



**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
(510) 255-1582 staff@ac5.cccounty.us www.ac5.org

**Monday November 2, 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

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

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

Senior Deputy County Administrator, County Administrative Office: Dennis Bozanich

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: Nov 2, 2020 05:30 PM Pacific Time (US and Canada)

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

<https://cccounty-us.zoom.us/j/99735079960?pwd=RlFaL2xLTEZxSTB3ZTk3RFhnanlQZz09>

Password: 546733

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
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-TyIA>

Monday November 2, 2020 MEETING AGENDA
5:30-7:30PM (US and Canada) ZOOM Invitation

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

Meeting called to order and roll call by Chair Ledezma. Commissioner volunteers to be Timekeeper. Welcome Jordan Fridie to assist with meeting notes!

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 OCTOBER 5, 2020: (3 minutes)

Chair Ledezma leads discussion with Managing Director Jenny Balisle.

Action: Approve October 5, 2020 Minutes.

Documents: October 5, 2020 Minutes

4. ACTION ITEM: TRIENNIAL SUNSET REVIEW (10 minutes)

Managing Director Jenny Balisle leads discussion. The Triennial Sunset Review of Appointed Boards, Committees, & Commissions is **due Dec. 1, 2020** and needs a Commissioner to sign. The purpose of the Triennial Review (every three years) is to provide the Board of Supervisors with information to evaluate the purpose, performance, and effectiveness of the county's boards, committees, and commissions. Staff and chairpersons (have gotten Clerk of the Board approval for any commissioner) of such county bodies are required to complete the Triennial Review Survey and submit materials to the Clerk of the Board's Office by Tuesday, December 1, 2020. Only one survey form should be submitted per body.

Action: Identify a Commissioner to sign Triennial Sunset Review of Appointed Boards, Committees, & Commissions in a timely manner to complete task.

Documents: Triennial Sunset Review of Appointed Boards, Committees, & Commissions

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

Chair Ledezma leads discussion.

Action: Commissioners elect a Senior Commissioner.

Documents: Commission By-Laws

6. ACTION ITEM: COMMISSIONER APPLICATIONS (13 minutes)

Discussion led by Managing Director Jenny Balisle and Chair Ledezma provide update on At-Large applicant interviews and District 3 Vacancy declared at 10/20 Board of Supervisors meeting. Identify documents for Commission Welcome Packet folder in Google Drive.

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.

Action: Review four applications, select choice, and make nomination for At-Large 2 seat to Family & Health Services Committee.

Documents: Interview Notes, Applications, and PJ Shelton Board Order.

7. ACTION ITEM: LACOG (CARES ACT GRANT) APPLICATION SELECTION AND COMMISSIONER PAIRING (20 minutes)

Discussion led by Managing Director Jenny Balisle. Discussion includes outreach strategy, final application scoring, applicant selection, fund allotments, and commissioner pairing.

Action: Commissioners confirm final selections, fund allotments, and commissioner pairing.

Documents: SLP Decision Support Tool Worksheet, LACOG Scoring Sheet, and OC Funding.

8. ACTION ITEM: YOUTH ADVISOR (10 minutes)

Managing Director Jenny Balisle leads discussion with Commissioner Burrell and Commissioner Kumar. Provide update, discuss strategy, and timeline. Managing Director shares Commissioner feedback summary addressing time commitment, # of Youth Advisors, and application draft process.

Youth Advisor options:

1. Only one Youth Advisor (first Youth Advisor nominated, voted, and appointed with every proceeding Youth Advisor selected through open-call process).
2. Only one Youth Advisor (Youth Advisor selected through an open-call process).
3. 2 Youth Advisors: one appointed (through commissioner recommendations then vote) and the other open-call process. This is similar to At-Large and District Commissioner appointing process.

Action: Confirm action, plan, edits, and timeline to finalize Youth Advisor.

Documents: Balisle 2020 AC5 Bylaws Redline Revisions

9. COMMISSIONER LAMAR ANDERSON ACKNOWLEDGMENTS (4 minutes)

Commissioner Burrell leads discussion with Chair Ledezma.

Discussion includes Board of Supervisor meeting adjourned in Anderson's honor, Commissioner Burrell public comment, final LaMar Anderson writing, ABOUTFACE program recognition, and website tribute.

Documents: LaMar Anderson Bio and Board of Supervisors Agenda.

10. ARTS COMMISSION FUNDING RESOURCES and FRIENDS (5 minutes)

Discussion led by Managing Director Jenny Balisle with Chair Ledezma and Commissioner Wood.

Managing Director shares draft website page (Michelangelo D'Onofrio Arts Foundation, Friends of AC5 [501(c)3] and Returning Veterans of Diablo Valley). Start discussion on how to create and highlight partnerships for signature programs along with fundraising ideas such as Friends, corporations, and art auctions.

Documents: Friends of the Library and Danville Heart Auction example.

11. COMMUNICATIONS REPORT SOCIAL MEDIA GUIDELINES (3 minutes)

Commissioner Kumar leads discussion with Managing Director Jenny Balisle. Discuss protocol tips such as "Social Post" in email subject.

Documents: None

12. CULTURE PLANNING COMMITTEE REPORT: (4 minutes)

Chair Ledezma leads discussion with Commissioner Burrell and Managing Director Jenny Balisle.

Google Docs training still available to commissioners and California for the Arts Council Organizational Development Grant will not be offered next year.

Documents: CAC grant pages.

13. VIA GRANT UPDATE: (6 minutes)

Chair Ledezma leads discussion with Commissioner D'Onofrio and Managing Director Jenny Balisle.

Managing Director shares ABOUTFACE meetings, flyers, social media and timeline.

Documents: ABOUTFACE flyer and ABOUTFACE application.

14. ART PASSAGES: (4 minutes)

Chair Ledezma leads discussion with Managing Director Jenny Balisle.

Documents: Art Passages Work Order and Exhibition.

15. COMMISSIONER REPORTS: (9 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 deadline.

Documents: Submit to Managing Director to be included in November Minutes.

16. POETRY OUT LOUD: (3 minutes)

Managing Director Jenny Balisle provides update.

Documents: POL November Update

17. ARTS CAFES UPDATE: (4 minutes)

Commissioner Burrell provides update with Managing Director Jenny Balisle on Virtual Art Cafes.

Managing Director Jenny Balisle asked Carolyn Considine to discuss project, collaboration, and LaMar

Anderson dedication at January 2, 2021 meeting. Her project was shared on California Arts Council website.

Documents: None

18. ARTS RECOGNITION AWARDS: (3 minutes)

Commissioner Wood leads discussion.

Documents: None

19. MANAGING DIRECTOR REPORT: (3 minutes)

Discussion led by Managing Director Jenny Balisle.

Documents: October 2020 MDR

20. NEXT MEETING AGENDA ITEM REQUESTS (2 minutes)

Chair Ledezma leads discussion.

Documents: None

21. FOLLOW-UP ITEMS (3 minutes)

Managing Director leads discussion and confirms follow-up tasks and commissioner tasks.

Documents: None

22. ANNOUNCEMENTS (2 minutes)

Commissioners share District art announcements, opportunities, or events.

Documents: Alternate Pearl Parmelee Cabrera images

23. ADJOURN:

Chair Ledezma calls time when meeting is adjourned.

NEXT MEETING: Monday January 4, 2021