



**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
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**Monday May 3, 2021 ARTS & CULTURE PROSPECTUS SUBCOMMITTEE
MEETING MINUTES**

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

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

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

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.

SUMMARY: Chair District 1 Silvia Ledezma calls meeting to order at 4:31pm.

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.

SUMMARY: No public comments or emails received.

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: None

Documents: April 5, 2021 Minutes

MOTION MADE: At-Large-2: Ben Miyaji makes motion to approve April 5, 2021 Minutes.

MOTION SECONDED: Chair District 1 Silvia Ledezma

AYES: Chair District 1: Silvia Ledezma, Senior Commissioner: At-Large-1: Y'Anad Burrell, and At-Large-2: Ben Miyaji

NOES:

ABSENT:

ABSTAIN:

SUMMARY: Motion passes.

DISCUSSION: None

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: None

Documents: Measure X Members

SUMMARY:

Managing Director Jenny Balisle provided the Board of Supervisors May 18th presentation and script drafts to the County Administrator's Office for review. Once approved, a video will be created to be submitted for the May 18th Board of Supervisors presentation. Managing Director will be available before/after the video for questions and comments. Managing Director Jenny Balisle attended the April 13th Measure X meeting in which positions were selected, members introduced, and guidelines discussed.

5. DRAFT ACPCCC RFQ: (15 minutes)

Managing Director Jenny Balisle discusses the 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 confirms the requirement for the *Arts and Culture Prospectus of Contra Costa County Request for Qualifications*.

Public Comment: None

Documents: Draft ACPCCC RFQ and West Hollywood Cultural Equity Statement

SUMMARY:

Managing Director Jenny Balisle worked with Senior Management Analyst Monica Carlisle on an *Arts and Culture Prospectus of Contra Costa County Request for Qualifications*. Proposed release date would be May 24th through BidSync. Senior Deputy County Administrator Dennis Bozanich shared an article in which West Hollywood City Council approved a Cultural Equity Statement for the Arts and Cultural Affairs Commission. This is a resource for a Cultural Equity Statement for Contra Costa County. This ask has been included in the *Arts and Culture Prospectus of Contra Costa County Request for Qualifications*.

Senior Commissioner: At-Large-1: Y'Anad Burrell inquired about the \$30,000 budget amount and if more funds were available. In addition, it's important to attract diverse respondents through BidSync. For example, the RFQ should be passed through colleagues also.

At-Large-2: Ben Miyaji stressed the importance of getting the RFQ to our networks. In the past, the Managing Director position was listed on the website. The RFQ could be shared with Contra Costa County Commissions. He suggested that there be three current members of the Arts and Culture Commission on the Review Panel. Page 15 ACP RFQ: "The review panel will be comprised of two representatives from the County Administrator's Office and up to two current members of the Arts and Culture Commission who are selected by the Commission to represent the Commission on the Review Panel."

Chair District 1: Silvia Ledezma shared the BidSync process and suggested only sending to Contra Costa County Commissions only.

Senior Commissioner: At-Large-1: Y'Anad Burrell shared the Managing Director process including two days of interviewing and possible Arts Commission website listing. She agreed that social media, website, and Constant Contact outreach would be helpful.

Chair District 1: Silvia Ledezma, Senior Commissioner: At-Large-1: Y'Anad Burrell, and At-Large-2: Ben Miyaji agreed to the ACPCCC RFQ revision of **three** current members instead of **two**:

Final: "The review panel will be comprised of two representatives from the County Administrator's Office and three current members of the Arts and Culture Commission who are selected by the Commission to represent the Commission on the Review Panel."

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: None

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

SUMMARY:

Managing Director Jenny Balisle asks for clarification on the process on how to get the entire Commission involved in providing cultural stakeholder information. Suggestion is to create a Commissioner Action Plan: contact Supervisor and ask for cultural stakeholder recommendations; Commissioners recommend at least 5 cultural stakeholders a month for the next 3 months.

Current Commissioners and Supervisors:

Committee Chair: District 1: Silvia Ledezma: Supervisor John M. Gioia

Vice-Chair: At-Large-3: Joan D'Onofrio District 4: Supervisor Karen Mitchoff

Senior Commissioner: At-Large-1: Y'Anad Burrell:Supervisor John M. Gioia
Commissioners:

District 2: Beverly Kumar: Supervisor Candance Anderson

District 3: Grant Taylor: Supervisor Diane Burgis

District 4: Elizabeth Wood: Supervisor Karen Mitchoff

At-Large-2: Ben Miyaji District 5: Supervisor Federal D. Glover

At-Large-4: Lanita Mims: District 3 Supervisor Diane Burgis

At-Large-2: Ben Miyaji: Suggested that a Commissioner be assigned to each Supervisor. Then a quarterly or biannual meeting/contact to share art updates and advocacy. For example, At-Large-2: Ben Miyaji communicates with Congressman DeSaulnier the importance of the arts.

Managing Director Jenny Balisle inquires if there has been a history of past Commissioner engagement with Supervisors. Chair District 1: Silvia Ledezma and Senior Commissioner: At-Large-1: Y'Anad Burrell indicate that there was no history.

Chair District 1: Silvia Ledezma agrees with creating a Commissioner Action Plan.

Senior Commissioner: At-Large-1: Y'Anad Burrell indicates that it will be determined if an easy lift with capacity and how it can manifest as the plan moves forward.

7. NEXT STEPS: (6 minutes)

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

Public Comment: None

Documents: None

SUMMARY:

Managing Director Jenny Balisle will send Commissioner Action Plan draft to ACP Subcommittee members.

Chair District 1: Silvia Ledezma suggests change of day and time for ACP subcommittee and will wait on Arts Commission change day/time agenda item summary.

Senior Commissioner: At-Large-1: Y'Anad Burrell can accommodate the ACP subcommittee if on the same day of the Arts and Culture Commission meeting.

At-Large-2: Ben Miyaji can accommodate a later ACP subcommittee time.

8. ADJOURN:

Chair Ledezma calls time when the meeting is adjourned at 5:19 pm.

NEXT MEETING: Monday June 7, 2021