

**RICHMOND ARTS AND CULTURE COMMISSION (RACC)  
PUBLIC ART ADVISORY COMMITTEE (PAAC)  
In-Person Meeting  
450 Civic Center Plaza, 1<sup>st</sup> Floor Conference Room  
Richmond, California  
Regular Meeting Minutes  
January 11, 2024  
7:00 p.m. - 9:00 p.m.**

Present: Chair Lynson Beaulieu, Vice-Chair Kaelen Van Cura and Commissioners Ted Bell, Virginia Jourdan\*, Phillip Mehas, Carole Porter  
\*Arrived after Roll Call

Absent: Melody Kozma-Kennedy, Arleide da Silva Santos and Council Liaison Soheila Bana

Staff Present: Arts & Culture Manager Winifred Day, Administrative Analyst Shané Johnson and Deputy Chief of Staff Mayor's Office Tony Tamayo

**I. WELCOME / CALL TO ORDER / ROLL CALL**

The RACC/PAAC Regular Meeting was called to order by Chair Beaulieu at 7:00 p.m.

**II. ACTION ITEMS**

**a. APPROVE January 11, 2024 RACC/PAAC Meeting Agenda**

Vice-Chair Van Cura requested the agenda be modified with the addition of a discussion of the NPA Mini Grant liaison duties and contracts.

Chair Beaulieu suggested the item be discussed under Item VI. Discussion Items. She also reported that Commissioner Kozma-Kennedy had resigned from the RACC/PAAC since she had a new job and was unable to attend meetings.

Motion by Commissioner Bell, seconded by Commissioner Porter to approve the January 11, 2024 RACC/PAAC Meeting Agenda, as modified, carried by a show of hands.

**b. APPROVE December 14, 2023 RACC/PAAC Meeting Minutes**

Vice-Chair Van Cura requested a revision to the last sentence of the second paragraph under Item V. RACC PROJECTS and PUBLIC ART Staff Report/Updates, NPA Mini Grant Update, paragraph two as shown on Page 4, to read:

*She [Ms. Day] also said that two projects – those proposed by Regina Gilligan and Sally Hindman were no longer moving forward.*

When asked by Commissioner Mehas, Arts and Culture Manager Winifred Day explained why the projects were not moving forward. Ms. Gilligan had been unable to secure confirmation from collaborators as required by the contract, and Ms. Hindman had been unable to secure permission to install her project on property where the project had been planned.

Motion by Commissioner Porter, seconded by Vice-Chair Van Cura to approve the December 14, 2023 RACC/PAAC Meeting Minutes, as modified, carried by a show of hands.

### **III. PUBLIC COMMENTS**

Ms. Day read into the record public comments received from Cordell Hindler. *Hello Winifred. I submitting the following comments into the record. 1) The RACC and PAAC are invited to a New Year's Mega Mixer January 22, 2024 from 5:30 to 7:30 at La Strada Restaurant in San Pablo and Church Lane. It's \$10 for non-members. 2) El Cerrito Chamber Luncheon is January 24th from 11:30 to 1:00 at Los Moles Beer Garden, San Pablo Avenue, it's \$25 for members and \$27 for non-members. 3) There is going to be another new Arts and Culture Manager as part of the comp study coming on board tentatively in the spring. Sincerely, Cordell.*

### **IV. INFORMATION ITEMS**

#### **a. Budget Wish List FY 24-25**

Ms. Day reported there was still time to add items to the Budget Wish List for FY 24-25. Projects she had added were related to the maintenance of artworks and anything not previously approved in June 2023, and included items such as the storage of 16 years' worth of Art Division paperwork. Staff was searching for a storage facility used by the City of Richmond which was an extra unexpected expense. Also, items related to maintenance on other projects such as mural projects required to be maintained and restored. Staff was also preparing a maintenance pool for those stepping up who wanted their artwork cleaned up.

Commissioner Mehas understood maintenance would not occur until there was a complete inventory of all public art.

Ms. Day advised the art inventory was ongoing and there was a list of locations of artwork that had to be photographed. The work was ongoing and being done as quickly as possible given the staff limitations.

Commissioner Porter commented that the RACC had previously discussed a Monuments and Memorials Policy, and based on research she and Commissioner Bell had done funds would be required to be able to proceed. She asked whether that would be a budget or an agenda item.

Ms. Day clarified anything that involved money would be considered a budget item. Prior to expending funds for a consultant to provide assistance, the RACC could discuss who would be the champion for the things that needed to be done given the staff limitations. As shown in the meeting agenda packet, the RACC had been provided sample copies of memorial policies from different cities. A summary of existing memorials would have to be prepared prior to making a recommendation for the budget.

Commissioner Porter expressed the willingness to do further work on a Monuments and Memorials Policy offline with Commissioner Bell. They will review the policies and return with their comments.

Ms. Day clarified the Brown Act requirements for the RACC when working offline with other RACC Commissioners between meetings.

Chair Beaulieu advised the current budget had been provided to the RACC. She asked that any additional ideas for the Budget Wish List for FY 24-25 be provided to staff as soon as possible. Ms. Day and the Chair requested a focus on those ideas that had already been established as a priority pursuant to the eleven recommendations the RACC had identified during its August Retreat, with those priorities identified through a link in the agenda packet, posted online and in the RACC binders.

Ms. Day added that Commissioner Santos had previously recommended attendance at conferences as a Budget Wish List item. She asked Commissioner Santos to provide more detail of the conferences she had recommended in terms of where and when and the purpose, and identify where those conferences matched recommendations. As an example, Tulsa, Oklahoma would be a good place to visit since it had an Arts District and would fit into the goals of the RACC. She asked that RACC Commissioners send her an email with any additional budget ideas within the next two weeks.

At this time with the arrival of Administrative Analyst Shané Johnson, Vice-Chair Van Cura posed her questions about NPA Mini Grant liaison duties and contracts. She found the RACC had done a good job in the past NPA Mini Grant round with everything posted early, with the Technical Assistance Workshop having ensured everyone was on the same page with applications submitted, interviews done and announcements to the RACC of the winners in July, although contracts were slow to be processed, impacting the ability of the artists to proceed. She requested more information on the process, a clarification of why the processing of contracts had been so slow and a discussion on what could be done to expedite the process.

Administrative Analyst Shané Johnson acknowledged that processing contracts had been slow for a number of reasons including staff limitations and new insurance requirements adding to the challenges, including some changes to the issuance of business licenses. Given that the process constantly changed, there had been staff changes in Departments and Divisions and confusion for the applicants to provide a deliverable scope of work, which issues had all played a part in the various challenges to process contracts. Efforts were being made to bring on more staff and an update could be provided at a later date. The timeline had been adjusted for the latest grant cycle to adjust for the challenges.

Vice-Chair Van Cura asked that she be able to meet with Ms. Johnson offline to figure out a few things staff had learned that could be incorporated into the information provided to the artists to ensure accuracy, the ability to inform artists before-hand and ensure artists were knowledgeable about what they were getting into.

Ms. Johnson reported that legal counsel had suggested bringing something to the City Council to consider possible exceptions for smaller art contracts to help facilitate the process, although the issue with the City's contracts was a problem citywide.

Vice-Chair Van Cura commented there was a perception based on feedback that the City of Richmond was hard to work with. She wanted to see whether there was a way to smooth the way a bit, such as to consider exceptions for smaller art contracts as an option. Given that RACC Commissioners served as liaisons for the NPA Mini Grant art projects, she wanted to know whether RACC Commissioners could be copied on staff communications so they were not in the dark, were aware of what was happening and did not have to wait until after a contract had finally been executed.

Ms. Johnson emphasized a person should not start working on a project until there was an executed contract from the City of Richmond. RACC liaisons provided assistance and could help an artist prepare a scope of work and timeline, resulting in less staff time and work. Ms. Johnson suggested it would be helpful if the RACC selected its liaisons at the time the RACC identified the NPA Mini Grant applicants and the contracts were taken to the City Council.

Commissioner Porter suggested a Responsible Accountable Consultant form be considered for the NPA Mini Grants process.

Ms. Johnson suggested the form would be easy to implement. With the revisions that had been made with the process thus far, the artists would have quite a bit of time to get from September/October through to June, and time to get to the City Council, but again an executed contract was required before any work could proceed.

Commissioner Mehas commented the reality was that most artists proceeded with a project prior to an executed contract.

Commissioner Porter suggested if they had a list of everything that was required the liaisons could be more proactive.

Ms. Day cautioned that liaisons not make promises to artists before there was a fully executed contract. It would be helpful after the panel process of second place was done that the RACC take a closer look at the applications prior to moving them forward to Ms. Johnson and her team to be executed. She did not want to be in a situation where artists were starting a project and for some reason did not end up with an executed contract.

Commissioner Porter suggested starting with the application and having a check list of the back-end requirements to allow a follow through, and Ms. Day advised that once there was a fully executed contract the projects typically worked smoothly.

Ms. Johnson further clarified that the City had run into similar issues with the contracts as part of the City's Environmental & Community Investment Agreement (ECIA) Grant Program, and staff had started to schedule scope drafting sessions consisting of one-on-one sessions where grantees were provided a self-schedule and informed to be prepared, with the goal that the scope would be completed and ready to go. That process had been found to be helpful to get things in place and held staff accountable as well and could be something beneficial for the liaison and grantee to ensure that everything got done. Otherwise, the other contract requirements as previously mentioned, such as the insurance requirements, had been challenging.

Commissioner Bell asked for the creation of an environment of transparency so that artists could be informed of the status of applications by liaisons.

Ms. Johnson emphasized that Ms. Day had a number of projects running at the same time and she recognized the Arts Division needed more staff and was busier than it had been in the past. Once a dedicated person was on board in the new year that would be helpful.

Ms. Day reported that staff was working on a job description for another staff person. The City of Oakland had a similar job opening with a similar description. She had been a panelist for the City of Oakland and had been able to see how that jurisdiction had approached what the City of Richmond was experiencing. She expected to have a better-defined job description soon.

Ms. Johnson also provided an overview of the scope of services for applications, which was part of the application process and had been designed to pull information directly into the scope of work. She could provide that information to the RACC.

Chair Beaulieu suggested as part of a future Technical Assistance Workshop, the RACC could potentially work on those pieces people were struggling with.

Ms. Day acknowledged the need to spend some time with RACC Commissioners who were panelists, and between now and the next meeting RACC Commissioners desirous to be panelists for the next round should be discussed.

Chair Beaulieu added as part of the next round of applications there was a need to review some of the problems that had come up with the applications up front while recognizing there was no process in place to go back to the grantee to make corrections to the application.

Ms. Johnson stated that would be part of a draft scoping session and once a liaison had been identified, a grant had been awarded, and the artist had submitted the necessary documents, that artist would need to read and understand exactly what was involved, which was the intent for the one-on-one sessions. Currently the application did not highlight the steps to follow for best outcomes and check-ins with the liaisons since the liaisons were not assigned prior to submittal of an application. Once the application was complete, the scope of work would be developed based on the information in the application with the liaison selection coming later.

Chair Beaulieu suggested the review process should be improved and the RACC provided the template, and when reviewing applications apply the template to what was seen in the application and see whether there were any gaps or discrepancies.

When asked, Ms. Johnson also commented that there were examples of acceptable scopes and once a contract had been executed that would be an acceptable scope and could be something that could be provided since it would then be part of the public record. She expressed the willingness to provide the RACC with examples of some of the executed contracts.

Vice-Chair Van Cura agreed that examples of acceptable scopes be provided.

Commissioner Mehas suggested the application could be shortened. If all requirements were included in the application, liaisons could have copies of what was needed and then work with the artist to facilitate the application process.

Chair Beaulieu disagreed that the application was too long and suggested the questions on the application were actually simple, but there were issues with those artists who did not have the experience. Once artists had the experience applying for a number of grants for foundations, artists would learn how to complete the application and determine the outcome, which was why the Technical Assistance Workshop had been scheduled ahead of time to educate for the application process, and staff was always available to respond to any questions. There was no process in place until an application had been submitted to staff, with no process to go back and review any problems and make corrections before that time, which needed to be rectified prior to the next round of grants.

Chair Beaulieu suggested as part of the next round of grants, the RACC should discuss how to improve the process to ensure cleaner applications and information prior to submittal to staff. As to how the liaison could help to improve the process, and in response to Commissioners Mehas

and Porter, she reiterated the liaison was not involved with the artist until after the application had been reviewed.

Ms. Johnson suggested it was possible to mimic the City's ECIA Grant Program for the 2024-25 NPA Mini grants. Ms. Johnson explained that process included an information session that was voluntary; the call opened up to submittal of grant applications, review, followed by the selection to receive, notification when the item was submitted to the City Council for approval, and once the City Council provided approval there would be a mandatory grantee Zoom session for those selected and from there the one-on-one sessions would be scheduled.

Chair Beaulieu liked that process and suggested it be considered for the NPA Mini grants.

Ms. Day also suggested at some point there should be a deadline in the schedule in the event the artist did not have the documents submitted by a specified date where the artist would have to apply another time since in the past some applications had created some issues because of late filings.

Commissioner Mehas suggested that was where the liaison could play a role and the liaison should have that information.

Ms. Day noted that a draft liaison responsibility sheet was available, had been reviewed by the RACC in the past, and if there were any revisions proposed to that document, she asked that RACC Commissioners contact staff.

Vice-Chair Van Cura hoped to meet with Ms. Johnson to get a list of everything that would happen, report back to the RACC and incorporate that information into the liaison agreement.

Ms. Day liked the idea and would wait until the Vice-Chair prepared information for the next meeting of the RACC, with this topic to continue to be discussed since it would apply to the next round of NPA Mini Grants. She also clarified the NPA Mini Grants were a RACC initiative with the funds from the General Fund for the RACC not for the Public Art Advisory Committee (PAAC).

## **V. RACC PROJECTS and PUBLIC ART Staff Report/Updates**

### **a. Arts District Master Planning Consultant RFQ/RFP**

Ms. Day reported there had been 15 to 16 inquiries for the Art District Master Planning Consultant Request for Proposal (RFP)/Request for Qualifications (RFQ), with staff looking for someone to do the strategic planning and have knowledge of grants pursuant to direction from the City Council, with a link of the desired experience included on the meeting agenda. The Arts District Planning effort was a City Council initiative and the \$250,000 in funds would come from the American Rescue Plan Act (ARPA), which funds must be spent within a certain period of time.

More information would be provided at the next meeting of the RACC including a discussion of selecting RACC Commissioners who would like to serve on a selection panel with the City Council. This would also be a long-term project with the goal to create a world-class Arts District in the City of Richmond. The RFP/RFQ had been advertised through mass mailings and the Public Arts Administrator's Network. Commissioner Jourdan expressed interest in being involved.

### **b. NPA Mini Grant RFP Update**

Ms. Day reported that anyone who had attended the Technical Assistance Workshop had been notified of the NPA Mini Grant RFP along with names from other sources.

**c. CW Allen Brothers Public Art Project RFQ/RFP**

Ms. Day reported the call had also gone out for the CW Allen Brothers Public Art Project RFP/RFQ for a 250-foot wide mural, with a short list of local artists expected to apply.

**d. Large Public Art Commission Project Update**

Ms. Day reported the call had gone back out for the Kennedy Park Large Public Art Commission Project and she was working to arrange a meeting with the Park Plaza Neighborhood Council to get input prior to proceeding with the call. More information was expected at the next meeting of the RACC.

Ms. Day also provided an update on the Shields-Reid Park Project and presented sample boards for the mosaic tiles that would be placed in front of the building, with the theme of music and sports. The artist had started working with the After School Program as part of community engagement, with students to help with the mosaic tile border designs and with pictures of the work to be provided to the RACC. The mural project would also include community engagement with participation from a different group of children who would do some drawings. She had taken photographs of the site and presented them to the RACC.

Chair Beaulieu explained that the community engagement activities had been developed after the completion of the application and Ms. Day had worked with the community to help them grow their concept which had produced the activities. As future applications were reviewed and engagement with the community considered, that was one of the areas the RACC could work to help increase community engagement. She added the Shields-Reid Community Center had a memorial project inside the auditorium where children had carved clay bricks which had been displayed on shelves on the walls with individual names. She encouraged Commissioners to visit the site.

Ms. Day provided examples of the botanical markers for 'Ookwe Park, designed to be sturdy and consisting of long-lasting materials to be used for the eight raised beds for the medicinal plants. Staff was also working with the Public Works Department to come up with a budget to replace several inches of the soil to mitigate issues with feral cats.

**VI. Discussion Items**

**a. Ad-Hoc Committee – Leaders**

Chair Beaulieu understood that Commissioner Porter had agreed to head the Cultural Events Fund Policy.

Commissioner Porter understood the City had an existing policy for a Cultural Plan and was informed that was something different from a Cultural Events Fund Policy.

Ms. Day explained the purpose to create a policy where people could request funds to support an event through an online application.

Chair Beaulieu suggested a Cultural Events Fund Policy should be a policy for specific programs; one for the Cultural Events Fund, how people accessed the funds, the eligibility requirements, and the same with the Monuments and Memorials Policy where policies and procedures needed to be created.

Commissioner Bell and Chair Beaulieu expressed an interest in working with Commissioner Porter on the Cultural Events Fund Policy.

## **VII. Commissioner Updates**

Commissioner Bell reported that Mark James, with Empowering through Music, was looking forward to working on spring programs. He had encouraged Mr. James to mentor John Wayne Barrow, and expressed a desire to possibly have some type of mentorship and financial incentive program to bring on other young grantees, to be discussed by the RACC at a future meeting.

Ms. Day asked that Commissioner Bell draft a proposal that could be discussed at the next meeting of the RACC.

Chair Beaulieu advised that grants must be kept under \$10,000 and the RACC would have to understand how such a mentorship program would work and could be a Budget Wish List item. She too asked Commissioner Bell to return with a proposal that could be discussed further as part of the Budget Wish List for FY 24-25.

Deputy Chief of Staff Mayor's Office Tony Tamayo reported that Richmond Nurturing Independence through Artistic Development(NIAD) was considering a new student show to be rotated with the existing rotational wall display. Staff had informally confirmed with the Richmond Arts Center that the Mayor's Office would host the winners of the next West Contra Costa Unified School District (WCCUSD) show.

Chair Beaulieu suggested Washington School had done a number of art projects and could be another organization from which to solicit art.

Mr. Tamayo would keep that in mind but noted that Richmond NIAD had a place in the Mayor's inner office but another wall could be rotated and the WCCUSD show could be another temporary/permanent ongoing display. He also reported Councilmember Zepeda had presented a proposal to the City Council for permanent solid rails at St. James for art to be shown by artists from all areas of the City of Richmond. The first show had been scheduled for Tuesday, January 23, 2024. Quarterly showings of the exhibition were expected.

As to the status of Poet Laureate readings at City Council Meetings, Ms. Day explained that there had been challenges to scheduling readings and she had been informed the best way to have the readings was for the Poet Laureate to provide a reading during the public comment period as opposed to a reading being an agenda item.

Mr. Tamayo did not see why the Poet Laureate could not be part of the City of Richmond's State of the City Address to be held in December 2024.

Commissioner Jourdan reported the Art of the African Disapora would have a reception on January 27, 2024 from 2:00 to 4:00 p.m. at the Richmond Arts Center. The exhibit itself would be held from January 24 to March 16, 2024, and throughout the Bay Area there would be satellite exhibits with 158 artists participating. She also reported that 95-year-old artist Hilda Robinson, who had been with the organization since its inception, had passed away after a fire in her home after the holidays and a lot of her work had been destroyed but a few pieces of her artwork would be displayed.

## **VIII. ADJOURNMENT until February 8, 2024**

On motion by Commissioner Mehas, seconded by Commissioner Porter, and carried unanimously to adjourn the meeting at 9:00 p.m. to a Regular Meeting of the RACC/PAAC on February 8, 2024.