sfreentry.com)

**PROPOSAL TITLE:** "Development of a California Reentry Council Network"

**ORGANIZATIONAL BUDGET:** Total Institute 2010 Budget: \$1,744,874

**PROJECT BUDGET:** \$93,000

**GRANT REQUESTED:** Amount Requested: \$93,000  
Time period: July 1, 2010 - March 31<sup>st</sup>, 2011

## Proposal Narrative

### PROPOSAL SUMMARY

The Reentry Council of the City/County of San Francisco and the Institute for Local Government, working in close partnership, propose to develop a *California Reentry Council Network (CRCN)* that will provide an ongoing network and forum through which reentry councils, roundtables, and task forces can: 1) share information and develop strategies to improve local reentry outcomes for people formally incarcerated and for their receiving communities; 2) provide information about reentry councils benefits and operations; and 3) encourage the development of additional reentry councils and programs.

Secondarily, the Institute for Local Government will develop a greater capacity and a clearer strategy for its own efforts in this area. During the grant period the Institute will develop reentry council-related content/resources for its website (promoted to county and city officials statewide), and also identify the sorts of public engagement practices that could support the development of effective and responsive local reentry programs and respond to the challenges facing local officials engaged in reentry efforts.

### ORGANIZATIONAL BACKGROUND SUMMARY

The Institute for Local Government, established in 1955 with a grant from the Ford Foundation, is the nonprofit, 501(c)(3), research and education affiliate of the League of California Cities and the California State Association of Counties (CSAC). The Institute's mission is to promote well-informed, ethical, inclusive, effective and responsive local government in California through a range of innovative informational resources offered through our website, League and CSAC media and publications, workshops, and other programs and services.

The Institute's current strategic interests and programs include: climate change, land use (including health and the built environment), public engagement and collaborative governance, intergovernmental conflict resolution, public service ethics, and local government 101.

The Institute's Public Engagement and Collaborative Governance program (formerly the Collaborative Governance Initiative) supports local officials to engage the public in local government decision-making, with an emphasis on ensuring broad and diverse participation in these efforts. The Institute is governed by a Board of Directors that includes League and CSAC representatives and other present and former local public officials. The League and CSAC both support the Institute financially, although more than 80% of Institute revenues are raised from foundation, business, and other sources.

The Institute for Local Government's affiliation with the League's 497 member cities and CSAC's fifty-eight county members are unique, as are its unparalleled access to the media, meetings and other communication channels that reach local officials, both elected and staff, throughout the state.

Institute staff person, Terry Amsler, has been working with the staff of the Administration of Justice (AOJ) Policy Committee of the California State Association of Counties to explore the application of public engagement strategies to issues of reentry, jail construction and other justice-related matters. Mr. Amsler will be making a formal presentation to the CSAC AOJ policy Committee on these topics at their June 2010 meeting.

## ORGANIZATIONAL CAPACITY AND RESPONSIBILITIES

The project team composed of the Institute for Local Government and San Francisco's Reentry Council represents a particularly strong and suitable partnership to advance reentry council networking and success.

The Institute for Local Government would work closely with Jessica Flintoft, Reentry Policy Director for the City and County of San Francisco, on this project. Please find Ms. Flintoft's bio attached to this proposal.

The Institute would receive the grant and be accountable, overall, for grant deliverables and financial management of grant funds received. Terry Anisler, Program Director for the Public Engagement and Collaborative Governance program, would be the project director for this effort. (His bio is also attached.)

Ms. Flintoft would hire and supervise a Reentry Council Associate (SF classification is "1822 Administrative Analyst") and they would share day to day responsibilities for the development of the California Reentry Council Network. The Reentry Council Associate (to be hired) would devote 100% of his/her time to this project between August 1, 2010 and March 31, 2011. The \$50,006 in salary and \$15,003 in benefits (\$65,009 in total) for this Associate is found in the "Other Costs" category in the project budget and would be passed through in one payment to the City and County of San Francisco by agreement of the Rosenberg Foundation, the City and County of San Francisco Office of the Public Defender (which houses the Reentry Council of SF) and the Institute for Local Government.

Ms. Flintoft would contribute 20% of her time to this project, and the Reentry Council Assistant (J. Young) would contribute 10% of her time; both without grant support and as "in-kind" contributions to the project. Additionally, the costs of phone, computer and basic office supplies for work out of the Reentry Council of SF offices would also be offered as in-kind contributions.

The Institute for Local Government, in addition to having responsibilities for grant management, would participate in California Reentry Council Network planning, would co-facilitate the first Network meeting, and would support the project's engagement with the CSAC Administration of Justice (AOJ) Policy Committee staff. The Institute would also have responsibility for making various logistics-related arrangements (travel, food, etc.) in support of the CA Reentry Council Network meeting.

In addition, the Institute would draw on grant funds to support work with the CSAC AOJ Policy Committee, as well as with members of the emerging Reentry Council Network, to assess the opportunities for effective and inclusive public engagement strategies, that could promote the development of reentry program and facilities at the local level.

## STATEMENT OF NEED

Organized along county or city lines, reentry councils have emerged through the leadership of county elected officials—District Attorneys, Public Defender, Sheriffs, and Supervisors—as well as through leadership of community based organizations engaged in the delivery of reentry services or advocacy for policy change. Currently, there are approximately a dozen local reentry councils at different stages of

development throughout the state. They also differ in terms of their respective organizational forms, the level of resources to support their operations, and how they define their scopes of interest and responsibility. Local political leadership may or may not be involved and, if they are, their political orientation may fall anywhere on the political spectrum.

All cities and counties share the challenges that result from California's massive system of state prison and parole, and resulting 70% recidivism rate for people released from state prisons. County jails have roughly the same recidivism rates.

Increasingly, county-level councils are developing collaborative responses to this complex problem by bringing county health and social services providers together with the county criminal justice partners; formerly incarcerated people and their families together with service providers; and community leaders together with crime victims and survivors. The emergence of reentry councils and similar bodies around California signals an increasingly shared recognition by counties that—at its simplest—that people who are sent away by a community to prison or jail will return to that community. And, more often than not, people are returning with the same unmet needs that led to their entrance into the criminal justice system—substance abuse treatment, mental health care, education, employment training, and housing.

Local communities are increasingly stepping up to this challenge by forging multi-sector partnerships. This is possible only by engaging county health, human services, and workforce development partners, with each other and with currently and formerly incarcerated people. Such partnerships, in the form of reentry councils, will more likely be able to develop strategies and maximize resources to meet the needs of people involved in the criminal justice system. The Reentry Council of the City & County of San Francisco is one of the councils at the forefront of these efforts. The Reentry Council of SF will staff this project's efforts to bring together colleagues in other localities to form this *Network*.

It is often difficult to bring people in significantly different roles, and with quite perspectives and experiences, together at one table, but increasingly reentry councils are beginning to provide a venue for just such important and effective partnerships. These collaborations usually include law enforcement (such as police, sheriff, or probation) along with elected and appointed city and county leadership. However county health and social services, indigent defense, and the formerly incarcerated, are often not meaningfully included in these dialogues and deliberations.

Often, service providers speak for "their clients," probation officers speak about the needs of "their caseload," or sheriffs speak about the needs of "their inmates." It is commonplace to leave formerly incarcerated people out of the conversation altogether, or to limit their participation to one individual with a distant or non-serious criminal past. Yet, these are also "stakeholders" to the problem with important information, experiences and perspectives to share.

Local officials and others in counties throughout California are beginning to come together to determine how local policies, programs, and priorities should be forged to improve the approaches communities are tasking to address prisoner reentry. Reentry councils are important forums for these critical conversations that can help redefine expectations, models and success for our criminal justice system. This project would create the *California Reentry Council Network (CRCN)* to connect local reentry councils, roundtables, and task forces to each other in order to share information to improve local reentry outcomes for people returning from jails and prisons to local communities.

## PROGRAM GOALS, OBJECTIVES, STRATEGIES AND ACTIVITIES

**Project Goals:** The primary goal of the project is to create a *California Reentry Council Network (CRCN)* that will connect local reentry councils, roundtables, and task forces to each other and will promote the information sharing to improve local reentry outcomes for people returning to local communities from jails and prisons. A secondary goal is for the Institute for Local Government to develop a greater capacity and a clearer strategy for its own efforts in this area that can inform counties and cities about the reentry councils.<sup>1</sup>

**Objectives:** The specific objectives of the *Network* are to:

- Increase the organizational capacity of reentry councils;
- Improve the participation of county partners in local reentry councils; and
- Establish a network for ongoing communication and information sharing across the state.

**Strategies:** Specific strategies to achieve these objectives include:

- Convening local reentry council representatives to meet each other;
- Sharing local practices with other reentry councils;
- Identifying and implementing best practices that may apply across jurisdictions; and
- Providing ongoing communications and education for local reentry councils in the *Network*.

**Challenges:** The first and foremost challenge to building such a *Network* is the vast geography and diverse political landscape that California encompasses. Over the next few years, it is likely that all 58 counties in California will have some form of reentry council. These counties will be diverse in terms of their political leadership, their rates of incarceration, the socio-economic status of their residents, and their respective views about the purpose and operation of reentry programming. To that end, it will be important to ensure that the *Network* is developed now, and in a way that anticipates this growth and variety of reentry program and councils.

**Anticipated Changes:** Through the establishment the *Network*, we expect California's reentry councils to become smarter: to run more efficiently by sharing information and leveraging resources, and to be more effective by forging strategic alliances within and across county lines. Over time, reentry councils will improve the quality of local reentry programs and reduce the rates of recidivism. With a statewide network, counties will have an opportunity to have meaningful dialogue with other counties about the impact of proposed or enacted state policies related to reentry.

Additionally, the growth of reentry councils and programs will likely engender a call for more rigorous measurement and evaluation, and the *Network* may prove useful in the vision, the planning and/or the successful implementation of such studies.

**Activities:** The major activity will be to establish the *California Reentry Council Network (CRCN)* as a vehicle to connect local reentry councils, roundtables, and task forces to each other to share information to

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<sup>1</sup> For clarity, this section is mainly focused on the primary project goal of the development of a CA Reentry Council Network. Please see the "Organizational Capacity and Responsibilities" section for information about the ILG work under this grant.

improve local reentry outcomes for people returning from jails and prisons to local communities. To that end, we will engage in the following activities:

1. Identify the 12-15 cities or counties across California that have a reentry council, task force, or roundtable, including those communities that have received one or more of the following:<sup>2</sup>
  - a. FY09 or FY10 Second Chance Act Adult or Juvenile Demonstration Grant project
  - b. FY 09 or FY10 Second Chance Act Adult or Juvenile Mentoring Grant project
  - c. FY10 CaleMA/AOC Parolee Reentry Court Grant project
2. Conduct brief survey to identify key entities, structure, staff, interest in statewide network, and availability for a winter convening.
  - a. Draft interview tool to include key questions and areas of information desired
  - b. Conduct phone interviews with all localities to assess interest, needs, priorities
  - c. Identify 2-3 people from each jurisdiction who convene and communicate with local councils. Participants should be staff or volunteers who are understood locally to be the conveners of the local councils
3. Design, Plan, and Produce Statewide Convening
  - a. Develop agenda, facilitator, presenters, and substantive materials for Convening
  - b. Arrange location, travel, invitations, RSVPs, lunch, and other logistics for a January/February Convening of 30-50 people
  - c. Establish *Network* purpose, principles and protocols to guide decision-making, communications, and activities
  - d. Identify three to five priority areas for inter-jurisdictional coordination, education and information sharing, or other appropriate work, over the coming year
  - e. Ensure that participants have the opportunity to evaluate the meeting process and content.
4. Establish *Network*
  - a. Produce report about progress of first convening, compendium of information about existing reentry councils, and the purpose, principles and protocols identified that will guide the *Network's* work and development
  - b. Develop skeletal infrastructure for communicating with *Network* via email, website, and conference calls.
  - c. Share resources across jurisdictions, and support replication within network, such as tools to support development of resource guides, reentry council operational documents, or other support.

## PROPOSED OUTCOMES

The major outcome will be a functioning *California Reentry Council Network (CRCN)* that will connect local reentry councils, roundtables, and task forces to each other in order to share information to improve local reentry outcomes for people returning to local communities from jails and prisons. This *Network* will serve as a foundation for future statewide and multi-county efforts. By bringing together locally-

<sup>2</sup> We will also consult with the All of Us or None organization to ensure that all communities in which they have active networks are included.

established and county-focused reentry councils, California counties will be able to improve both local and statewide responses to the challenges of reentry.

Secondarily, the Institute for Local Government will develop a greater capacity and a clearer strategy for its own efforts in this area. During the grant period the Institute will develop reentry council-related content/resources for its website (promoted to county and city officials statewide), and also identify the sorts of public engagement practices that could support the development of effective and responsive local reentry programs.

## EVALUATION

Primary success indicators would be the convening of a meeting, within the grant period, that brings together multi-sector representatives of at least 80% of the existing reentry councils, task forces or roundtables in California, and that results in the formation of a *California Reentry Council Network* with agreed upon purposes, principles and protocols to guide its development and work.

An additional indicator would be responses by meeting participants to a written evaluative instrument indicating that at least 80% of these attending rated the meeting content, processes and results as satisfactory or very satisfactory. Additional questions could be designed to assess the willingness of participants (and any councils, task forces or roundtables not participating) to participate in the work of the *Network* as it moves forward. It may be useful for the Foundation, the Institute, and the Reentry Council of SF to discuss other possible metrics relating to the substantive work identified and pursued by the *Network*.

Work pursued by the Institute for Local Government may be gauged by the establishment of ILG website pages devoted to reentry council information and resources; the identification of public engagement practices relevant to the development of county reentry practices and facilities, and the creation of and ILG communications plan that would serve to educate local officials about reentry councils and practices.

## Attachments

- Organizational Budget
- Project Budget
- Board List
- Staff List
- Bios
- IRS Letter
- Diversity Analysis

# **Institute for Local Government Budget-- 2010**

	Ethics	Collaborative Governance	CCAN	CHK	Land Use	ICR	Local Govt 101	Publications	Operating	Total
<b>Revenues</b>										
Foundation Grants	\$ -	\$ 422,820	\$ 3,700	\$ -	\$ 54,375	\$ -	\$ -	\$ -	\$ 72,605	\$ 558,500
Nonprofit Grants/Subgrants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Corporate Contributions	\$ 17,400	\$ 13,050	\$ 6,525	\$ -	\$ 26,100	\$ -	\$ 17,400	\$ -	\$ 12,025	\$ 92,500
Individual Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-kind Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Government Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Revenue	\$ 8,902	\$ -	\$ 106,176	\$ -	\$ 18,503	\$ -	\$ -	\$ -	\$ -	\$ -
League Contributions	\$ 15,000	\$ 10,000	\$ 7,000	\$ -	\$ 5,000	\$ 10,000	\$ 35,000	\$ 10,000	\$ 85,000	\$ 532,851
CSAC Contributions	\$ 5,000	\$ 7,000	\$ 2,000	\$ -	\$ 5,000	\$ 5,000	\$ 20,000	\$ 15,000	\$ 20,000	\$ 177,000
Publications	\$ 4,350	\$ 435	\$ -	\$ -	\$ 13,050	\$ -	\$ -	\$ 10,000	\$ -	\$ 79,000
Workshops	\$ 9,700	\$ 1,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,665	\$ 30,500
Endowment Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,560	\$ 12,000
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Uncategorized Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 870	\$ -	\$ -	\$ 130	\$ 1,000
<b>Total Revenues</b>	<b>\$ 59,352</b>	<b>\$ 455,045</b>	<b>\$ 130,401</b>	<b>\$ -</b>	<b>\$ 152,027.50</b>	<b>\$ 15,870</b>	<b>\$ 72,400</b>	<b>\$ 35,000</b>	<b>\$ 273,256</b>	<b>\$ 1,493,351</b>
<b>Expenditures</b>										
<b>Business Expenses</b>										
Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Personnel</b>										
Salaries	\$ 10,826	\$ 240,420.71	\$ 256,974.89	\$ 78,225.25	\$ 86,455.96	\$ 2,469.59	\$ 40,074.53	\$ 9,758.38	\$ 106,032	\$ 851,236
Benefits	\$ 9,097	\$ 86,835.16	\$ 90,505.28	\$ 29,176.88	\$ 23,253.46	\$ 461.82	\$ 10,390.95	\$ 3,111.74	\$ 32,991	\$ 285,823
Temporary Help & Interns	\$ -	\$ 3,000.00	\$ -	\$ -	\$ 7,300.00	\$ -	\$ -	\$ -	\$ -	\$ 10,300
Staff Training & Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
<b>Contract Services</b>										
Accounting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000
Audit & Tax Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,900	\$ 10,900
Personnel & Payroll Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,841	\$ 29,841
Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Consultants	\$ -	\$ 104,000.00	\$ 40,200.00	\$ 33,000.00	\$ 14,750.00	\$ 10,000.00	\$ 15,000.00	\$ -	\$ -	\$ 236,950
<b>Facilities and Equipment</b>										
Equipment & Software	\$ 490	\$ 4,200.98	\$ 5,826.12	\$ 2,268.74	\$ 1,656.72	\$ 27.22	\$ 408.37	\$ 217.80	\$ -	\$ 15,096
Equipment Rental & Maintenance	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,588	\$ 24,588
Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,318	\$ 1,318
Rent and Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,107	\$ 57,107
<b>Travel and Meetings</b>										
Board Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,250	\$ 6,250
Advisory Panel Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences & Meetings	\$ -	\$ 3,050.00	\$ 1,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000	\$ 9,550
Dues & Memberships	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
Travel	\$ -	\$ 2,800.00	\$ 13,450.00	\$ 3,000.00	\$ 1,500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 21,750
<b>General</b>										
Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library & Subscriptions	\$ 4,000	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500
Postage & Mailing Services	\$ 1,200	\$ 5,750.00	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 5,000.00	\$ 4,000	\$ 19,950
Printing & Photocopying	\$ 4,000	\$ 38,000.00	\$ 5,200.00	\$ 4,000.00	\$ 27,700.00	\$ -	\$ -	\$ 2,500.00	\$ 1,000	\$ 95,400
Design	\$ -	\$ 14,250.00	\$ 5,100.00	\$ 4,900.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 7,500	\$ 26,250
Supplies	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750
Telephone	\$ 120	\$ 1,031.85	\$ 1,431.02	\$ 557.25	\$ 406.93	\$ 6.69	\$ 100.31	\$ 53.50	\$ -	\$ 3,708
Media/Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000
Insurance - Liability D and O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
Website & Internet	\$ -	\$ 2,000.00	\$ 7,400.00	\$ 3,000.00	\$ 500.00	\$ -	\$ -	\$ -	\$ 3,000	\$ 15,900
Other Costs	\$ 146	\$ 1,254.23	\$ 1,739.42	\$ 677.35	\$ 494.62	\$ 9.13	\$ 121.92	\$ 65.03	\$ -	\$ 4,507
Merchant Fees	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,200
Fundraising Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payments to Affiliates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 50,079</b>	<b>\$ 515,313</b>	<b>\$ 428,827</b>	<b>\$ 160,805</b>	<b>\$ 191,513</b>	<b>\$ 14,973</b>	<b>\$ 66,096</b>	<b>\$ 26,706</b>	<b>\$ 230,527</b>	<b>\$ 1,714,874</b>
<b>Net Revenues/Expenditures</b>	<b>\$ 9,273</b>	<b>\$ (60,298)</b>	<b>\$ 1,574</b>	<b>\$ (160,805)</b>	<b>\$ (39,490)</b>	<b>\$ 897</b>	<b>\$ 6,304</b>	<b>\$ 8,294</b>	<b>\$ (17,271)</b>	<b>\$ (251,523)</b>
Temporarily Restricted Net Assets (Carry Over from 2009)	\$ -	\$ 50,000.00	\$ -	\$ 194,409.00	\$ 92,411.00	\$ -	\$ -	\$ -	\$ 20,000	\$ 356,820
<b>Revenues/Expenditures - Net Assets</b>	<b>\$ 9,272.99</b>	<b>\$ (10,297.93)</b>	<b>\$ 1,574.29</b>	<b>\$ 33,603.53</b>	<b>\$ 52,920.81</b>	<b>\$ 896.55</b>	<b>\$ 6,303.92</b>	<b>\$ 8,293.56</b>	<b>\$ 2,728.86</b>	<b>\$ 105,297</b>



# PROPOSED PROJECT BUDGET

ORGANIZATION: Institute for Local Government  
 PROJECT TITLE: Development of a California Reentry Council Network  
 PERIOD: July 1, 2010 - March 31, 2011  
 AMOUNT REQUESTED: \$93,000

	Total Project	Rosenberg Foundation	Others Sources
Personnel			
Executive Director - Speers (<1%)	\$763	\$763	
Program Director - Amsler (6%)	\$5,390	\$5,390	
Program Coordinator - Chang (5%)	\$1,960	\$1,960	
Program Finance Assistant - Jensen (3%)	\$840	\$840	
Communication Director - Plag (2%)	\$828	\$828	
TOTAL Salaries	\$9,781	\$9,781	
TOTAL Benefits	\$3,640	\$3,640	
<b>TOTAL Personnel (Salary + Benefits)</b>	<b>\$13,421</b>	<b>\$13,421</b>	
Operating Costs			
Travel	\$7,700	\$7,700	
Conferences & Meetings	\$1,500	\$1,500	
Equipment Rental & Maintenance	\$250	\$250	
Postage & Mailing Services	\$50	\$50	
Printing & Photocopying	\$250	\$250	
Supplies	\$50	\$50	
Telephone	\$75	\$75	
Website & Internet	\$500	\$500	
Rent	\$625	\$625	
<b>TOTAL Operating Costs</b>	<b>\$11,000</b>	<b>\$11,000</b>	
Indirect Costs (A)	\$3,579	\$3,579	
Other Costs (B)	\$65,000	\$65,000	
<b>TOTAL</b>	<b>\$93,000</b>	<b>\$93,000</b>	

(A) 15% of total personnel & operating costs, but not calculated on "Other Costs" to be passed on the City/County of SF.

(B) 100% of salary & benefits for the Reentry Council Associate devoted to this project between 8/1/10 and 3/31/11.

# INSTITUTE FOR LOCAL GOVERNMENT BOARD ROSTER

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League President – 1991  
Former Mayor, Santa Barbara  
Director of Public Affairs  
Southern California Edison Company

(2007 – 2010)

**Patricia Jones**  
Assistant Executive Director  
Association of Bay Area Governments

(2008 – 2011)

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Executive Director  
California State Association of Counties

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**Chris McKenzie** \*  
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Alternate: Dan Harrison

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Executive Director  
Institute for Local Government

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City of Richmond

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State of California

**Mark Gaughan**  
Director of Public Affairs  
San Diego Gas & Electric and The Gas Co.

(2010 – 2012)

**Don Benninghoven**  
Chair, Blue Ribbon Task Force  
California Resources Agency

\*Association Executive Director, permanent position

**CALIFORNIA STATE ASSOCIATION OF COUNTIES  
LIAISON MEMBER**

**Greg Cox** (2006 – present)  
County Supervisor  
San Diego County

**COUNTY ADMINISTRATIVE OFFICERS ASSOCIATION  
OF CA LIAISON MEMBER**

**Rich Haffey** (2010 – present)  
County Executive Officer  
Nevada County

**CITY MANAGER LIAISON MEMBER**

**Kathleen A. Millison** (2008 – present)  
City Manager  
City of Clovis

**LEAGUE BOARD LIAISON MEMBER**

**Alice Fredericks** (2009—present)  
Mayor  
Town of Tiburon

GINVILLE V. JAMES BOARD SECRETARY 2010 Roster 2010 Web Site Contact Info 4/20/11 T.doc

## OVERVIEW OF ILG TEAM MEMBER ROLES

### NON-PROJECT/OPERATIONS

- **JoAnne Speers** (executive director)
- **Kelly Plag** (communications & development director)
- **Kristy Jensen** (office manager, bookkeeping, board relations and committees, board meeting logistics, partner relations, and publication sales)
- **Carmen Pereira** (main ILG phone line, ILG Facebook page, ILG annual luncheon symposium logistics, ILG filing, publication sales, ILG expos)
- **Karen Leland** (consultant: accounting)

### PUBLIC ENGAGEMENT/COLLABORATIVE GOVERNANCE INITIATIVE (PECG)

- **Terry Amsler** (program director)
- **Carmen Pereira** (program assistant)
- **Greg Keidan** (consultant: research, writing and analysis)
- **Mahvash Hassan** (consultant: research, writing and analysis)

### COMMUNITIES FOR HEALTHY KIDS

- **Yvonne Hunter** (program director)
- **Wendy Chang** (research, writing and analysis)
- **Carmen Pereira** (program assistant)

### LAND USE AND ENVIRONMENT

- **Steve Sanders** (program director)
- **Carmen Pereira** (program assistant)
- **Lianne Dillon** (research, writing and analysis)
- **Ken Loman** (research, writing and analysis)

### CLIMATE ACTION NETWORK (CCAN)

- **Yvonne Hunter** (program director)
- **Ken Loman** (research, writing and analysis )
- **Lindsey Buckley** (program coordinator)
- **Carmen Pereira** (program assistant)

### ETHICS

- **JoAnne Speers** (program lead)
- **Kristy Jensen** (program assistant)

### INTERGOVERNMENTAL CONFLICT RESOLUTION

- **Betsy Strauss** (project director/consultant)
- **Carmen Pereira** (program assistant)
- **Terry Amsler** (contributor)
- **JoAnne Speers** (contributor)

### LOCAL GOVERNMENT 101

- **JoAnne Speers** (program lead)
- **Carmen Pereira** (program assistant)
- **Yvonne Hunter** (contributor)
- **Terry Amsler** (contributor)

## PROJECT MANAGEMENT AND TEAM

### Project Management

The project tasks will be overseen by Terry Amsler, Program Director of the Institute's Public Engagement and Collaborative Governance program.

### Project Team

**Terry Amsler** is the Director of the Institute for Local Government's Public Engagement and Collaborative Governance program (PECG). PECG supports effective and inclusive public engagement in California's cities and counties and helps local officials to successfully navigate among the array of community engagement options that bring the public's voice to the table on important issues. Terry brings to the Institute more than 30 years of experience in public engagement, nonprofit management, dispute resolution and philanthropy.

**Jessica M. Flintoft** is the Reentry Policy Director of the Reentry Council of the City & County of San Francisco, and previously served as the Program Coordinator of the San Francisco Safe Communities Reentry Council (SCRC) since February 2007. The Reentry Council was established by the San Francisco Board of Supervisors, and is co-chaired by the District Attorney, Mayor, Public Defender, and the Sheriff, with representation from a broad range of city, state and federal agencies, and formerly incarcerated individuals. Its purpose is to coordinate local efforts to support adults returning to San Francisco from jails and prisons. As Policy Director, Jessica works with Council members, as well as members of the Council's various subcommittees, on legislative, policy and funding efforts. Jessica has 10 years of experience in group facilitation, strategic planning, program evaluation, policy analysis, and fund development. Prior to her current work, Jessica worked in non-profit and philanthropic organizations in the areas of social justice, health disparities, and homelessness. Jessica graduated cum laude from Cornell University with a degree in American Studies in 1999, and received her Master of Public Policy from the University of California at Berkeley in 2004.

**JoAnne Speers** is the Executive Director of the Institute for Local Government. JoAnne has over 18 years of experience in designing and delivering educational programs and publications for local officials. Her background also includes service in the state and federal governments. She received her Bachelor of Arts (Phi Beta Kappa), Masters in Public Policy and law degree from University of California at Berkeley. In 1999, the California State Bar Association named JoAnne "Public Lawyer of the Year" for her efforts in service to local officials.

**Internal Revenue Service**

**Date:** March 15, 2007

**INSTITUTE FOR LOCAL GOVERNMENT  
1400 K STREET STE 301  
SACRAMENTO CA 95814-3918 998**

**Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201**

**Person to Contact:  
Ms. Wallace 31-04021  
Customer Service Specialist  
Toll Free Telephone Number:  
877-829-5500  
Federal Identification Number:  
94-1537757**

**Dear Sir or Madam:**

**This is in response to your request of March 15, 2007, regarding your organization's tax-exempt status. We have updated our records to reflect the suite number change as indicated above.**

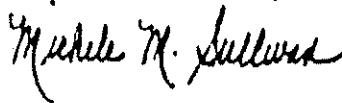
**In February 1962 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.**

**Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.**

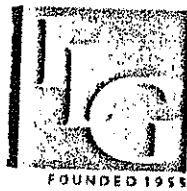
**Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.**

**If you have any questions, please call us at the telephone number shown in the heading of this letter.**

**Sincerely,**



**Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations 1**



# INSTITUTE FOR LOCAL GOVERNMENT

## Diversity Analysis:

	Total	Women	Minority
<b>BOARD</b>			
<i>Officers</i>	14	2	5
<i>Members</i>	4	2	0
<b>STAFF</b>			
<i>Management/ Professional</i>	12	8	2
<i>Administrative</i>	2	2	0

**PROJECT TITLE:**

**Development of a California Reentry Council Network**  
**(in partnership with Institute for Local Government)**

**8/1/10 to 3/31/11**

**Net Revenue**

Rosenberg Foundation via ILG \$ 47,000

**Expense**

One Senior Clerk (PEX 1406 @ .615 FTE) *start date*  
*8/23/10*

Salary \$	24,416.00
Benefits \$	14,323.20
Total \$	<u>38,739.20</u>

One Legal Assistant (TEX 8173 @ .118 FTE) *start*  
*date 12/13/10*

Salary \$	8,260.80
Benefits \$	-
Total \$	<u>8,260.80</u>

Sub-total 47,000

Indirect Expense 0

Total Expense 47,000