



Vacant, 1st District
Robin Rodricks, 2nd
District
Sherrill Swan, 3rd
District
Karen Chew, 4th
District
Lisa Steel, 5th District
Karen Chee, Youth
Commissioner

County Office Building
555 County Center, 5th Floor
Redwood City, CA 94063
(650) 599-1393
www.sanmateocountyparks.org
www.discoverismc.com

SAN MATEO
COUNTY
ARTS
COMMISSION

**Regular Meeting of the Arts Commission
Wednesday, December 14, 2011
1:30 to 3:00 p.m.
455 County Center, Room 401, 4th Floor
Redwood City, CA 94063**

MINUTES

1. Roll Call

Chair Steel called the meeting to order at 1:33 p.m.

Commissioners: Chew, Rodricks (Vice Chair), Steel (Chair), Swan (Absent), Chee (Absent)

Staff: Bennett, Lockman, Tolmasoff

2. Agenda Amendments

There were none.

3. Oral Communications

There were none.

4. Consideration of Minutes

A. Regular Meeting of October 12, 2011

Commission Action: M/S Chew/Rodricks to approve as submitted.

Motion carried 3-0 with Commissioner Swan and Youth Commissioner Chee absent.

5. Reports

A. Curator's Report

There was none.

B. Release of Request for Proposals for Consultant Services for the Development of a Model and Implementation Plan for a Local Arts Agency

Superintendent Lockman reported that a Request for Proposals for Consultant Services for the Development of a Model and Implementation Plan for a Local Arts Agency had been released on December 1 with a December 22 deadline. He said the proposals would be reviewed by a selection committee the week of January 2 with follow up interviews to occur the week of January 9. He said the anticipated date for the award of a contract was January 18, 2012.

6. Presentation

A. Brown Act: Deputy County Counsel Tim Fox

Deputy County Counsel Fox talked to the Commission about the Brown Act. Highlights of his presentation included:

- Brown Act created to make public process open to the public with adequate noticing and to prohibit public meetings that did not meet its rules
- Committees that are established by a Board or Commission if ongoing will often need to comply with the Brown Act
- Can use ad hoc advisory committees that are established for a purpose or a particular issue
- Cannot delegate authority to the Committee – single recommendation must be made to full Board
- Commission cannot not take action if item is not on the agenda

7. Action Items

A. Review and Adopt a Process for Members' Projects including Advertising, Selecting, Managing, Funding and Reporting

The Commission discussed the best process for Members' projects and determined that the opportunity needed to be advertised and the proposals reviewed using the criteria established by the Commission. Proposals to receive funding would need to provide a written report to the Commission on what was accomplished. Funding would occur when the project was complete.

Commission Action: M/S Chew/Rodricks to establish a process and timeline for members' projects including:

- Adoption of criteria and guidelines developed by Commissioners Rodricks and Swan dated December 2011
- Advertise opportunity in January 2012 on County website and on www.discoversmc.com
- Deadline to receive proposals: February 1, 2012
- Staff refers applications to the appropriate Commissioner for review based on the project location and to bring forward to the full Commission
- Members' project items agendaized for the Commission to review and select for funding
- Contract and financial arrangements made by staff with project proponent
- Project completed by proponent within County fiscal funding cycle
- Proponent completes and submits final written report
- County reimburses proponent based on agreement and actual costs

Motion carried 3-0 with Commissioner Swan and Youth Commissioner Chee absent.

B. Review and Approve Consultant Selection Committee Members for Local Arts Agency Model Development and Implementation Plan

Commissioners Chew and Rodricks volunteered to serve on the ad hoc advisory consultant selection committee.

Commission Action: M/S Steel/Chew to establish an ad hoc advisory selection committee with Commissioners Chew and Rodricks and a staff member to review and rate proposals received for the "Development of a Model and Implementation Plan for a Local Arts Agency," based on the "Evaluation and Selection Criteria" listed in the Request for Proposals; conduct follow up interviews as necessary, and bring a recommendation to the Commission for the selection of a consultant.

Motion carried 3-0 with Commissioner Swan and Youth Commissioner Chee absent.

C. Review and Approve Time and Day for 2012 Regular Arts Commission Meetings

The Commission discussed the best day and time for them to meet to accommodate schedules.

Commission Action: M/S Steel/Chew to establish the 2nd Thursday of each month at 2:30 p.m. for the Commission's 2012 meetings with option to cancel meetings if not needed.

Motion carried 3-0 with Commissioner Swan and Youth Commissioner Chee absent.

(Staff will bring a resolution to the Commission at its next meeting to establish the meeting day, time and schedule.)

D. Review and Approve the 2012 Arts Educator of the Year Award Program

Commission Action: M/S Rodricks/Steel to approve the 2012 Arts Educator of the Year Program and process as recommended.

Motion carried 3-0 with Commissioner Swan and Youth Commissioner Chee absent.

E. Review and Approve the Formation of a Committee to Plan the 2012 Women's View Art Exhibit Program

Commission Action: M/S Steel/Chew for Commissioners Rodricks and Steel to serve on the ad hoc advisory committee to plan for the 2012 Women's Art Exhibit Program.

Motion carried 3-0 with Commissioner Swan and Youth Commissioner Chee absent.

F. Election of 2012 Officers

Commission Action: M/S Steel/Chew to nominate Commissioner Rodricks as Chair for 2012.

Motion carried 3-0 with Commissioner Swan and Youth Commissioner Chee absent.

Commission Action: M/S Rodricks/Chew to nominate Commissioner Swan as Vice Chair for 2012.

Motion carried 3-0 with Commissioner Swan and Youth Commissioner Chee absent.

8. Staff and Commission Reports

There were none.

9. Adjournment

The meeting adjourned at 3:00 p.m.