



Contra  
Costa  
County

To: Board of Supervisors

From: INTERNAL OPERATIONS COMMITTEE

Date: November 29, 2022

Subject: Appointments to the Ad Hoc Arts Council Steering Committee

**RECOMMENDATION(S):**

APPOINT the following individuals to the Ad Hoc Arts Council Steering Committee:

1. Najari Smith (District I)
2. Janet Berckefeldt (District II)
3. Germaine McCoy (District III)
4. Arlene Kikkawa-Nielsen (District IV)
5. Ben Miyaji (District V)
6. Nilofar Gardezi (non-profit foundation)
7. Margot Melcon (non-profit foundation)

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The Arts and Culture Commission of Contra Costa County (also known as AC5) was established in 1994 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,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☒ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **11/29/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor

Candace Andersen, District II  
Supervisor

Diane Burgis, District III Supervisor

Karen Mitchoff, District IV  
Supervisor

Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 29, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Lara DeLaney, (925)  
655-2057

cc:

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 mission of the Commission was to promote arts and culture as a vital element in the quality of life for all citizens of Contra Costa County.

While AC5's work was instrumental in the development and support of numerous vital arts and culture programs and initiatives over the years, the organizational structure was ultimately deemed not as constructive to the mission as a public-private partnership Arts Council could be.

## BACKGROUND: (CONT'D)

On March 29, 2022, the Board of Supervisors dissolved the Arts and Culture Commission and directed County Administration staff to procure or establish a nonprofit public-private partnership Arts Council for the county, to serve as the county's State-Local Partner (SLP) with the California Arts Council (CAC).

On [August 2, 2022](#), the Board of Supervisors referred to the Internal Operations (IO) Committee the establishment of an Ad Hoc Arts Council Steering Committee. At its September 12, 2022 meeting, the Internal Operations (IO) Committee (Chair Burgis, Vice Chair Andersen) supported the establishment of a seven-member Ad Hoc Arts Council Steering Committee and directed staff to commence an application period for applicants to the Committee.

On [September 20, 2022](#), the Board of Supervisors voted to establish the Ad Hoc Arts Council Steering Committee and approved its mission and committee composition. The mission of the Ad Hoc Arts Council Steering Committee is to guide the County's arts and cultural planning efforts through an inclusive community engagement process; provide input and collaboration with County staff and the consultant on the Arts Council procurement or establishment process; ensure diversity, equity, and inclusion throughout the process and outcomes; and listen to the community.

The Ad Hoc Arts Council Steering Committee will consist of up to seven members, representing the geographic and demographic diversity of the county, including representatives from the following:

- Former Contra Costa Arts & Culture Commissioners and/or Managing Directors
- Representatives of County departments with interest in arts and culture
- Members of local arts and culture commissions/committees/foundations
- Artists and representatives of local arts and culture organizations
- Municipalities and Chambers of Commerce leaders
- School District Representatives and leaders of education
- Members of the LGBTQ+ community
- Black, Indigenous and People of Color

On September 20, 2022, staff issued a Press Release (in English and Spanish) and distributed it along with a recruitment flyer (in English and Spanish) to recruit for the seven (7) seats on the Ad Hoc Arts Council Steering Committee. The Press Release and recruitment flyer were sent to local artists and arts and cultural organizations, through the communication networks and social media platforms maintained by the County Office of Communication and Media, via Board of Supervisors' newsletters, and other relevant outreach mailing lists and social media platforms maintained by County staff.

As of October 11, 2022, a total of 13 applications were received. All applicants were invited to participate in the public interviews with the Internal Operations Committee on

October 17, 2022. In addition, on October 13, 2022, another application was received which was past the deadline of October 11. Staff from the Clerk of the Board's Office also notified County Administrator staff that another timely application was submitted by mail on October 1 but was not included in the original 13 applications due to misstatement of the name of the Committee that the applicant was applying for. At the October 17, 2022 IO Committee meeting, due to the issues with the late application, one timely application missing from the agenda packet, and the applicant pool not including any District 3 residents, the IO Committee directed staff to extend the recruitment period for at least another two weeks, encourage District 3 residents to apply, and bring the matter back to the IO Committee at its November meeting.

After the October 17, 2022 IO Committee meeting, staff released an updated press release and recruitment flyer (in both English and Spanish) through various channels of communication networks and social media platforms. As of the deadline of November 11, 2022, a total number of [22 applications](#) were received. All applicants were invited to participate in the meeting with the IO Committee on November 21, 2022.

At their November 21, 2022 Internal Operations Committee meeting, the Committee had considered the applications, interviewed applicants, and recommended that the Board of Supervisors appoint the following individuals to the Ad Hoc Arts Council Steering Committee:

1. Najari Smith (District I)
2. Janet Berckefeldt (District II)
3. Germaine McCoy (District III)
4. Arlene Kikkawa-Nielsen (District IV)
5. Ben Miyaji (District 5)
6. Nilofar Gardezi (non-profit foundation)
7. Margot Melcon (non-profit foundation)

#### CONSEQUENCE OF NEGATIVE ACTION:

Failure to appoint members to the Arts Council Steering Committee is likely to reduce public participation in providing guidance to the County's arts and cultural planning efforts, in providing input and collaboration with County staff and Arts Orange County on the Arts Council procurement or establishment process; and in ensuring diversity, equity, and inclusion throughout the process and outcomes.

#### ATTACHMENTS

Attachment A – Ad Hoc Arts Council Steering Committee Applications

Attachment B – Ad Hoc Arts Council Steering Committee Applications Summary