



**Arts and Culture Commission  
of Contra Costa County**

SUPPORTING ALL THE ARTS

Arts and Culture Commission of Contra Costa County 1025 Escobar Street, 4<sup>th</sup> Floor, Martinez, CA 94553  
(925) 646-2278 staff@ac5.cccounty.us www.ac5.org

**Monday April 5, 2021 MEETING AGENDA**  
**5:30-7:30PM (US and Canada) ZOOM Invitation**

**Committee Chair: District 1:** Silvia Ledezma  
**Vice-Chair: At-Large-3:** Joan D'Onofrio  
**Senior Commissioner: At-Large-1:** Y'Anad Burrell  
**Commissioners:**

**District 2:** Beverly Kumar

**District 3:** Grant Taylor

**District 4:** Elizabeth Wood

**District 5: OPEN**

**At-Large-2:** Ben Miyaji

**At-Large-4:** Lanita Mims

**\*Alternate:** Pearl Parmelee Cabrera

*\*Alternates assist with the achievement of quorum. The alternate may sit and vote for any absent member or a vacant seat.*

**Senior Deputy County Administrator, County Administrative Office:** Dennis Bozanich

**Senior Management Analyst, County Administrative Office:** Monica Carlisle

**Contra Costa County Arts & Culture Commission Managing Director:** Jenny Balisle

**Access to Agenda and Minutes:** <https://www.contracosta.ca.gov/AgendaCenter>

**Arts and Culture Commission of Contra Costa County Mission:**

The mission of this Commission is to advise the Board of Supervisors in matters and issues relevant to Arts and Culture; to advance the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County; to preserve, celebrate, and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County; to create partnerships with business and government and to increase communications and understanding between all citizens through art. Most importantly, the Commission will promote arts and culture as a vital element in the quality of life for all of the citizens of Contra Costa County.

**ALL COMMISSION MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE**  
**CORONAVIRUS DISEASE (COVID-19) ADVISORY**

Due to the COVID-19 pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. (See, for example, March 31, 2020 County Order extending the shelter-in-place order until May 3, 2020 & March 19, 2020 statewide shelter-in-place order.) Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20).

**To stay informed about the latest news on COVID-19, visit Contra Costa Health Services:**

<https://www.coronavirus.cchealth.org/>

**DUE TO THE SHELTER IN PLACE ORDERS**, participation in the Arts and Culture Commission of Contra Costa County will be by teleconference only. Public comment will be on items appearing on the agenda and will follow below instructions. Consistent with Executive Order N-29-20, the meeting is video/teleconferencing only.

*\*We cannot guarantee that its network and/or the site will be uninterrupted.*

**How to observe and/or participate in the meeting from home:**

**Topic: Arts and Culture Commission Meeting**

**Time: April 5, 2021 05:30 PM Pacific Time (US and Canada)**

**Join from PC, Mac, Linux, iOS or Android:**

**<https://cccounty-us.zoom.us/j/84763754406?pwd=cG9XQyt6T1kyaURldXp6dDJTbVJudz09>**

**Password: 843014**

**Or Telephone Dial:**

**USA 214 765 0478**

**USA 8882780254 (US Toll Free)**

**Conference code: 2966800**

**Find local AT&T Numbers:**

**<https://www.teleconference.att.com/servlet/glbAccess?process=1&accessNumber=2147650478&accessCode=2966800>**

**Public comments may be submitted:**

1. Via email to [staff@ac5.cccounty.us](mailto:staff@ac5.cccounty.us)
2. Public comments will be accommodated as reasonably as possible and be limited to a maximum of two minutes, depending on the number of commenters.
3. Email must contain in the subject line **Public Comments – Item #**. All comments must be submitted before or during the meeting and must include the following:
  - a) Your Name
  - b) Your Phone Number
  - c) The item # for which you wish to make a Public Comment.

**All votes taken during a teleconference will be by roll call.**

**Accessibility for Individuals with Disabilities:** The Arts and Culture Commission of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to attend Committee meetings. Contact the number listed above at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Commission less than 96 hours prior to that meeting are available for public inspection at the Clerk of the Board Office during normal business hours at 1025 Escobar Street, 1st Floor, Martinez, CA 94553. Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time.

**Commissioner Best Practices:**

1. Before 5:30pm, a quorum of 5 Representatives is needed to meet.
2. Call on time and set alarm reminder five minutes before meeting start.
3. Review documents ahead and be ready to participate.
4. Be in a quiet location and limit background noise.
5. Speak one at a time, slowly and clearly.
6. Mute/Unmute your phone accordingly throughout your participation.
7. When logging on, state your name first. This helps identify who is calling to add as a participant.
8. During the conference call, avoid multitasking to avoid being distracted.
9. No side or private Zoom conversations between commissioners.
10. The Chair can re-assign who leads a discussion for any agenda item.
11. A commissioner will serve as a **Timekeeper** to assist Chair during discussions.
12. Managing Director takes meeting notes and advises on Brown Act and Better Government Ordinance.
13. Chair asks for questions after presentations. Introduce yourself and briefly state a comment or question.
14. If a commissioner wants to speak on an item, raise your hand (Zoom icon) or put name in chat. Timekeeper will assist Chair to follow that order.
15. Before approving agenda items, Chair will ask to hear your vote by requesting a "Yes," "No" or "Abstain."
16. The Managing Director listens to your vote. When you hear your name, unmute the phone and respond, "Yes," "No" or "Abstain."
17. Do not leave call or put phone on hold. If called, and no response is heard, you'll be considered "absent."
18. Voting on action items: Chair announces proposed decision.

**Contra Costa County Advisory Body Handbook:**

<https://www.contracosta.ca.gov/DocumentCenter/View/29076/Advisory-Body-Handbook-2020?bidId>

**Contra Costa Television Brown Act Training:** <https://youtu.be/Lna7ch-TylA>

## **Monday April 5, 2021 MEETING AGENDA 5:30-7:30PM (US and Canada) ZOOM Invitation**

### **1. WELCOME/CALL TO ORDER/ROLL CALL/TIMEKEEPER: (3 minutes)**

Meeting called to order and roll call by Chair Ledezma. Commissioner volunteers to be Timekeeper.

### **2. PUBLIC COMMENT: (2 minutes)**

Individuals who would like to address the Arts and Culture Commission of Contra Costa County on relevant matters not listed on the agenda may do so under Public Comment. Public comments cannot result in discussion/action at this meeting.

### **3. ACTION ITEM: APPROVE FEBRUARY 1, 2021 MINUTES: (3 minutes)**

Chair Ledezma leads discussion with Managing Director Jenny Balisle.

**Action:** Approve February 1, 2021 Minutes

**Public Comment:**

**Documents:** February 1, 2021 Minutes

### **4. NEW COMMISSIONER & DISTRICT 5 COMMISSIONER VACANCY: (5 minutes)**

Discussion led by Managing Director Jenny Balisle and shares update on District 5 vacancy. We welcome new Commissioner Grant Taylor!

**At-Large Seats & Alternate Seat process:** Individuals are interviewed and nominated by the Arts & Culture Commission. After the Commission makes a recommendation, the item goes to the Family and Human Services Committee along with all applications that were received/reviewed by the Commission. This committee then nominates an applicant and the item goes to the full Board of Supervisors for approval.

**District Specific Seats:** Are recommended by the applicable District Supervisor and then approved by the Board of Supervisors. **District 5:** Hercules, Martinez, Pittsburg and portions of Pinole and Antioch as well the unincorporated communities of Alhambra Valley, Bay Point, Briones, Rodeo, Pacheco, Crockett, Tormey, Port Costa, Mt. View, Vine Hall, Reliez Valley, and Clyde.

**Public Comment:**

**Documents:** Constant Contact Vacancy 5 and GT Bio

### **5. ACTION ITEM: ALTERNATE RECOMMENDATION (14 minutes)**

Discussion led by Managing Director Jenny Balisle with Senior Management Analyst Monica Carlisle, and Chair Ledezma. In the last 12 months, Alternate Pearl Parmelee Cabrera has missed four meetings (February 2020, June 2020, January 2021, and March 2021). By-laws: "Regular attendance is essential for the Commission to conduct regular business, accomplish annual goals as approved by the Board of Supervisors, and meet funding source program requirements. Any Commissioner who is absent from three (3) regular meetings in a 12-month period, may be asked to resign, unless good cause is shown and approved by the Commission (e.g., work assignment, accident, illness or death of a family member, vacation, or personal illness)."

Recommendation is to vote to remove Alternate Pearl Parmelee Cabrera due to missed absences.

**Public Comment:**

**Action:** Approve Alternate recommendation.

**Documents:** 12/20 By-laws

### **6. ACTION ITEM: BY-LAWS SUBCOMMITTEE (9 minutes)**

Discussion led by Managing Director Jenny Balisle with Commissioner Ben Miyaji and Chair Silvia Ledezma. Recommendation is 2-3 Commissioners form a subcommittee and meet monthly.

**Public Comment:**

**Action:** Approve recommendations and confirm meeting date.

**Documents:** Proposed By-laws Changes

### **7. CAC GRANTS: (5 minutes)**

Discussion led by Managing Director Jenny Balisle shares new grant writing process, submission completions, and LACOG grantee payments with Final Report status.

**Public Comment:**

**Documents:** LACOG Final Report

### **8. 2021-22 BUDGET AND FUNDING PLAN: (14 minutes)**

Discussion led by Managing Director Jenny Balisle highlighting imperative needs if Arts and Culture Commission receives CAC Arts & Cultural Organizations General Operating Relief grant.

**Public Comment:**

**Documents:** SLP Snapshot Survey and 2021-22 Budget & Funding Plan

**9. CULTURAL PLAN COMMITTEE: (13 minutes)**

Chair Ledezma leads discussion with Managing Director Jenny Balisle with Commissioner Miyaji and Commissioner Burrell. Discuss Venture Capital request, updated Arts & Culture Prospectus for Contra Costa County ask with district art project, and timeline including presentation update to the Family and Human Services Committee on March 22, 2021. F&HSC recommendation for future Board of Supervisors presentation (May 18th) and to attend Measure X meetings.

**Public Comment:**

**Documents:** Arts & Culture Prospectus for Contra Costa County & Timeline and Measure X Ordinance

**10. POETRY OUT LOUD: (7 minutes)**

Managing Director Jenny Balisle provides update with Chair Ledezma and Commissioner Mims. Discussion includes POL Virtual Screening and Awards Ceremony, press release, and Board of Supervisors Tony Tamayo video. POL Assistant Coordinator Brennan DeFrisco recommends establishing a California Poets in the Schools Youth Poet Laureate program.

**Public Comment:**

**Documents:** POL Press Release and Youth Poet Laureate Program

**11. VIA GRANT UPDATE: (4 minutes)**

Managing Director Jenny Balisle leads discussion with Commissioner D'Onofrio about April/May workshops, future supplies funding, and Final Report status.

**Public Comment:**

**Documents:** May Workshop Flyer

**12. FRIENDS OF AC5 AND FUNDING: (6 minutes)**

Discussion led by Commissioner Mims with Chair Ledezma and Managing Director Jenny Balisle. Friends of AC5 provides status and recent POL awards donation. Recommendation for Friends of AC5 to provide monthly update with upcoming ABOUTFACE and Youth Advisor funding opportunities.

**Public Comment:**

**Documents:** None

**13. ACTION ITEM: ARTS RECOGNITION AWARDS: (12 minutes)**

Commissioner Wood leads discussion on new categories (including youth) and timeline overview.

**Public Comment:**

**Action:** Approve Commissioner recommendations.

**Documents:** 2021 New Recommended Categories and 20-21 ARA Timeline

**14. COMMUNICATIONS COMMITTEE: (5 minutes)**

Chair Ledezma leads discussion with Commissioner Burrell and Commissioner Kumar. Provide update on social media. Commissioner Miyaji shares podcast idea.

**Public Comment:**

**Documents:** None

**15. ACTION ITEM: COMMISSIONER REPORTS: (13 minutes)**

Commissioner Miyaji leads discussion with Managing Director Jenny Balisle and Chair Ledezma. Recommendation is to make reports written for time management and to follow Brown Act. Commissioners review and discuss Arts Commission Activity Report (ACAR) form to report activities such as community events, outreach, and advocacy. Forms will be due 7 days before scheduled commission meetings. Forms will be put into a report for inclusion in the commission agenda. Since this is a commissioner activity, a commissioner will be asked to collate activity reports.

**Public Comment:**

**Action:** Approve written report process and form.

**Documents:** Arts Commission Activity Report

**16. NEXT MEETING AGENDA ITEM REQUESTS: (2 minutes)**

Chair Ledezma leads discussion.

**Public Comment:**

**Documents:** None

**17. ANNOUNCEMENTS: (3 minutes)**

Commissioners share District art announcements, opportunities, or events.

**Public Comment:**

**Documents:** None

**18. ADJOURN:**

Chair Ledezma calls time when the meeting is adjourned.

**NEXT MEETING: Monday May 3, 2021**