



**DATE:** March 10, 2025

**TO:** Sonoma County Board of Supervisors  
Members of the Community Advisory Council (CAC)

**FROM:** Lorena Barrera, CAC Chair  
Nancy Pemberton, CAC Vice-Chair  
John Alden, IOLERO Director

**RE: Work Plan from CAC 2025 Strategic Planning Workshop**

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Since 2022, the Community Advisory Council (CAC) has held a Strategic Planning Workshop, or retreat, at the beginning of each calendar year to review the prior year's work and to determine what tasks the CAC may focus on in the coming year. At this year's Workshop held on Saturday, February 22, 2025, the CAC discussed the use of the Ad Hoc Committees (ad hocs) in 2024, community engagement opportunities and ad hoc progress and policy areas for 2025. This memo documents the priorities identified by the CAC through its decision to retain several of its ad hocs from 2024, create a new ad hoc and define SMART (Specific, Measureable, Achievable, Relevant, and Time-Bound) goals for every ad hoc in order to focus more on concrete results for 2025.

### **PRIORITY POLICY AREAS, AD HOC PROGRESS AND SMART GOALS**

For 2025, the CAC identified its completed work which included the following:

- a report with feedback written by the Recruitment, Hiring & Retention Best Practices Ad Hoc Committee to the Sonoma County Sheriff's Office (SCSO) on its efforts to recruit and retain sworn employees



- a report containing findings in the analyzed data and three recommendations informed by the findings and grounded in best practices for accountability, transparency, and community engagement written by the the Racial and Identity Profiling Act (RIPA) Ad Hoc Committee

Those reports can be found on the CAC portion of the IOLERO webpage here<sup>1</sup>.

The unfinished work that was retained for continuation in 2025 is outlined below and includes the framework of setting effective objectives as mentioned above (SMART goals).

## 1. RIPA Ad Hoc Committee

- a. Present the RIPA report to the CAC and facilitate public access and awareness on March 5, 2025.  
Make the RIPA report publicly available and distribute it to CAC members ahead of the March meeting (per Brown Act), either in full or via a link included in the agenda. Present and discuss the report during the meeting and consider issuing a press release to further inform the public and notify the media for potential news coverage.
- b. Engage SCSO in a discussion on the RIPA report and determine the best method for community presentation. *The goal is to have a meeting in March or April, however that is dependent on SCSO availability.*  
Following the March CAC meeting, invite SCSO to discuss the RIPA report, its findings, and the best method for community presentation (e.g., joint public forum). Also, explore whether SCSO can assume responsibility for ongoing data collection and analysis.
- c. Establish a long-term RIPA data analysis process by the end of June 2025  
Develop a proposal for IOLERO and SCSO outlining a routine RIPA data analysis process. If SCSO does not assume responsibility, recommend that CAC or IOLERO continue this work annually with consultant support, specifically expertise from a data scientist consultant like Dr. Maskaly.

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<sup>1</sup> [https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/independent-office-of-law-enforcement-review-and-outreach/community-advisory-council-\(cac\)/cac-reports-and-recommendations](https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/independent-office-of-law-enforcement-review-and-outreach/community-advisory-council-(cac)/cac-reports-and-recommendations)



d. Finalize recommendations to the RIPA Board for improving data collection and reporting by the end of August 2025

Incorporate feedback from SCSO and the community to finalize recommendations for the RIPA board on improving data collection and reporting. Potential areas include collecting residence data and enabling departments to save data for future analysis.

**2. Community Engagement Ad Hoc Committee**

a. Ensure CAC Meeting Agendas Align with Measure P

Beginning with the next CAC meeting (in March), incorporate Measure P's language regarding CAC's purpose in every CAC meeting agenda by updating all meeting agendas.

b. Expand Community Outreach through presentations in Supervisorial Districts

Increase CAC's engagement with community organizations and residents across supervisorial districts. Measurable success looks like tracking outreach efforts and participation levels at each presentation.

Actions & Milestones:

- By April CAC meeting: Contact at least 15 organizations from the identified outreach list.
- By the end of 2025: Deliver presentations to at least three audience groups, including one at the District 5 office in Guerneville.

c. Engage with the "Agenda for Action" (AFA) and Community Leaders

Determine how CAC can contribute to mitigating systemic inequities as identified in AFA.

Actions & Milestones:

- By April CAC meeting: Ad hoc committee members review and become familiar with AFA goals.
- By June CAC meeting: Engage with community leaders in two unincorporated census tracts identified in AFA.
- By September CAC meeting: Identify and propose specific ways CAC can contribute to its mission.

d. Finalize CAC Playbook for adoption & implementation by the May CAC



meeting

Complete and approve the CAC playbook drafted by staff and consultants. Ensure finalization by May CAC meeting, incorporating any necessary revisions.

- e. Develop and execute a Publicity Plan for the 2024-25 Annual Report  
Increase accessibility and visibility of the annual report's findings.

Actions & Milestones:

By the July 2025 CAC meeting:

- Create a concise, digestible summary of key findings.
- Identify and implement outreach methods (e.g., social media, website, newsletter).
- Secure media engagement (print, radio, and TV) to discuss the findings.

- f. Enhance the visibility of IOLERO & CAC through media & technology  
Improve public awareness of CAC and IOLERO through bilingual video content and technology at outreach events.

Actions & Milestones:

- Request immediate action from IOLERO to translate the current Sonoma County video into Spanish.

By the August CAC meeting:

- Request that Sonoma County produce a bilingual (English/Spanish) video about CAC's role.
- Secure a laptop or other technology for tabling events to play these videos continuously with subtitles, ensuring hands-free operation.

### **3. Canine Policy Ad Hoc Committee**

- a. Develop and Finalize Canine Policy Recommendations for CAC Approval and Submission
- b. Ensure a thorough review of the canine program, gather necessary input, and finalize policy recommendations for CAC adoption and dissemination.

Key milestones:



- By March 10: Conduct a follow-up meeting with canine program leaders to gather insights and feedback. (Lt. Kidder is coordinating scheduling.)
- By April 16: Complete information gathering and submit draft comments and policy recommendations to SCSO for initial review before CAC circulation.
- By May 16: Finalize the committee's comments and recommendations and submit them to IOLERO for inclusion in the June CAC agenda packet.
- By June 3: Present the final comments and recommendations at the CAC meeting for discussion, refinement, and potential adoption.
- By June 13: Distribute the CAC's adopted comments and policy recommendations to the Sheriff and other relevant stakeholders.

### **NEW PRIORITIES FOR 2025**

The CAC held a discussion with Sheriff Eddie Engram and community members on opportunities for better transparency and community engagement around the topic of U.S. Immigration and Customs Enforcement (ICE). At the Workshop, community members expressed concern about possible immigration enforcement operations conducted by ICE in Sonoma County. Sheriff Engram, who was in attendance at the Workshop, addressed the topic by explaining that due to several laws in California, there are limitations on how the SCSO can interact with ICE. He also clarified how communication is handled between ICE and the SCSO and he encouraged the community to learn more by contacting the SCSO directly and helping with correcting misinformation that exists around this topic. Finally, he discussed changes to SCSO policy that further limits when SCSO reports to ICE the release of persons from jail.

Considering the policy shifts taking place on a national level around immigration enforcement operations, the CAC decided that an effective way to help protect the public and enhance trust between law enforcement and the community would be to create a new ad hoc focused on improving engagement with the community about the SCSO's policies around communication and interactions with ICE. Three CAC members volunteered to lead this effort.

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We believe that the CAC's Work Plan for 2025 reflects a move toward improved productivity, better collaboration with the SCSO and our local organizations and stronger community engagement.

On behalf of the CAC,

Lorena Barrera and Nancy Pemberton  
*CAC Chair and Vice Chair*

John Alden  
*Director of IOLERO*

