



**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 October 5, 2020 MINUTES
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.*

Commissioners Present:

Chair: District 1: Silvia Ledezma

Vice-Chair: At-Large-3: Joan D'Onofrio

Commissioners:

District 2: Beverly Kumar

District 4: Elizabeth Wood

At-Large-1: Y'Anad Burrell

At-Large-4: Lanita Mims

Alternate: Pearl Parmelee Cabrera

Commissioners Absent: District 5: Tess Snook O'Riva

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

Guests/Visitors Present: N/A

**Monday October 5, 2020 MINUTES
5:30-7:30PM (US and Canada) ZOOM Invitation**

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

SUMMARY: Chair District 1 Silvia Ledezma calls meeting to order at 5:39pm. Commissioner Alternate Pearl Parmelee Cabrera 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.

SUMMARY: No public comments or emails received.

3. ACTION ITEM: APPROVE SEPTEMBER 14, 2020, AUGUST 3, 2020 MINUTES, and APRIL 16, 2019 MINUTES: (4 minutes)

Chair Ledezma leads discussion with Managing Director Jenny Balisle. Minutes need approval for Triennial Sunset Review of Appointed Boards, Committees, & Commissions.

Action: Approve September 14, 2020, August 3, 2020 Minutes, and April 16, 2019 Minutes.

Documents: September 14, 2020, August 3, 2020 Minutes, and April 16, 2019 Minutes.

DISCUSSION:

Commissioners inquired about the history of the September 14, 2020, August 3, 2020 Minutes, and April 16, 2019 Minutes. Managing Director Jenny Balisle indicated that minutes needed approval for the Triennial Sunset Review of Appointed Boards, Committees, & Commission and to be uploaded on the Contra Costa County's Agenda Center website. In addition, she shared the by-laws "Alternate" definition indicating that Alternate Pearl Parmelee Cabrera will assist with the achievement of quorum. Also, the alternate may sit and vote for any absent member or a vacant seat. The Managing Director Jenny Balisle is looking for an individual (youth interested in the arts) to take notes and pay them personally for each monthly meeting (no August or December). Her hope is that this leads to internship approval next year.

MOTION MADE: Commissioner Alternate Pearl Parmelee Cabrera makes motion to approve September 14, 2020, August 3, 2020 Minutes, and April 16, 2019 Minutes.

MOTION SECONDED: Commissioner At-Large-4 Lanita Mims

AYES: Chair District 1 Silvia Ledezma, Vice-Chair At-Large-3 Joan D'Onofrio, Commissioner District 2 Beverly Kumar, Commissioner District 4 Elizabeth Wood, Commissioner At-Large-1 Y'Anad Burrell, Commissioner At-Large-4 Lanita Mims, and Commissioner Alternate Pearl Parmelee Cabrera.

NOES:

ABSENT: Commissioner District 5: Tess Snook O'Riva

ABSTAIN:

SUMMARY: Motion passes.

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

Chair Ledezma leads discussion.

Commissioners elect a Senior Commissioner.

Documents: Commission By-Laws

DISCUSSION: Agenda item to be put on hold till next month when Commissioner District 5 Tess Snook O'Riva is present.

5. ACTION ITEM: COMMISSIONER APPLICATIONS (5 minutes)

Discussion led by Managing Director Jenny Balisle and provides update on applications/vacancies.

4 applications received: (District 1, Supervisorial District 3 with address 2, District 2, and District 5). At-Large 2 Vacancy Approved (LaMar Anderson) and District 3 (Petural PJ Shelton) needs vacancy declared. Identify a Commission Welcome Packet.

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

Documents: C Vacancy At Large 2 Approval and 4 Applications.

DISCUSSION:

Managing Director Jenny Balisle shared that four applications were received: Anna Smith (District 1), Naina Shastri (Supervisorial District 3 but address is 2), Patrick Gutierrez (District 2), and Ben Miyaji (District 5). There are two current vacancies: At-Large 2 (formerly held by LaMar Anderson) vacancy approved Sept. 15th Board of Supervisors meeting and District 3 (formerly held by Petural PJ Shelton who moved out of district).

The four current applicants are applying for the At-Large 2 position. For the District 3 vacancy: The Clerk of the Board requested a resignation letter from Petural PJ Shelton and request has been made.

In addition, Managing Director shared the At-Large Seats & Alternate Seat process. Individuals are interviewed and nominated by the Arts & Culture Commission. After Commission makes 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.

Commissioner Alternate Pearl Parmelee Cabrera inquired if November 2nd commission meeting could be delayed one week due to upcoming election. Managing Director Jenny Balisle indicated that there's a short timeline/turnaround due to LACOG CARES Act and applicant process.

Commissioner At-Large-1 Y'Anad Burrell suggested that a subcommittee be formed to interview the applicants. Chair District 1 Silvia Ledezma indicated that she would serve with Commissioner At-Large-1 Y'Anad Burrell on the subcommittee. Managing Director Jenny Balisle would verify with Clerk of the Board, identify an interview process, notify applicants, and start the process.

MOTION MADE: Commissioner At-Large-1 Y'Anad Burrell moves that subcommittee (including herself and Chair District 1 Silvia Ledezma) to interview applicants and report back at the next Arts and Culture Commission of Contra Costa County meeting.

MOTION SECONDED: Commissioner District 4 Elizabeth Wood

AYES: Chair District 1 Silvia Ledezma, Vice-Chair At-Large-3 Joan D'Onofrio, Commissioner District 2 Beverly Kumar, Commissioner District 4 Elizabeth Wood, Commissioner At-Large-1 Y'Anad Burrell, and Commissioner Alternate Pearl Parmelee Cabrera.

NOES:

ABSENT: Commissioner District 5: Tess Snook O'Riva and Commissioner At-Large-4 Lanita Mims

ABSTAIN:

SUMMARY: Motion passes.

6. LACOG (CARES ACT GRANT) TIMELINE, APPLICATION, OUTREACH STRATEGY, and TOWN HALL FORMAT & QUESTIONS (13 minutes)

Discussion led by Managing Director Jenny Balisle. Share Arts Commission Managing Director Calendar, Google Voice phone number, and Logo Design.

Documents: LACOG Timeline, Application, Outreach Strategy, and Town Hall Format & Questions.

SUMMARY:

Managing Director Jenny Balisle shared latest update including prospective LACOG questions/comments including CARES Act fund amount (only \$14,000), Managing Director Calendar, and Town Hall Format & Questions. The LACOG grant was featured in *The East Bay Times*:

<https://www.eastbaytimes.com/2020/10/04/curtain-calls-theatre-rhinoceros-to-present-debut-of-georgia/>

Managing Director personally reached out to RYSE Center, Richmond Art Center, Leshner Center for the Arts, Contra Costa Civic Theatre, Village Theatre and Art Gallery, Bedford Gallery, Richmond Museum of History and Culture, Las Juntas – East Bay Artists Guild, Los Cenzontles Cultural Arts Academy, Diablo Ballet, and Rich City Kids.

Commissioner At-Large-1 Y'Anad Burrell stressed the importance of understanding the State Local Partner (SLP) role in Contra Costa County and comparing counties in grant size, concept, demographics, and comparable granting sources. Chair District 1 Silvia Ledezma indicated that the Richmond Arts and Culture Commission Neighborhood Mini-Grants funding source is different and we must expand our outreach to a plan that truly engages the entire community. Commissioner District 4 Elizabeth Wood shared the challenges of identifying qualifying organizations in her District. Managing Director Jenny Balisle indicated that having organization examples from each District helps in attracting higher grant funds in future applications.

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

Commissioner Burrell leads discussion with Chair Ledezma.

Confirm LaMar Anderson writing, ABOUTFACE program recognition, images, and website tribute.

Action: Approve tribute to be placed on website.

Documents: Commissioner D'Onofrio Report ABOUTFACE FORMAT PLANNING and images.

DISCUSSION:

Commissioner At-Large-1 Y'Anad Burrell will be making a statement at a Board of Supervisors meeting and requested dates from Managing Director Jenny Balisle. Vice-Chair At-Large-3 Joan D'Onofrio shared her LaMar Anderson writing for ABOUTFACE and commissioners were impressed. Commissioner Alternate Pearl Parmelee Cabrera suggested a certificate of recognition be created. For the Arts and Culture Commission of Contra Costa County website, commissioners suggested that a past retreat photo (with roses) be used and placement be in November coinciding with Veterans Day. Commissioner At-Large-1 Y'Anad Burrell and Managing Director Jenny Balisle will work together on a Certificate.

MOTION MADE: Commissioner At-Large-1 Y'Anad Burrell makes motion that Arts and Culture Commission of Contra Costa County use Commissioner Vice-Chair At-Large-3 Joan D'Onofrio writing, LaMar Anderson photo (with hat and rose) be used, sent final tribute to Chair District 1 Silvia Ledezma to share with LaMar Anderson's wife, post Facebook tribute, and acknowledgment start in November.

MOTION SECONDED: Commissioner Alternate Pearl Parmelee Cabrera

AYES: Chair District 1 Silvia Ledezma, Vice-Chair At-Large-3 Joan D'Onofrio, Commissioner District 2 Beverly Kumar, Commissioner District 4 Elizabeth Wood, Commissioner At-Large-1 Y'Anad Burrell, and Commissioner Alternate Pearl Parmelee Cabrera.

NOES:

ABSENT: Commissioner District 5: Tess Snook O'Riva and Commissioner At-Large-4 Lanita Mims

ABSTAIN:

SUMMARY: Motion passes.

8. COMMUNICATIONS REPORT SOCIAL MEDIA GUIDELINES (10 minutes)

Commissioner Kumar leads discussion with Managing Director Jenny Balisle.

Discuss Social Media Plan, latest website updates (SM icons added), and artist calls.

SUMMARY:

Commissioner At-Large-1 Y'Anad Burrell exits meeting. Commissioner District 2 Beverly Kumar shared her impressive work on the Social Media Plan including a Mission Statement, Goals, Post Examples (with images), how to request posting (SOCIAL POST in subject), District Information, District Organizations/Partners/Influencers, Hastags, and Logo consistency/rebranding. Reference AC5 FB&INSTA document.

9. ARTS COMMISSION FUNDING RESOURCES (7 minutes)

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

Clarify information for Triennial Sunset Review of Appointed Boards, Committees, & Commissions.

Documents: Michelangelo D'Onofrio Arts Foundation, Friends of AC5 [501(c)3] and Returning Veterans of Diablo Valley image and Triennial Sunset Review of Appointed Boards, Committees, & Commissions.

SUMMARY:

Managing Director Jenny Balisle shared Contra Costa County Library website featuring Friends and Foundations (<https://ccclib.org/friends-and-foundations/>). Commissioner District 4 Elizabeth Wood suggested to identify big corporations or companies throughout Contra Costa County. She also said to start looking in Districts and start identifying them with contract information. Chair District 1 Silvia Ledezma shared her experience with the Richmond library. Alternate Pearl Parmelee Cabrera shared the example of Friends of the Pinole library due to personal experience. Commissioner District 4 Elizabeth Wood indicated that an Arts Recognition Awards dinner/reception, Friends of AC5 raised funds for Poetry Out Loud and ABOUTFACE. In addition, Commissioner District 5: Tess Snook O'Riva is part of Friends of AC5. Commissioner District 2 Beverly Kumar shared a San Ramon School District example how Chevron donated \$16,000 one year to support STEM programs. Managing Director Jenny Balisle stated this was an opportunity to support signature programs while highlighting partners on website (with information/links) similar to the Contra Costa County Library.

10. CULTURE PLANNING COMMITTEE REPORT: (6 minutes)

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

Set Google Docs training and next steps!

Chair Ledezma leads discussion and Commissioner Burrell.

Documents: None

SUMMARY:

Managing Director Jenny Balisle shares that a Google Drive has been created with Cultural Plan folder. In addition, the Cultural Plan is important for future goals, research, and information. Chair District 1 Silvia Ledezma suggested that José Rivera's resume be added to the Google Drive. Commissioner District 4 Elizabeth Wood stated to make sure Historical Societies are added due to their extensive data.

11. YOUTH COMMISSIONER (7 minutes)

Commissioner Burrell and Commissioner Kumar lead discussion with Managing Director Jenny Balisle.

Provide update, discuss strategy, and timeline.

Documents: 2020 AC5 Bylaws Redline Revisions

SUMMARY:

Managing Director share the latest 2020 AC5 Bylaws Redline Revisions document, discussed revisions expanding to each district, and stressed the importance of Commissioners keeping commitments.

Chair District 1 Silvia Ledezma recommended an open call for each commissioner and district. Vice-Chair: At-Large-3: Joan D'Onofrio pointed out that the language is Youth Advisor (not commissioner). Also, Commissioner District 4 Elizabeth Wood stated that having a Youth Advisor might extend volunteer hours past twenty hours a week. Commissioner District 2 Beverly Kumar referenced a document from a year ago in which she would mentor and champion Carolyn Considine Kumar and agreed with youth advisor if commissioners could take on responsibility. Commissioner District 4 Elizabeth Wood indicated that minors entering platforms like Zoomaru would have to be supervised and legal issues considered. In addition, keep updated edits clear, concise, and simple due to many years of experience writing by-laws. Chair District 1 Silvia Ledezma recommends that Managing Director Jenny Balisle make edits and sends to commissioners for input.

12. RETREAT UPDATE (5 minutes)

Chair Ledezma with Managing Director leads discussion and shares update.

Zoom, CARES Act Timeline, and Recommendation. Identify past planning retreat document along with what needs to be done, input, and ideas.

Documents: None

SUMMARY:

Managing Director shared that Dennis Bozanich (Senior Deputy County Administrator) indicated that David Twa (County Administrator and Clerk of the Board) said no in person meetings until June 30th. At that date, it will be reevaluated. Mr. Bozanich stated that the Arts and Culture Commission should revisit Retreat scheduling to be held in Quarter 3 or 4 of 2021.

13. VIA GRANT UPDATE: (6 minutes)

Chair Ledezma leads discussion with Commissioner D'Onofrio and Managing Director Jenny Balisle. Discuss update and LaMar Anderson tribute.

Documents: About Face D'Onofrio October 2020 Report

SUMMARY:

Managing Director Jenny Balisle shared ABOUTFACE PowerPoint Presentation and introduction between Victoria Bianco and Jeffrey Geronimo. Last week, she created contract drafts with final approval/edits with Dennis Bozanich (Senior Deputy County Administrator). Contracts were sent out.

Vice-Chair: At-Large-3: Joan D'Onofrio is working on getting speaking engagements (with groups) through her Rotary and Veterans Day is in November. She suggested using brochures to put LaMar Anderson's dedication and to check funding. Chair District 1 Silvia Ledezma will provide names for Vice-Chair: At-Large-3: Joan D'Onofrio. Commissioner District 4: Elizabeth Wood indicated in the past this came out of the Arts and Culture Commission of Contra Costa County's budget. Commissioner District 2 Beverly Kumar said to contact Assembly members to promote ABOUTFACE. Commissioner District 4: Elizabeth Wood will share politician information. Chair District 1 Silvia Ledezma indicated that John Gioia is a positive contact for ABOUTFACE.

14. MANAGING DIRECTOR REPORT: (4 minutes)

Discussion led by Managing Director Jenny Balisle.

Documents: September 2020 MDR

SUMMARY:

Managing Director Jenny Balisle shared month's work, outreach, and advocacy.

Reference Balisle MD Report October 2020.

15. COMMISSIONER REPORTS: (11 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 October Minutes.

Commissioner D'Onofrio Report ABOUTFACE FORMAT PLANNING and Commissioner Kumar Report.

SUMMARY:

Chair District 1 Silvia Ledezma: County Guidelines (no display) going virtual Art Passages contacted potential exhibitors forwarded information (cleanup website design) similar to Arts Café. Commissioner Kumar offered assistance with a clear vision.

Vice-Chair At-Large-3 Joan D'Onofrio Document reference: *CR D'Onofrio ABOUTFACE FORMAT PLANNING*.

Commissioner District 2 Beverly Kumar Document reference: *CR Kumar*.

Commissioner District 4 Elizabeth Wood: Will send update. Looking for a dance teacher.

Commissioner At-Large-1 Y'Anad Burrell: N/A

Commissioner At-Large-4 Lanita Mims: N/A

Commissioner Alternate Pearl Parmelee Cabrera: N/A

Commissioner District 5: Tess Snook O'Riva: N/A

16. POETRY OUT LOUD: (3 minutes)

Managing Director Jenny Balisle provides update.

Documents: POL October Update

SUMMARY: Managing Director Jenny Balisle shared POL update. Document reference: *POL October Update*. Chair District 1 Silvia Ledezma indicated that Kennedy High School in Richmond should be contacted due to interest and having additional facilities like silkscreen t-shirts.

17. ARTS CAFES UPDATE: (5 minutes)

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

Carolyn Considine project idea, collaboration, and LaMar Anderson dedication.

Documents: None

SUMMARY:

Managing Director Jenny Balisle noted that Commissioner At-Large-1 Y'Anad Burrell will lead all future discussions on ARTS CAFES UPDATES. In addition, she shared Carolyn Considine's latest concept and project. She will create a time-lapse video of four youth artists sharing the creative process over a day or two of painting. In a parking lot, artists have access to paint on a large canvas. She's collaborating with Jennifer Perlmutter gallery (Lafayette) to assemble the Contra Costa County high school artists to paint for a day while encouraging the artistic process. This would include artist interviews to be posted as a video on Facebook page. The completed artwork might be displayed in a CCC building (Department of Education) or at Jennifer Perlmutter's Gallery. In addition, she's organizing another Facebook Live Zoom panel/roundtable discussion and the dedication would include a LaMar Anderson quote.

18. ART PASSAGES: (4 minutes)

Chair Ledezma leads discussion with Managing Director Jenny Balisle.

Documents: None

SUMMARY:

Managing Director Jenny Balisle summarized Dennis Bozanich's (Senior Deputy County Administrator) comments: "The display cases are still not finished and completion is on a long list of project items. The new County Administration building is only open for essential government functions. Individuals not conducting essential government business are prohibited. Generally at this time, we anticipate that these access limits will continue through mid-2021 including continued virtual meetings of the Board of Supervisors. Physical art exhibits are not essential and should be considered for online exhibits."

Chair confirmed going virtual.

19. ARTS RECOGNITION AWARDS: (3 minutes)

Commissioner Wood leads discussion.

Documents: None

SUMMARY:

Commissioner District 4 Elizabeth Wood encouraged Commissioners to read last month's information to confirm process (by January). Commissioner District 2 Beverly Kumar would be happy to help with the Youth Awards.

20. NEXT MEETING AGENDA ITEM REQUESTS (2 minutes)

Chair Ledezma leads discussion.

Documents: None

SUMMARY:

Managing Director Jenny Balisle:

Chair District 1 Silvia Ledezma: Arts and Culture Commission of Contra Costa County logo.

Vice-Chair At-Large-3 Joan D'Onofrio:

Commissioner District 2 Beverly Kumar:
Commissioner District 4 Elizabeth Wood: Cultural Plan, Art Recognition Awards, and Zoomaru.
Commissioner At-Large-1 Y'Anad Burrell:
Commissioner At-Large-4 Lanita Mims:
Commissioner Alternate Pearl Parmelee Cabrera:
Commissioner District 5: Tess Snook O'Riva:

21. FOLLOW-UP ITEMS (5 minutes)

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

Documents: None

SUMMARY:

Managing Director Jenny Balisle: Zoomaru, LaMar Anderson, Cultural Plan Google Drive, and Youth Advisor language.

Chair District 1 Silvia Ledezma:

Vice-Chair At-Large-3 Joan D'Onofrio:

Commissioner District 2 Beverly Kumar: Social Media

Commissioner District 4 Elizabeth Wood:

Commissioner At-Large-1 Y'Anad Burrell:

Commissioner At-Large-4 Lanita Mims:

Commissioner Alternate Pearl Parmelee Cabrera:

Commissioner District 5: Tess Snook O'Riva:

22. ANNOUNCEMENTS (2 minutes)

Commissioners share District art announcements, opportunities, or events.

Documents: The Valley Sunrise

SUMMARY:

Chair District 1 Silvia Ledezma shared two great drawing exhibits at the SFMOMA and the de Young museum.

Commissioner District 4 Elizabeth Wood: The Bedford Gallery in Walnut Creek is opening again.

Commissioner District 2 Beverly Kumar: Starting on Oct. 15th the Hearts of Danville will be auctioned off!

Commissioner Alternate Pearl Parmelee Cabrera: Shared how Academy of Art University beatified Mission Street utility boxes in San Francisco and was featured on NBC News.

23. ADJOURN:

Chair Ledezma calls time when meeting is adjourned.

SUMMARY: Chair District 1 Silvia Ledezma adjourned meeting 7:52pm.

NEXT MEETING: Monday November 2, 2020