



**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 October 5, 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: Oct 5, 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 October 5, 2020 MEETING AGENDA
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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.

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 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

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

Chair Ledezma leads discussion.

Commissioners elect a Senior Commissioner.

Documents: Commission By-Laws

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.

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.

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.

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.

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.

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

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

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

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

14. MANAGING DIRECTOR REPORT: (4 minutes)

Discussion led by Managing Director Jenny Balisle.
Documents: September 2020 MDR

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, Commissioner Kumar Report,

16. POETRY OUT LOUD: (3 minutes)

Managing Director Jenny Balisle provides update.
Documents: POL October Update

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

18. ART PASSAGES: (4 minutes)

Chair Ledezma leads discussion with Managing Director Jenny Balisle.
Documents: None

19. ARTS RECOGNITION AWARDS: (3 minutes)

Commissioner Wood leads discussion.
Documents: None

20. NEXT MEETING AGENDA ITEM REQUESTS (2 minutes)

Chair Ledezma leads discussion.
Documents: None

21. FOLLOW-UP ITEMS (5 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: The Valley Sunrise

23. ADJOURN:

Chair Ledezma calls time when meeting is adjourned.

NEXT MEETING: Monday November 2, 2020