



**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 May 3, 2021 ARTS & CULTURE PROSPECTUS SUBCOMMITTEE**

**MEETING AGENDA**

**4:30PM-5:15PM (US and Canada) ZOOM Invitation**

**Committee Chair: District 1:** Silvia Ledezma  
**Senior Commissioner: At-Large-1:** Y'Anad Burrell  
**Commissioners:**  
**At-Large-2:** Ben Miyaji

**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 & Culture Prospectus Subcommittee

**Time:** May 3, 2021 04:30 PM Pacific Time (US and Canada)

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

<https://cccounty-us.zoom.us/j/84763754406?pwd=cG9XQyt6T1kyaURldXp6dJTBVJudz09>

**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 May 3, 2021 MEETING AGENDA 4:30PM-5:15PM (US and Canada) ZOOM Invitation**

**1. WELCOME/CALL TO ORDER/ROLL CALL/TIMEKEEPER: (2 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 April 5, 2021: (3 minutes)**

Chair Ledezma leads discussion with Managing Director Jenny Balisle.

**Action:** Approve April 5, 2021 Minutes

**Public Comment:**

**Documents:** April 5, 2021 Minutes

**4. BOS PRESENTATION: (7 minutes)**

Managing Director Jenny Balisle shares an update for tentative May 18th Board of Supervisors presentation including expectations and format. At a 3/22/21 Family and Human Services Committee (F&HSC) Presentation, the F&HSC recommended a Board of Supervisors presentation (May 18th) and to attend Measure X meetings.

**Public Comment:**

**Documents:** Measure X Members

**5. DRAFT ACPCCC RFQ: (15 minutes)**

Managing Director Jenny Balisle discusses draft *Arts and Culture Prospectus of Contra Costa County Request for Qualifications*. The County Administration Office has inquired about a Contra Costa County Equity Statement. Managing Director recommends collaboration with the Office of Racial Equity and Social Justice and confirm if requirement for the *Arts and Culture Prospectus of Contra Costa County Request for Qualifications*.

**Public Comment:**

**Documents:** Draft ACPCCC RFQ and West Hollywood Cultural Equity Statement

**6. TIMELINE & STAKEHOLDERS REVIEW: (10 minutes)**

Managing Director Jenny Balisle leads discussion with Chair Ledezma, Commissioner Burrell, and Commissioner Miyaji discuss next planning steps, stakeholders list, and commissioner participation template.

**Public Comment:**

**Documents:** Arts & Culture Prospectus for Contra Costa County & Timeline

**7. NEXT STEPS: (6 minutes)**

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

**Public Comment:**

**Documents:** None

**8. ADJOURN:**

Chair Ledezma calls time when the meeting is adjourned.

**NEXT MEETING: Monday June 7, 2021**