



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

SUPPORTING ALL THE ARTS

Arts and Culture Commission of Contra Costa County 1025 Escobar Street, 4th Floor, Martinez, CA 94553
staff@ac5.cccounty.us www.ac5.org

**Monday September 14, 2020 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: OPEN

Commissioners:

District 2: Beverly Kumar

District 3: OPEN

District 4: Elizabeth Wood

District 5: Tess Snook O'Riva

At-Large-1: Y'Anad Burrell

At-Large-2: OPEN

At-Large-4: Lanita Mims

Alternate: Pearl Parmelee Cabrera

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

Senior Deputy County Administrator, County Administrative Office: Dennis Bozanich

Access to AC5 Agenda and Minutes: <https://www.contracosta.ca.gov/AgendaCenter>

AC5 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.

****AC5 cannot guarantee that its network and/or the site will be uninterrupted.***

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

By Computer, Tablet or Mobile Device: Join from PC, Mac, Linux, iOS or Android

<https://ccccounty-us.zoom.us/j/92456401826>

Password: 472381

Or Telephone:

Dial: +1 253 215 8782 +1 301 715 8592 +1 312 626 6799

+1 346 248 7799 +1 408 638 0968 +1 646 876 9923

+1 669 900 6833

USA 888 278 0254 (US Toll Free) **Conference code:** 786066

Find local AT&T Numbers:

<https://www.teleconference.att.com/servlet/glbAccess?process=1&accessNumber=2532158782&accessCode=786066>

Public comments may be submitted:

1. Via email to 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 651 Pine Street, 10th floor, during normal business hours. 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 multi-tasking 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 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-Ty1A>

**Monday September 14, 2020 MEETING AGENDA
5:30-7:30PM (US and Canada) ZOOM Invitation**

1. WELCOME/CALL TO ORDER/ROLL CALL: (4 minutes)

Meeting called to order and roll call by Chair Ledezma.

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 AUGUST 3, 2020 MINUTES and APRIL 16, 2019 MINUTES: (2 minutes)

Chair Ledezma leads discussion with Managing Directory Jenny Balisle. All minutes need to be approved for Triennial Sunset Review of Appointed Boards, Committees, & Commissions.

Action: Approve August 3, 2020 Minutes and April 16, 2019 Minutes.

Documents: August 3, 2020 Minutes and April 16, 2019 Minutes

4. ACTION ITEM: AGENDA ZOOM BEST PRACTICES, TIMEKEEPER, & AGENDA NEW ITEMS (5 minutes)

Chair Ledezma leads discussion with Managing Director Jenny Balisle.

Commissioners select a Timekeeper.

Documents: September 2020 AC5 Agenda

5. ACTION ITEM: EXECUTIVE COMMITTEE: (5 minutes)

Chair Ledezma leads discussion.

Commissioners elect a Senior Commissioner.

Documents: AC5 By-Laws

6. ACTION ITEM: LACOG (CARES ACT GRANT) TIMELINE, APPLICATION, & ONLINE SUBMISSION (15 minutes)

Discussion led by Managing Director Jenny Balisle. Vote for LACOG Application Review subcommittee (3 commissioners) if more than 20 applications received. Receive feedback on LACOG Application.

Action: Approve and select LACOG Application Review subcommittee.

Documents: LACOG Timeline, Application, and Online Submission along with SLP Cares Relief Fund 2020 State Grant Guidelines, SLP Decision Support Tool Worksheet, Guidance for Current CAC Grantees and Awardees, and CCC Census 2020 Strategic Plan Outreach Mapping.

7. ACTION ITEM: AC5 LOGO and WEBSITE (13 minutes)

Commissioners Burrell and O'Riva lead discussion with Managing Director Jenny Balisle.

Discuss and confirm logo, messaging, website update, and Dropbox.

Documents: AC5 Social Platform

8. ACTION ITEM: COMMISSIONER LAMAR ANDERSON ACKNOWLEDGMENT (7 minutes)

Commissioner Burrell leads discussion with Chair Ledezma.

Discuss and confirm type of acknowledgment including a commissioner writing, recognition in ABOUTFACE program, and closing meeting in Lamar Anderson's memory.

Documents: Lamar Anderson Pamphlet

9. CULTURE PLANNING COMMITTEE REPORT: (7 minutes)

Chair Ledezma leads discussion and Commissioner Burrell.

Documents: Board Order Arts and Cultural Plan FHS

10. VIA GRANT UPDATE: (7 minutes)

Chair Ledezma leads discussion with Commissioner D'Onofrio.

Documents: About Face D'Onofrio August 2020 Report

11. MANAGING DIRECTOR REPORT: (4 minutes)

Discussion led by Managing Director Jenny Balisle.

Documents: August 2020 AC5 MDR

12. COMMISSIONER REPORTS: (10 minutes)

Chair Ledezma leads discussion.

Commissioners provide (written or oral) reports on community events and outreach. Identify existing committees, commissioners who serve, and sending monthly reports.

Documents: Submit to Managing Director to be included in September minutes.

13. ARTS CAFES UPDATE: (8 minutes)

Commissioner Kumar provides update on Virtual Art Cafes.

Documents: None

14. ART PASSAGES: (10 minutes)

Chair Ledezma leads discussion with AC5 Managing Director Jenny Balisle.

Documents: Images

15. ARTS RECOGNITION AWARDS: (7 minutes)

Commissioner Wood leads discussion.

Documents: 2021 New Recommended Categories and 2021 Selecting Arts Recognition Award Judges

16. AC5 PLANNING RETREAT (5 minutes)

Chair Ledezma leads discussion and shares options such as postponing or by Zoom.

Documents: None

17. NEXT MEETING AGENDA ITEM REQUESTS (2 minutes)

Chair Ledezma leads discussion.

Documents: None

18. NEXT STEPS (5 minutes)

Chair Ledezma leads discussion and commissioners summarize tasks for next meeting.

Documents: None

19. ANNOUNCEMENTS (2 minutes)

Commissioners share District art announcements, opportunities, or events.

Documents: None

20. ADJOURN:

Chair Ledezma calls time when meeting is adjourned.

NEXT MEETING: Monday October 5, 2020