



Strengthening arts, culture,
and creative expression as the
tools to cultivate a better
California for all.

Gavin Newsom, **Governor**
Jonathan Moscone, **Executive Director**
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**CALIFORNIA ARTS COUNCIL RETREAT
(EXECUTIVE COMMITTEE OPEN MEETING)**

**Wednesday, June 14, 2023
9:15 AM - 6 PM**

**Japanese American Cultural and Community Center (JACCC)
within the Little Tokyo Cultural District
244 San Pedro Street
Los Angeles, CA 90012**

*This meeting will take place on location in Los Angeles on June 14.
Live public comment will be made possible at the meeting.*

ATTACHMENTS

- | |
|---|
| 1. Draft Council Handbook |
| 2. Los Angeles County Department of Arts and Culture Kristin Sakoda - Biography |
| 3. California Poet Laureate Lee Herrick - Biography |



CALIFORNIA
ARTS COUNCIL
A STATE AGENCY

California Arts Council
Council Member Handbook
Revised June 2023

Draft & contains confidential information. Not for public distribution.

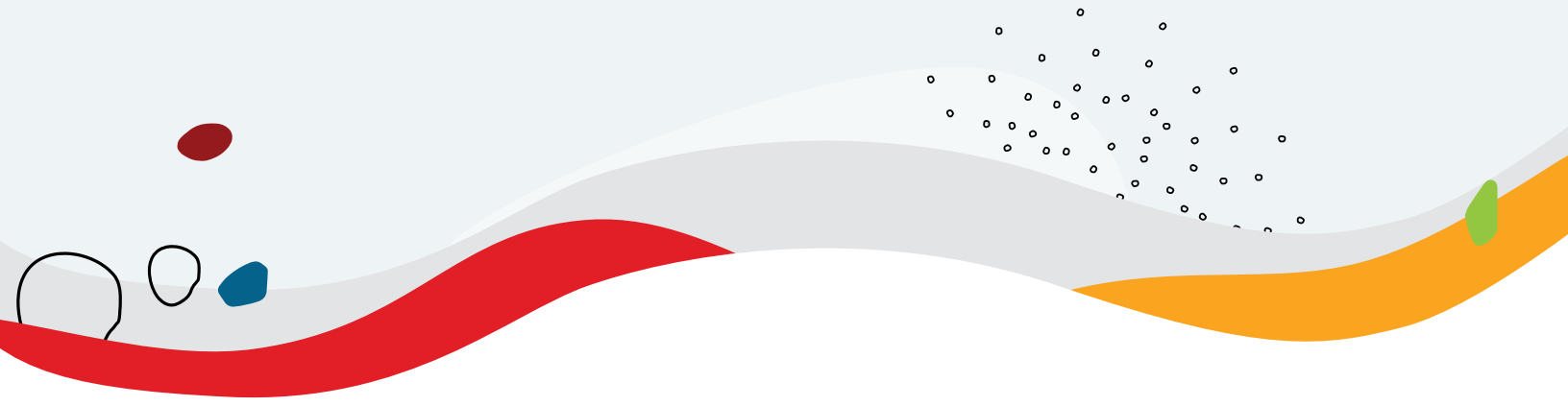


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General Information

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Dear Council Member,

Welcome to the California Arts Council. We are so grateful to have your unique expertise and experience and perspective, which we know will ignite our Agency’s mission of *strengthening arts, culture and creative expression as the tools to cultivate a better California for all*. What a great mission to get behind, and an ambitious one to be sure, as we are the most populous and diverse state in our country.

Perhaps what we are most grateful for is the time you are going to be devoting to the work of the Council, for this is a *working* Council, with active committees and Council meetings throughout the year. You are charged with setting the policies of our Agency, and you have an incredible staff who will work with you all the way to support and advise to ensure that the decisions made by you, our Council, are as informed as possible.

We have several resources that are in place, including a Strategic Framework, within which is a Decision Support Tool, to help guide our conversations and decisions. These go hand in hand with our Race Equity Statement, which is a truly guiding document, one that distinguishes the CAC and supports our Governor’s commitment to equity in how our public moneys are being spent to support all of California.

You will learn more about these in the handbook, and we will ensure that each Council member receives a detailed orientation early in their term of service. That said, there’s a lot to digest, so we are on hand to answer any questions, no matter how rudimentary they are. The greatest resource we have to offer you is our staff. And soon you will become resources for each other.

We aim to build a culture at the Council of constant learning, active listening – to community, to staff, to each other, through which we believe we will make the most positively impactful decisions to support our creative workforce.

We look forward to working with each and every one of you.

Warmly,



Chelo Montoya
Chair, California Arts Council

Jonathan Moscone
Executive Director, CAC

Who We Are, What We Do

The California Arts Council's mission is to advance California through the arts and creativity. This mission, along with the agency's vision and values, are defined in its strategic plan, which is periodically revised. The current strategic plan was adopted in January of 2014. A new planning process is underway for 2019.

The state agency is headed by an Executive Director, appointed by the Governor.

The budget, policies, and allocations for local assistance grantmaking are set by a Council consisting of 11 Council Members; one appointed by the Senate, one by the Assembly, and nine by the Governor. Further, the Council engages in policy discussions that determine funding that goes to the field, including the Arts in Corrections Program.

The Council is led by a Chair and Vice Chair, as elected by the Council annually in December. The Council meets approximately no more than eight times a year in various locations around the state, setting priorities and policies for the agency's local assistance grantmaking and voting on committee or staff recommendations regarding grants and special Council initiatives. All Council meetings are subject to the Bagley-Keene Open Meeting Act to assure that meetings are publicly noticed, that agendas and other documents are open to the public, and accept public testimony.

The agency, as led by the Executive Director, is comprised of approximately 30 staff and is responsible for the implementation of local assistance grant programs and additional state operational activities, such as administration of California's Arts in Corrections Program, administration of the California State Poetry Out Loud program, providing technical assistance to the arts field, fostering inter-agency partnerships, assisting the Governor in screening and adjudicating applications for California Poet Laureate, administering the California Arts License Plate, administering the Keep Arts in Schools Voluntary Contribution Fund, and many other activities.

The CAC currently offers grant programs that serve Californians through various project and operational support for arts organizations, community organizations, and local units of government. Those programmatic offerings are determined by the Council's priorities, by-laws and the [Strategic Framework](#) which are all informed by state priorities and public input. A governmental entity is in a unique position to serve constituents that private funders do not reach. A list of current grant programs is available at arts.ca.gov/programs.

Overview of State Arts Agencies

What does state government get from the Arts Council?

The California Arts Council serves the residents of our state by administering grant programs and initiatives, developing public and private partnerships, and offering resources and research to the arts field.

Combined, these services:

- **make the economic, educational and civic benefits of the arts available to all communities** by broadening public access to the arts and reducing barriers to cultural participation
- **support academic and career success** by helping schools and communities to tap the arts as a teaching and learning asset and promoting the attainment of state education standards for learning in key subjects
- **hone our state's competitive edge** by fostering a creative work force, reinforcing a creative brand identity, and offering a climate appealing to businesses, investors, residents and travelers
- **support small business development** by providing catalytic funding and essential skills to creative entrepreneurs
- **preserve cultural heritage** as a legacy for future generations
- **build bridges across cultures, generations and geographies,** supporting equity in civic engagement and involving citizens in community and civic life
- **leverage federal dollars** that can be used to address our state's goals
- **foster sound management practices** by requiring grantees to adopt rigorous planning, evaluation and financial management systems
- **encourage other investments in the arts,** catalyzing tax revenues, public and private investment, and entrepreneurial business practices
- **demonstrate accountability and good government** by adhering to the highest management and accountability standards

Grant Program Overview

California Arts Council - 2023

Council's Local Assistance Grant Cycle

1. State Funding (Jan-June 2023)

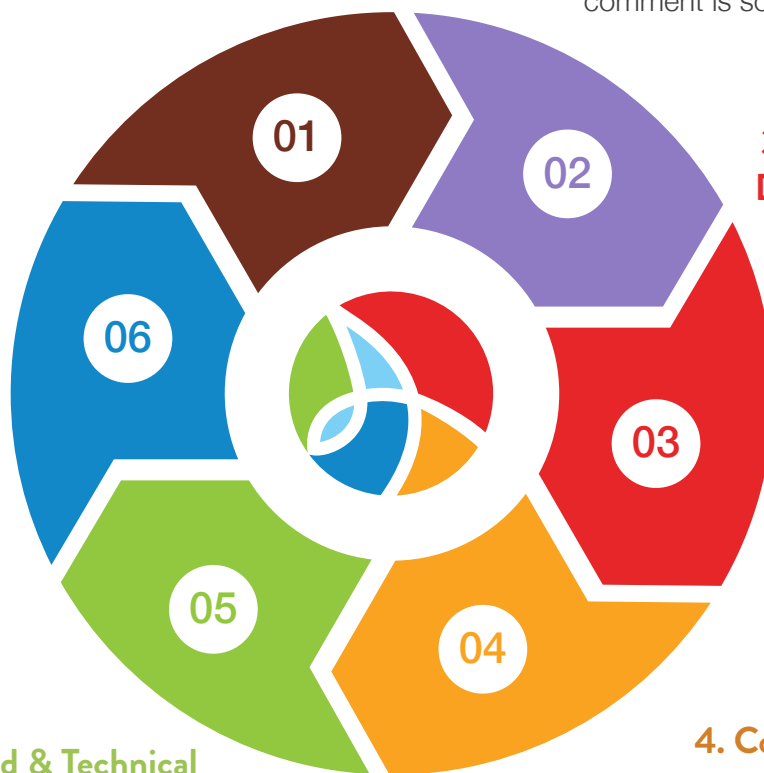
State funding is proposed or established in the California Arts Council's "local assistance" budget line

2. Council Discussion & Public Comment (Jan 2023)

During a public meeting, the Council discusses funding priorities, public comment is solicited, direction is provided to Council committees

6. Panel Process & Council Vote (June-July 2023)

Applications are processed by staff. Field representatives review and rank applications. Rankings are provided to Council with funding recommendations from Council committees for a vote at a public meeting.



3. Council Committees, Decision Support Tool & 2nd Discussion (Feb 2023)

Council committees meet and complete Decision Support Tool with staff support. Committees bring recommendations to the full Council for discussion during a public meeting, public comment is solicited

5. Guidelines Published & Technical Assistance (Apr-May 2023)

Staff prepares and publishes grant guidelines and applications for the public. Staff conducts outreach and promotion, and provides technical assistance to applicants.

4. Council Vote - Guidelines Adopted (Mar 2023)

Committees and staff develop full program guidelines, based on Decision Support Tool, Council discussion, and public comment. Guidelines are brought to Council for a vote during a public meeting.

Grant Program Overview

*Are current Administering Organization (AO) grants

Project Support

Name	Acronym	Description
Impact Projects	PRJ	Supporting collaborative projects that center artists and artistic practices in responding to issues currently faced by California's communities.
State-Local Partner Mentorship	SLP-M	Supporting the establishment of county-designated local arts agencies in each of the four counties in which no such agency exists.
Arts & Accessibility*	AA	Support to administer funding for enhanced opportunities for arts participation by people with disabilities.
California Creative Corps*	CC	A media, outreach and engagement pilot program designed to supporting communities statewide following the COVID-19 pandemic. The 2021 State Budget included \$60 million one-time General Fund allocation for the California Arts Council to implement the California Creative Corps pilot program, a media, outreach, and engagement campaign designed to increase: (1) public health awareness messages to stop the spread of COVID-19; (2) public awareness related to water and energy conservation, climate mitigation, and emergency preparedness, relief, and recovery; (3) civic engagement, including election participation; and (4) social justice and community engagement
Arts Administrators Pipeline Fellowship*	AAP	Supporting an inclusive workforce for the field of arts and culture.
Cultural Districts (AB-189)	CD	With the adoption of AB 189, Governor Brown and the state Legislature put in place an important tool for the development, support and preservation of California's extensive and diverse cultural assets. The legislation charged CAC with establishing criteria and guidelines for state-designated cultural districts with the following required components of a public program: <ol style="list-style-type: none"> 1. Establish a competitive application system by which a community may apply for certification as a state-designated cultural district. 2. Provide technical assistance for cultural districts from, among others, artists who have experience with cultural districts and provide promotional support Collaborate with other public agencies and private entities to maximize the benefits of cultural districts.

Youth Support

Name	Acronym	Description
Artists in Schools	AIS	Supporting projects integrating community arts partners as part of the regular school day.
Arts Education Exposure	AE-EXP	Supporting student attendance at arts performances and exhibits.
Arts Integration Training	AIT	Supporting arts integration training for educators facilitated by teaching artists.
JUMP StArts	JMP	Supporting arts education projects for youth impacted by the justice system. In 2017, the Senate Budget Act dedicated funds specifically to expand the CAC's grant program for system-engaged youth, including service to California Department of Corrections and Rehabilitation Division of Juvenile Justice (DJJ) Youth Facilities. DJJ is an active partner to the CAC. JUMP StArts mobilizes partnerships between arts organizations and juvenile justice entities to create arts learning opportunities that foster positive socioemotional, behavioral, academic and developmental outcomes for system-engaged youth. Applicants may apply and be funded for a project in a county-operated or community-based facility(ies), and may also apply and be funded for a project in a DJJ state-operated facility(ies) during the same funding cycle.
Creative Youth Development	CYD	Supporting arts projects for youth outside of traditional school hours.

General Operating Support

Name	Acronym	Description
Cultural Pathways	CP	Supporting arts programs in communities of color, recent immigrant and refugee communities, or tribal groups.
Cultural Pathways- Technical Assistance	CP-TA	Support to strengthen the capacity of Cultural Pathways grantees that are rooted in communities of color, recent immigrant, and refugee communities and tribal or indigenous groups.
Arts & Cultural Organizations General Operating Relief	GENOPS	Supporting arts and cultural organizations who have experienced hardships due to the COVID-19 pandemic.
State-Local Partners	SLP	Supporting county arts leadership.
Statewide and Regional Networks	SRN	Supporting arts service organizations and networks.

General Operating Support - Continued

Name	Acronym	Description
Folk and Traditional Arts*	FTA	Support to administer funding for artists and arts organizations' work in folk and traditional arts expressions.
Individual Artists Fellowship*	IAF	Supporting the creative practices of California artists at key career levels. There are four regions in which this grant is divided by.

Newly Added CAC Programs

Name	Acronym	Description
Arts in Corrections	AIC	The CAC is named in the State Budget under Public Safety for the Arts in Corrections Program. Arts in Corrections is administered by the CAC and funded through an interagency agreement with the CA Department of Corrections and Rehabilitation (CDCR). As of June 2017, the CAC administers arts programming in all 35-state adult correctional institutions.
CA Poet Laureate		The California Arts Council manages the nomination process for the California Poet Laureate as established by law. After a call to the general public for nominations, applications are reviewed by a panel of knowledgeable and experienced California poets who are identified in consultation with representatives of literary organizations, universities, and other experts in the field. The names of the top three applicants are sent to the Governor's office for additional vetting. The Governor makes the final selection and names the California Poet Laureate, who must be confirmed by the Senate.
CA Youth Poet Laureate (SB-748)		This bill establishes the position of California Youth Poet Laureate. The bill would authorize the Governor to appoint an individual from among 3 nominees 13 to 19 years of age, inclusive, garnered by the Arts Council. The bill would require the California Youth Poet Laureate to, among other things, provide a minimum of 6 public readings during their 2-year term endeavoring to ensure that people in all geographic regions of the state have reasonable access to at least one reading during the term. The bill would, upon appropriation by the Legislature of funds for this purpose, require the council to provide an annual stipend of \$10,000 to the California Youth Poet Laureate and to pay the California Youth Post Laureate's travel expenses incurred while attending readings and meetings. The bill would exempt the contracts entered into by the California Youth Poet Laureate from provisions generally governing contracts for artistic or creative services by minors.

Council Bylaws

Adopted January 30, 2019

Definition of Terms

“Council” is defined as 11 member body of appointees.

“Agency” is defined as California Arts Council staff.

California Arts Council

The California Arts Council exists under California General Government Code, Chapter 9. Article 8750-8756.

Council Members

Nine Council Members are appointed by the Governor, one by the Senate President pro Tempore and one by the Assembly Speaker.

Five of the eleven members shall hold office for four years, four shall hold office for three years, and two shall hold office for two years.

Gubernatorial appointees require Senate confirmation.

The Council Members will perform the following duties:

- Represent the people of the entire state of California.
- Encourage artistic awareness, participation and expression among the people throughout California, acting as delegates of all geographic areas, particular arts disciplines, institutions, and specific interest groups.
- Establish general policy within the framework of policy established by the Legislature and the Governor; and in accordance with state and federal laws and regulations.
- Approve local assistance funding allocations.
- Advise the Governor and the Legislature on matters of council policy, in consultation with the Director.
- Review its policies and programs on a regular basis.
- Possess sound judgment, as demonstrated by the management of their own affairs.
- Attend regularly scheduled and special meetings of the Council and, upon request of the Chair, other meetings, events, forums, seminars and the like, that further Council objectives.
- Actively acquaint themselves with the arts in California to the greatest extent possible; provided, however that this responsibility shall not obligate the agency to incur any specific expense.
- Inform the Chair and the Director of any activities wherein they act in an official capacity representing the Council. This California Arts Council Bylaws, Adopted January 30, 2019 2 applies to any written correspondence, which shall be forwarded to the Chair and Director.
- Abide by the conflict of interest policy and code of responsibility.

The Chair

The following applies to the Chair of the California Arts Council:

- Elected by the Council in December and begins their term in January.
- Serves as the spokesperson on policy matters for the Council.
- Presides at Council meetings and activities.
- Works in partnership with the Vice Chair, Director, and fellow Council Members.
- Serves, in partnership with the Director, as liaison to other agencies and organizations.
- Establishes and maintains effective working relationships with the Governor and staff, Senate President pro Tempore, Assembly Speaker, and other stakeholders.
- May recommend potential Council members to the Governor and/or the Speaker and President pro Tempore.
- Notifies members of the Council about issues of major concern to the agency.
- Must obtain authorization of the Council as a whole, before committing the Council to any action.

The Vice Chair

The following applies to the Vice Chair of the Council:

- Elected by Council in December and begins their term in January.
- Carries out the duties of the Chair with the powers and duties prescribed by these Bylaws, when the Chair is absent.

The Director

The following applies to the Director of the Agency:

- Appointed by, serves at the pleasure of, and reports to the Cabinet Secretary (or designee) in the Governor's office.
- Works in cooperation with the Chair of the Council.
- Working with the Deputy Director, is responsible for the management and administration of the agency staff and the implementation of Council policy.
- Working with the Deputy Director, the Director of Legislative Affairs, and the Director of Public Affairs, establishes and maintains continuing liaison with the Governor, Legislature and all national and state agencies, institutions, associations and entities working with the Agency to develop cultural California Arts Council Bylaws, Adopted January 30, 2019 3 programs and implement the direction of the Agency.
- May recommend potential Council members to the Governor and/or the Speaker and President pro Tempore.
- Serves as staff on all Council committees.
- Implements Council approved policies and develops operational policies.
- Must act in compliance with the "Incompatibility Statement" in California Government Code section 19990.

Meetings

The following applies to the Meetings of the Council:

- Held at the call of the Chair no more than eight times each calendar year.
- Must be preceded by at least ten days public notice, unless there are extraordinary circumstances.
- Must have a quorum, consisting of a majority of the Council members, in order to transact business.
- Must be held in various places throughout the state so as to encourage broad and diverse attendance.
- All are subject to the Bagley-Keene Act.
- The Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair(s) shall preside at meetings.
- Meetings shall be conducted in accordance with rules, procedures and protocols established by the Council.

Strategic Plan

The Council shall establish, maintain, and regularly update a strategic plan which shall set forth the following:

- Clearly stated goals and objectives with a timeline.
- A delineation of the broad programs and activities required in order to achieve Council objectives.
- An implementation plan with benchmarks for the Council to discuss and evaluate.
- In developing the Strategic Plan, persons may be designated as advisors and advisory groups may be created. Advisor and advisory group input will be reported at each Council meeting; committees will make recommendations to full Council, not set policy; and all policy votes and decisions will be in public.

Committees

The following applies to the Committees of the Council:

- The Chair shall establish and appoint standing committees.
- The Chair may establish and appoint ad hoc committees utilizing Council members and/or non-voting non-Council members as necessary. An ad hoc committee dissolves once it has completed its task. California Arts Council Bylaws, Adopted January 30, 2019 4
- The Director shall assign staff to assist the committee chair(s) with the operation of each committee.
- Each committee shall have a charge, which shall include its objective(s), its proposed work schedule, reporting deadlines and termination date.
- Committee members shall be responsible for implementation of committee assignments.
- Committee Chair(s) shall be Council members, and preside over meetings and report to the Council as necessary.
- Committees will make a concerted effort to meet in person whenever convenient to foster meaningful engagement.
- All Committees are subject to the Bagley-Keene Act.

Policy

The following outlines the policies that impact the California Arts Council.

- Council policies are the objectives of the Council and the rules and procedures enacted by the Council for its governance. Policy recommendations may come from any Council member.
 - All policies shall be in writing and shall set forth clearly and concisely the policy objectives and the designation of responsibility for enactment of the policy.
 - Copies of all policies adopted by the Council shall be distributed to each member and be available to the public.
- State Policy includes the California Arts Council's enabling legislation and all applicable state laws, rules and regulations.
- Council members shall approve all policy statements at meetings with a quorum present.

Program Development And Implementation

Programs supported by local assistance funds shall be developed in accordance with established Council policies. Programs shall be implemented by staff, under the direction of the Director and Deputy Director.

The Council shall approve financial assistance as contained in the programming guidelines.

Council members shall not, jointly and/or separately, attempt to approve the granting of funds to any person or organization outside the policies and procedures established by the Council.

Conflict of Interest, Appearance of Conflict of Interest, and Code of Responsibility

Council members shall be subject to the California State Ethics and Conflict of Interest Code, and any rules adopted by the Council.

Council members shall file the Statement of Economic Interest form 700 annually as required by law.

Council members shall not be present nor participate in any communication or discussion with any other council member, nor vote on any matter, involving an individual or organization with which there is an association as board member, officer, advisory panel or staff, salaried or volunteer, or where there is, or has been, any economic interest for twelve months prior to the discussion or vote.

Council members shall excuse themselves from the discussion and/or vote on any matter where an outside observer might have reasonable cause to believe the Council member might not be impartial, whether positively or negatively, on behalf of the issue or entity.

Seeking and Receiving Gifts

Council members shall adhere to and abide by all relevant provisions of the regulations of the Fair Political Practices Commission.

What constitutes a gift:	<p>Council members shall not seek gifts, gratuities, or gratis admission to programs, events or performances for which the public is charged a price for admission or at which a meal is provided (or other things of value) from any CAC grant applicant, nor shall Council members request of any grant applicant anything that would have the appearance of impropriety.</p> <p>In the event of the unsolicited receipt and use of something described in the preceding paragraph for use by an individual Council member or his or her spouse or immediate family member, such receipt and/or use shall constitute receipt of a gift under the regulations of the Fair Political Practices Commission, the State Franchise Tax Board, and the Internal Revenue Service. Reporting receipt of such a gift shall be the obligation of the Council member.</p>
What does NOT constitute a gift:	<p>Tickets/passes to programs, events, performances, lunches/dinners or otherwise, provided to Council member(s), their spouses and/or immediate family, in conjunction with a request by the Director and/or Chair, for the Council member to represent the agency at such event, performance, lunch/dinner or otherwise shall not be considered a gift to said Council member(s). Tickets/passes provided to a Council member, his or her spouse and/or immediate family, for an event at which the Council member has an official or ceremonial role shall not be considered a gift to the Council member. Council member(s) invited to perform an official and/or ceremonial role shall notify the Chair and Director of such invitation.</p>
Use of Council Appointment	<p>Council members should be alert to avoid any actions which could possibly be interpreted as a use of Council appointment to attain personal financial gain, favors, or special treatment, or act in any way which furthers the economic interests of an organization or person with which they are affiliated in any way.</p>
Future Affiliations	<p>Once appointed, the Director and Council members are requested, during the term of their service, not to join the boards of or initiate affiliations of a policy-making or financial nature with actual or potential applicant organizations.</p>
Acting Without Self Interest	<p>Council members shall make every reasonable effort to act without self-interest or without serving the self-interest of fellow Council members, recognizing that loyalties to a particular geographic area, arts discipline, institution, or specific interest group must be subordinated to the broader purposes of acting in the best interest of the entire arts field.</p>
Responsibilities of Director	<p>The Director shall call the Conflict of Interest Code, Appearance of Conflict of Interest, and Code of Responsibility to the attention of all Council members upon appointment to the Council.</p>

Reimbursement for Council Members

Council members are entitled to \$100 per Council meeting. Council members shall be reimbursed for eligible expenses incurred to:

1. Attend regular and special meetings of the Council and its committees; or
2. Attend special activities/events approved in advance by the Chair and Director.

In the event the Chair and/or Director desire a Council member to represent the agency at a specific event, meeting, performance, lunch/dinner or otherwise to be held in the state, the Chair and/or Director will first make such request of the Council member(s) living in the immediate geographical area of opportunity unless said representation would be within the province of a specific committee chaired by a Council member outside said immediate geographical area; or, in the discretion of the Chair and/or Director, the agency would be best represented by a specific Council member.

All out of state travel is subject to prior approval by the Chair, Director, and the Governor's office in accordance with governing rules and procedures.

Reimbursement of Expenses

Council members shall be reimbursed for eligible expenses incurred using budgetary limitations as established by the state and the agency budget. To receive reimbursement, Council members shall file, within 90 days of incurring the eligible expense, an itemized expense form with the agency's administrative Deputy Director. Reimbursement shall be made in accordance with state governing regulations. The agency will make every attempt to issue authorized reimbursement within 30 days of receipt from the Council member.

Travel and Expense Budget

The Agency budget shall include an amount sufficient to cover the cost of authorized and eligible Council member reimbursable travel and other expenses as reasonably projected by the Chair in consultation with the Director on an annual basis. Said travel budget line item within the agency's budget shall be within the requirements of the Department of Finance and other control agencies, based on the operational needs and requirements of the agency.

Representative Role in Relationship to the Governor's Office and the Legislature

Council members, at the request of the Chair and/or Director, may actively participate in the promulgation and advocacy of positions regarding legislation affecting the arts, to the extent permissible under all applicable state laws, rules, regulations and the policies of the legislature and the office of the Governor. The Director and Director of Legislative Affairs shall advocate on behalf of the agency and the health of the arts, including advocacy in favor of specific legislation, to the extent permissible under all applicable state laws, rules, regulations and the policies of the legislature and the office of the Governor.

Council Meetings



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DRAFT SAMPLE MEETING AGENDA
For training and planning purposes only

NOTICE OF PUBLIC MEETING

DATE

TIME

LOCATION

1.	Call to Order – The Chair calls each meeting to order, and the time is noted for the public minutes. If the Chair is not present, the Vice Chair may call a meeting to order.	1 minute
2.	Welcome from Venue – The Chair invites a representative from the host venue to address the Council and share information about the space, history, and community.	3 to 5 minutes
3.	Acknowledgment of Tribal Land – The Executive Director or designated Council Member introduces the practice by acknowledging the meeting is taking place on Native Land. If available, a local tribe representative will welcome the Council and all attendees to its land. If a tribe representative is not available, a Council Member will read the list of all tribes who have cultural affiliation to the meeting location.	3 to 5 minutes
4.	Roll Call and Establishment of a Quorum – The Chair asks that the roll be taken. The Administrative Analyst conducts a roll call. Each present Council member responds by voice. The Administrative Analyst indicates if a quorum has been reached. If so, votes may be made for voting items that follow on the agenda. If a quorum has not been reached, the Council meeting may not take place or begin until enough Council Members are present.	2 minutes
5.	Approval of Minutes – The Chair asks for a motion to approve the minutes from prior meeting(s) as indicated on the agenda and included in the Council meeting book. Once a motion is made and seconded, discussion of the minutes follows. The minute taker takes notes of all amendments and corrections as discussed by Council. Once discussion is complete, the Chair calls for a vote. The Administrative Analyst conducts the vote. Each present Council member responds with their vote by voice. The Administrative Analyst reports the status of the motion.	varies
6.	Chair’s Report – The Chair provides a brief verbal update, accompanied by a written report if necessary, recapping recent activities and engagement undertaken as a representative of the Council.	5 to 10 minutes
7.	Director’s Report – The Director provides a brief verbal update, often accompanied by a written report, recapping recent activities and engagement as Director and providing pertinent agency-wide updates.	5 to 10 minutes

8.	<p>Public Comment – A public comment sign-in sheet is provided at each meeting. Members of the public who signed up are called by name by the Chair to address the Council for a maximum of 2 minutes per speaker (timed) or as established by the Chair after considering the amount of items to be covered within the end of the meeting. At the start of the Public Comment Period the Chair will ask if any additional members of the public wish to sign-up to provide comment. Public Comment is the only portion of the meeting where members of the public, unless otherwise agendized, may address the Council.</p> <p>Note: elected officials may be invited by staff or Council to provide comment at any time during the meeting.</p>	varies, a morning and afternoon public comment period may be scheduled
9.	<p>Voting Items – All anticipated voting items are noted on the agenda. All voting items are introduced by the individual(s) listed on the agenda prior to the Council’s discussion and vote. Grant review panel representatives may also participate in the introduction of panel recommendation voting items. Once an item is introduced, the Chair asks for a motion to approve a recommended voting item as indicated in the Council book. Once a motion is made (“moved”) and seconded, discussion by Council of the item follows. Staff is available to answer questions upon the request of Council. Once discussion is complete, the Chair calls for a vote. The Administrative Analyst repeats the motion, updating if necessary, and conducts the vote. Each present Council member responds with their vote by voice. The Administrative Analyst reports the status of the motion.</p> <p>Examples of voting items include: approval of grant guidelines, approval of panel pool, approval of panel recommendations, approval of grants allocation budget, etc.</p>	varies
10.	<p>Discussion Items – All anticipated discussion items are noted on the agenda. Discussion items are introduced by the individual(s) listed on the agenda. Discussion items provide an opportunity for Council to review and discuss outstanding issues relevant to Council business, in advance of voting items at future meetings. Following discussion, a Council committee or staff will address the next steps for each discussion item and identify if an item needs to be agendized for a future meeting, if applicable.</p>	varies
11.	<p>Committee Reports – Council committees may present updates on recent Committee activities and actions. Reports may be presented by Council members and/or coordinating staff members on behalf of a Council committee.</p>	varies
12.	<p>Grantee or Guest Presentations – Representatives from local, regional, statewide, or national arts organizations or related partner organizations may be invited to provide informational presentations to Council. Guest presenters are introduced by Council or staff.</p> <p>Q & A with Council may follow guest presentations.</p>	30 minutes to 1 hour
13.	<p>Staff Presentations – Staff members may make presentations to Council on various topics relevant to Council business. Q & A with Council may follow staff presentations.</p>	30 minutes to 1 hour
14.	<p>Adjournment – Council meetings often adjourn in memory of individuals from the arts and culture community who have recently passed away. Any Council member may submit a name to be honored during adjournment. Submissions should be made to the CAC Administrative Analyst prior to a scheduled Council meeting, when possible. After memoriam acknowledgement have been made, and no further motions are moved, the chair will declare the meeting adjourned.</p>	5 minutes



Memorandum

2750 Gateway Oaks Drive, Suite 300, Sacramento CA 95833
T: (916) 322-6555 | F: (916) 322-6575
www.arts.ca.gov

Date: April 4, 2023
To: Council Members
From: Ayanna Kiburi, Deputy Director
Re: **Bagley-Keene Open Meeting Act 2004 and Roberts Rules of Order**

As a state agency, we have a legal obligation to adhere to the Bagley-Keene Open Meeting Act 2004. Council meeting proceedings and member conduct must be adherent to the Bagley-Keene Act. Violations of the act can incur penalties to Council members and the agency. As a Council member, you have an obligation to review the Act and fully understand implications to your communications during Council meetings and communications with other members and the public outside of meetings.

The Council has adopted Roberts Rules of Order as the structure of parliamentary discussion and decision making. Please review the links to fully understand how this process is incorporated into the Council meeting agenda.

CAC staff will provide periodic training on Bagley-Keene and Roberts rules of Order as needed to support adherence.

References

[Bagley-Keene Open Meeting Act Summary](#)

[Robert's Rules Summary](#)

[Robert's Rules Cheat Sheet](#)

Robert's Rules of Order

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Robert's Rules of Order is a manual of parliamentary procedure by U.S. Army officer Henry Martyn Robert.

University of North Carolina cheat sheet: https://diphi.web.unc.edu/wp-content/uploads/sites/2645/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf



Memorandum

2750 Gateway Oaks Drive, Suite 300, Sacramento CA 95833
T: (916) 322-6555 | F: (916) 322-6575
www.arts.ca.gov

Date: April 4, 2023
To: Council Members
From: Ayanna Kiburi, Deputy Director
Re: **Travel Reimbursement/Honorarium Opt-Out**

Members of the California Arts Council are statutorily entitled to have their CAC-related travel expenses paid for by the CAC, subject to current state employee travel restrictions and policy. They are also entitled to be paid \$100 each time they attend a regularly scheduled and publicly noticed Council Meeting. Our enabling legislation states that the Council shall meet a maximum of eight times in a calendar year.

Some Council Members forego these privileges as a cost-saving measure for the agency. They cover their own travel costs and/or decline the \$100 honoraria. For budgeting purposes, it would be helpful to know each Council member's intentions.

Please indicate below how you would like the agency to proceed regarding your travel expenses and meeting honorarium. Be advised that you are not obligated or encouraged, in any way, to forgo these payments. Also, please let us know if your preferences change at any time.

Thank you.

I shall pay for my own travel costs.

Yes No

I decline the \$100 honorarium payment.

Yes No

Signature: _____ Date: _____

Council Member Accommodations & Accessibility

(To be added)



Council Member Responsibilities

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Member Roles and Responsibilities

Congratulations on your appointment to the California Arts Council. Serving as a Council member carries distinct responsibilities and should be a productive and rewarding experience. As an appointee receiving an honorarium, you are considered a state employee and as such serve to extend the mission of the Executive and Legislative branches of the State of California.

Below are key areas of your roles and responsibilities as you serve as an appointed member of this Council. These areas are reviewed by representatives within the Governor's office with input from the Senate President pro Tempore and Assembly Speaker.

Council Meeting Attendance

The Council convenes no more than 8 times per year. Members are expected to attend all meetings. Your participation and engagement in voting and discussion topics of the meeting agenda is critical to bringing your unique viewpoint and expertise to the process and establishment of policy.

Council Member Orientation

Council members are invited and encouraged to attend an orientation session at the beginning of their term. This orientation is led by council staff and will occur with only one or two council members at a time.

Preparation for Meetings

Council members are provided a Council Book that accompanies the meeting agenda prior to the meeting. Members are expected to have read all materials within the Council book in advance of the meeting. The Council Chair is available to answer questions that may arise as you prepare for the Council meeting.

Participation in Standing Committees

Council members will be assigned to at least one standing committee by the Council Chair. Members' preference will be considered but the Council Chair will

ensure sufficient Council representation on each committee. For more information on committees and directives please visit page 23 and reference [Committee Assignments for 2023](#).

Conduct in Meetings

Council meetings offer an opportunity for members to discuss topics openly and freely within a publicly accessible forum. Members are expected to be actively present and participate fully throughout the duration of each meeting.

In order to facilitate efficient and productive meetings, members are expected to prepare any committee work to be presented during meetings for a vote and discussion. Council members should not expect to complete committee level work during council meetings.

Members are expected to engage in respectful discussion with each other. Questions of staff must be addressed to the Executive Director as the representative of the agency both prior to and during Council meetings.

Declaration of Conflict of Interests

Council members are expected to complete a declaration of interest form each June and to declare any conflict of interest at the start of committee meetings and Council voting items and to withdraw from the ensuing discussions and/or vote, if/when appropriate.

Official Council Spokesperson

The Council Chair serves as the spokesperson for the Council body. All public and media inquiries received by an individual Council member must be forwarded to the Chair along with the agency's Public Affairs team for an official response. All official responses will be supported by the Public Affairs team, who can be contacted at publicaffairs@arts.ca.gov.

Current Standing Committees & Members

Equity Committee

Gerald Clarke and Caleb Duarte

The Equity Committee is charged with ensuring that grants invest in the evolving and demographics of California. The committee defines equitable grant making as fair, accessible, inclusive and effectively serving to dismantle structural racism and other inequities.

Executive Committee

Chelo Montoya and Vicki Estrada

The Executive Committee shall consist of the Chair, the Vice-Chair(s), the Director and others as appointed by the Chair.

Governance Committee

Nicola Miner and Roxanne Messina Captor

The Governance Committee shall review and draft revisions to the CAC Member Handbook including the CAC By-Laws and make recommendations to the Council. The Governance Committee also annually appoints two Council members to the “Nominating Committee” in advance of the December meeting.

Nominating Committee

Olivia Raynor and Nicola Miner

The Nominating Committee shall nominate officers for one- year terms. The Council shall vote to elect the officers at the December annual meeting. Officers shall consist of a Chair, one Vice-Chair and other officers the Council may, from time to time, designate.

Legislative Committee

Chelo Montoya and Alex Israel

The Legislative Committee shall develop materials and strategy for Council's engagement with the Governor and Legislature, provide updates on CAC government affairs activities, and make recommendations to the Council. The Special Liaison Committee shall support relationships and communications between the Council process and outcomes with the legislature.

Programs Allocations Committee

Vicki Estrada and Olivia Raynor

The Programs Allocations Committee shall provide input on the grant funding formula based on panel ranks, help formulate the projected grants budget, review staff and panel recommendations, and make recommendations to the Council.

Programs Policy Committee

Ellen Gavin and Leah Goodwin

The Programs Policy Committee shall provide input on program guidelines and policies, consider framework for Council on the adoption of new pilot grant programs based on Council priorities, and make recommendations to the Council.

Strategic Framework Committee

Olivia Raynor and Phil Mercado

The Strategic Plan Committee shall maintain an active role of the Council in strategic planning by reviewing/assessing the current strategic plan, reporting on Council progress related to a strategic plan, establishing Council priorities for a planning process, considering public input strategies, and making recommendations to the Council.



Memorandum

2750 Gateway Oaks Drive, Suite 300, Sacramento CA 95833
T: (916) 322-6555 | F: (916) 322-6575
www.arts.ca.gov

Date: April 14, 2023
To: Council Members
From: Jonathan Moscone, Executive Director
Re: **Required Training for Council Members**

State Mandated Training

Within 6 months from appointment, then once each 2 years, Council Members must complete the following training activities:

Ethics Training:

Many public officials are required to take an ethics training course to educate them on the ethical standards required of any individual who works in state or local government. Public officials may utilize free online courses available to satisfy this requirement. Please note that the state officials ethics course will not satisfy the local officials ethics course requirements and vice versa.

Ethics training is required of any individual who works in state or local government.

The Ethics Training is available via the California Department of Justice, Office of the Attorney General website, at: <https://oag.ca.gov/ethics/course>

Sexual Harassment Prevention Training:

California law requires all employers of 5 or more employees to provide training to its supervisory and nonsupervisory employees on sexual harassment and abusive conduct prevention. Every two years, nonsupervisory employees must receive at least one hour of training and supervisory employees must receive at least two hours of training. The training may be completed all at once or in segments, as long as the applicable hourly total requirement is met. The law requires the training to include practical examples of harassment based on gender identity, gender expression, and sexual orientation.

Council Members should select the “nonsupervisory” the Sexual Harassment Prevention Training.

Sexual Harassment Prevention Training is available via the Department of Civil Rights website, at: <https://calcivilrights.ca.gov/shpt/>

Certificates will be generated on completion and should be emailed to the Council Liaison at that time.

Resignation Procedure

[Title 1- General; Division 4-Public Officers and Employees; Chapter 4- Resignations and Vacancies](#)

Section 1750-1752

1. California Government Code, Section 1750, provides that resignations by gubernatorial appointees must be made in writing and must be submitted to the Governor.

[Title 1- General; Division 4-Public Officers and Employees; Chapter 4- Resignations and Vacancies; Article 2- Vacancies](#)

Section 1770

1. California Government Code, Section 1770, outlines when an office becomes vacant on the happening of any of the outlined events before expiration of term.

Conflict of Interest

1. **[Title 2-Government of the State of California, Division 1- General, Chapter 9- ART, Section 8751.5\)](#)**
 - a. If any member of the council is an employee, member, director, or officer of any arts organization that has applied to the council for a grant, such member shall not communicate with any other member of the council or any member of an advisory panel regarding such grant application and such member shall not be present when such is considered by the council or panel.

2. **[Council Bylaws \(page. 6- Conflict of Interest, Appearance of Conflict of Interest and Code of Responsibility\)](#)**
 - a. Council members shall be subject to the California State Ethics and Conflict of Interest Code, and any rules adopted by the Council.
 - b. Council members shall file the Statement of Economic Interest form 700 annually as required by law.
 - c. Council members shall not be present nor participate in any communication or discussion with any other council member, nor vote on any matter, involving an individual or organization with which there is an association as board member, officer, advisory panel or staff, salaried or volunteer, or where there is, or has been, any economic interest for twelve months prior to the discussion or vote.
 - d. Council members shall excuse themselves from the discussion and/or vote on any matter where an outside observer might have reasonable cause to believe the Council member might not be impartial, whether positively or negatively, on behalf of the issue or entity.

3. **[FPPC Form 700](#)** - Also see [Reference Pamphlet](#) (Explains Reporting Requirements)
 - a. Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700. The Form 700 provides transparency and ensures accountability in two ways:

-
- ii. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
 - iii. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.



Memorandum

2750 Gateway Oaks Drive, Suite 300, Sacramento CA 95833
T: (916) 322-6555 | F: (916) 322-6575
www.arts.ca.gov

Date: April 14, 2023
To: Council Members
From: Jonathan Moscone, Executive Director
Re: **Human Resources Documents for Council Member Onboarding**

Your appointment letter informed you of requirements such as oath completion and FPPC Form 700 filing requirements, which should be completed right away.

Your next onboarding step will be to complete HR documents.

HR Documents are required for employee safety and identification, and to generate payments for Per Diems (honoraria) and expense claim reimbursements. Even if you decide to decline the offer of honoraria, you must still complete the general HR forms identity and emergency contact information, in the event there is an emergency.

After the Form 700 is done, complete the following:

Required HR Forms

- Employment Eligibility Verification i9 ([OMB No. 1615-0047](#))
- Employee Action Request ([STD 686](#))
- Designation of Person(s) Authorized to Receive Warrants ([STD 243](#))
- Emergency Information/Physician Designation ([DGS OHR 20](#))

Optional Forms

- Request for Nondisclosure of Employee Home Address ([STD 677](#))
- State Employee Race/Ethnicity Questionnaire ([CalHR 1070](#))
- Military Service Declaration ([STD 912](#))

- Direct Deposit Enrollment Authorization ([STD 699](#))
- Authorization to Use Privately Owned Vehicles on State Business ([STD 261](#))*

**To request Mileage reimbursement, form Std 261 must be completed and signed by agency administration annually, and the driver must complete a Defensive Driver Training course.*

Defensive Driver training can be found online at: <https://ddt.dgs.ca.gov/> Once completed, please email a copy of your certificate to the Council Liaison.

All forms except the i-9 can be electronically signed and emailed to the Council Liaison.

Please mail your original, signed i-9 to:

California Arts Council
Attn: Council Liaison
2750 Gateway Oaks Drive, Suite 300
Sacramento, CA 95833

Example Timesheet

Contact Mari Strickland (marianne.strickland@arts.ca.gov) to request a timesheet.

Print Form Reset Form

STATE OF CALIFORNIA - DEPARTMENT OF HUMAN RESOURCES
ABSENCE AND ADDITIONAL TIME WORKED REPORT
 STD. 634 (Rev. 09/2020)

PAY PERIOD		TIME BASE	WWG	CR/ED
1. MONTH	YEAR	SEMI-MONTHLY STATUS ONLY	ALTERNATE WORKWEEK SCHEDULE	
<input type="checkbox"/> First Half	<input type="checkbox"/> Second Half	<input type="checkbox"/> 4/10/40	<input type="checkbox"/> 9/5/90	

2. NAME (First) (Middle) (Last) _____ 3. EMPLOYEE ID _____ 4. POSITION NUMBER **352-110-5726-970**

5. ABSENCE WITH PAY

(SL) <input type="checkbox"/> SICK LEAVE SELF	(RL) <input type="checkbox"/> BEREAVEMENT LEAVE	(C) <input type="checkbox"/> CATASTROPHIC LEAVE DONATIONS RECEIVED AND USED	(JD) <input type="checkbox"/> JURY DUTY
(SL) <input type="checkbox"/> SICK LEAVE FAMILY ILLNESS	(CT) <input type="checkbox"/> USING OVERTIME CREDITS (CTO)	(ML) <input type="checkbox"/> SHORT-TERM MILITARY LEAVE (Calendar Date)	<input type="checkbox"/> ATTENDANCE FEE TO BE REMITTED (Make copy for Accounting)
(FH) <input type="checkbox"/> FURLOUGH HOURS	(HC) <input type="checkbox"/> USING HOLIDAY CREDITS	(ND) <input type="checkbox"/> NON-INDUSTRIAL INJURY	<input type="checkbox"/> NO ATTENDANCE FEES RECEIVED
(LX) <input type="checkbox"/> PUP 2018	(EX) <input type="checkbox"/> USING CREDITS HOURS CREDIT	INDUSTRIAL ILLNESS OR INJURY	
(LV) <input type="checkbox"/> PUP 2012	(PH) <input type="checkbox"/> USING PERSONAL HOLIDAY	(TD) <input type="checkbox"/> TEMPORARY DISABILITY	COURT _____ CITY _____
(LP) <input type="checkbox"/> PUP 2010	(EL) <input type="checkbox"/> PAID EDUCATIONAL LEAVE	(DL) <input type="checkbox"/> INDUSTRIAL DISABILITY LEAVE	(SW) <input type="checkbox"/> WITNESS (Make copy for Accounting)
(LD) <input type="checkbox"/> PERSONAL LEAVE 2003	(PT) <input type="checkbox"/> PROFESSIONAL DEVELOPMENT DAY	(DL/S) <input type="checkbox"/> INDUSTRIAL DISABILITY LEAVE WITH SUPPLEMENTATION	<input type="checkbox"/> CIVIL CASE <input type="checkbox"/> FEES TO BE REMITTED
(PL) <input type="checkbox"/> PERSONAL LEAVE	(PR) <input type="checkbox"/> HOLIDAY REFORM TIME OFF	OTHER _____	<input type="checkbox"/> CRIMINAL CASE <input type="checkbox"/> NO FEES RECEIVED
(AL) <input type="checkbox"/> ANNUAL LEAVE	(PV) <input type="checkbox"/> VOLUNTARY PERSONAL LEAVE		IN THE INTEREST OF OR BEHALF OF THE STATE: <input type="checkbox"/> YES <input type="checkbox"/> NO
(WR) <input type="checkbox"/> WRITING	(PA) <input type="checkbox"/> PARE		<input type="checkbox"/> SUBPOENAED <input type="checkbox"/> DEPOSIT

6. ABSENCE WITHOUT PAY

(DK) <input type="checkbox"/> INFORMAL LEAVE GRANTED (15 Working days or less)	(DW) <input type="checkbox"/> ABSENCE WITHOUT LEAVE (WORKING TIME 7 or 15/72)	<input type="checkbox"/> ABSENCE WHILE SERVING A PROBATIONARY PERIOD	<input type="checkbox"/> EMBA MILITARY CAREGIVER LEAVE	PAY PERIOD IS
(DK) <input type="checkbox"/> INFORMAL LEAVE GRANTED (15 Working days or less) (C/S)	<input type="checkbox"/> TEMPORARY LEAVE (30 Calendar days or less)	(FM) <input type="checkbox"/> EMBA	<input type="checkbox"/> POL	<input type="checkbox"/> QUALIFYING
		<input type="checkbox"/> C/SB		<input type="checkbox"/> NON-QUALIFYING

7. DATES OF ABSENCES AND EXTRA TIME WORKED
 (Enter symbol and number of hours in date blocks. See reverse for legends and symbols not noted above. If the absence is for a compensable injury waiting period, add X to other symbol.)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL		
7A. ABSENCE TO BE PAID																																		
7B. SICK																																		
7C. BEREAVEMENT																																		
7D. VACATION																																		
7E. RL																																		
7F. CS, HC, EX, FM, PH, EL, ML, JD, TR, MN, PL, LX, LV, LP, TH, PV, AL, PT, PA																																		
7G. DK																																		
7H. STRAIGHT TIME, P, HC, CT, EX																																		
7I. PREMIUM TIME, CL, P																																		

8. REASON FOR ABSENCE OR EXTRA HOURS WORKED
Honoraria Payment for Council Meeting Attendance

9. CERTIFICATE BY EMPLOYEE
To the best of my knowledge and belief, the facts stated are accurate and in full compliance with legal requirements.
 EMPLOYEE SIGNATURE _____ DATE _____

10. RECOMMENDATION AND SUBSTANTIATION OF SUPERVISOR APPROVAL RECOMMENDED APPROVAL NOT RECOMMENDED
To the best of my knowledge and belief, the facts stated are accurate and in full compliance with legal requirements.
 SIGNATURE OF SUPERVISOR _____ DATE _____

11. PERIOD ON DISABILITY COMPENSATION		12. DISABILITY COMPENSATION SUPPLEMENT				13. OFFICIAL DEPARTMENTAL ACTION		REVIEWED BY
FROM	TO	HOURS	SICK LEAVE	VACATION	CTO	HOLIDAY CREDIT	<input type="checkbox"/> APPROVED	
							<input type="checkbox"/> DISAPPROVED	



Appendix A Background

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Strategic Framework Tool Decision Support Tool Worksheet



Full Name:

Tier 1: Basic Capacity

Clearly state the desired action and its high-level expected benefit:

What is the desired timeline for this action?

What is required to fully support this action – staffing, partners, and funding?

Are all three available during the desired timeline? No Yes N/A

Is there an opportunity to acquire staffing, partners, and/or funding? No Yes N/A

Is there a lesser priority from which staff, partners, and/or funding can be redirected? No Yes N/A

If the timeline is adjusted, will staffing, partners, and/or funding be available? No Yes N/A

If the timeline is adjusted, will there be an adverse impact? No Yes

From where can resources of staffing, partners and/or funding be redirected to cause a lesser impact?

Tier 2: Public Input and Impact

Who is expected to benefit from this action?

What might be the unintended consequences/drawbacks from this action?

Has there been an opportunity for input on this action from:

- Those potentially impacted in the field? No Yes
- Those potentially impacted as community members? No Yes
- Council, staff, partners, funders (specifically, to what extent are other funders involved in meeting this need), elected officials? No Yes

At the local level, does this action:

- Promote ownership? No Yes
- Build capacity? No Yes
- Align with CAC values? No Yes

This action specifically responds to the following Strategic Framework aspirational areas:

Beyond the local level, does this action:

- Leverage resources? No Yes
- Cultivate partnership? No Yes
- Grow awareness of the CAC? No Yes
- Address root causes of inequity? No Yes
- Instill faith in government transparency, accountability, and stewardship? No Yes
- Align with or expand on the priorities of the Governor and the State of California? No Yes
- Demonstrate innovation? No Yes
- Position the CAC as a national or international leader? No Yes

Tier 3: Equity Alignment

Has research been conducted to identify best practices for racial equity? No Yes

If it is appropriate to conduct a Racial Equity Impact Assessment (see Appendix C), what is the timeline and staffing?

Will this action disadvantage:

- Small organizations? No Yes
- Certain regions of the state? No Yes
- Potential beneficiaries with disabilities? No Yes
- Potential beneficiaries who communicate in languages other than English? No Yes
- Potential beneficiaries who face social stigma, trauma, and/or safety concerns? No Yes
- Potential beneficiaries with fewer technological resources and/or expertise? No Yes

Tier 4: Council Process

Prior to calling for a vote:

- Was the item open for discussion at a prior Council meeting? No Yes

- Were Council members able to forward their unresolved questions or concerns to the appropriate committee for research and recommendations? No Yes
- Were those unresolved questions or concerns considered at a committee meeting that was open to the public? No Yes N/A
- Was a public input period offered online or through alternative means for those who could not access a meeting? No Yes

Tier 5: Post-Decision Considerations

For this action, what is the Council's role?

For this action, what is staff's role?

Is there a committee or working group to which this action should be assigned or that should be created? No Yes

Communication

Once the decision has been made, decide how the decision and progress on the action (if applicable) will be communicated to:

- Those potentially impacted in the field No Yes
- Those potentially impacted as community members No Yes
- Council, staff, partners, funders, elected officials No Yes

Evaluation

How will we know if the expected benefit is achieved?

How will we know if anyone is better off?

How will the public be engaged in evaluative efforts?

What are the key benchmarks that would indicate satisfactory progress on this action?

What is the reporting mechanism for progress?

What is the support mechanism if progress is stalled?



Memorandum

2750 Gateway Oaks Drive, Suite 300, Sacramento CA 95833
T: (916) 322-6555 | F: (916) 322-6575
www.arts.ca.gov

Date: April 5, 2023
To: Council Members
From: Marianne Strickland, Council Liaison
Re: **Booking Travel**

Booking Your Travel

For Council Meetings travel booking, the Council Liaison will send an email to all Council Members, collecting travel preferences and make all travel arrangements.

For other Council activity related travel, you must obtain agency approval before booking your travel arrangements and contacting the Council Liaison.

Travel Reimbursement Policies

Exempt state employees, including Council Members, may be eligible for the reimbursement of authorized out-of-pocket expenses that are reasonably and necessarily incurred as a result of conducting state business. In accordance with current state policy, [Council Members] may be eligible to receive reimbursement for expenses such as:

- Method of travel (transportation)
- Meals and incidentals
- Short-term lodging
- Out-of-state travel
- Out-of-country travel
- Personal vehicle mileage
- Other actual and necessary business and/or travel costs incurred while conducting official state business.

Provisions in Government Code, the CalHR Travel Rules, and Policy Memos are the basis for the information on your travel.

In the links below you can find the most updated information regarding travel reimbursements:

- HR Manual sections:
 - [2201 – Travel and Relocation Policy](#)
 - [2202 – Mileage Reimbursement](#), and [2203 – Allowances and Travel Reimbursements](#) provide additional information about travel reimbursements, including links to authorities and resources.
- [General Travel Reimbursement Information](#)

Travel Expense Claims:

All travel expense claims (TEC) must be submitted with a completed and signed Travel Expense Claim (STD 262), along with all relevant receipts, including authorized meals, lodging, airfare, car rentals, parking and/or polls. Instructions for completion of the TEC are included on the second page of the Std 262.

Receipt Policy

Reimbursement will be claimed only for actual and necessary business, travel, and relocation expenses. Regardless of any exceptions to receipt policy, the approving officer may require additional certification and/or explanation from [Council Members] to determine expenses were actually and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed.

Receipts shall be submitted for every item of expense of \$25 or more. When receipts are not required to be submitted with a travel expense claim, it is your responsibility to maintain receipts and records of their actual expenses. Receipts must be made available for audit upon request by employing departments, state control agencies and/or the Internal Revenue Service. Receipts are required for every item of transportation and business expense incurred as a result of conducting state business.

The following actual expenses are an exception to the receipt policy:

- Railroad and bus fares of less than \$25 when travel is wholly within California.
- Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of \$10 or less for each continuous period of parking or each separate transportation expense noted in receipt policy.
- Telephone, fax, or other necessary state business costs of \$5 or less.
- The absence of a receipt shall result in the reduction of the amount claimed to the non-receipted amounts above.

Meals and Incidentals

Lunches for Council Meeting days are covered by the agency and therefore not reimbursable. If you prefer to provide your own lunch, notify the Council Liaison and you will be reimbursed up to the listed maximum for the meal.

Meal and Incidental Rates (with receipts)

The following reimbursement rates for meals and incidentals are maximums, not allowances. In the event of an audit, you must be able to produce receipts substantiating the amount claimed.

HR Manual [section 2203 – Allowances and Travel Reimbursements](#) provides additional information, including travel time-frames (fractional day of travel, trip of less than 24 hours, trip of more than 24 hours, etc.).

Meal and Incidental Rates

Expense	Reimbursement for Actual Expense
Breakfast	Up to \$7.00
Lunch	Up to \$11.00
Dinner	Up to \$23.00
Incidentals	Up to \$5.00

Short Term Lodging

For agency-approved State travel, contact the Council Liaison to book a rate-compliant hotel.

If you wish to book your own hotel, you will be reimbursed your expenses up to the maximum rate of the County you will be lodging in, as outlined below.

All counties except those listed	\$90
Sacramento, Napa, Riverside	\$95
Marin	\$110
Los Angeles, Orange, Ventura & Edwards AFB, excluding the City of Santa Monica	\$120
San Diego, Monterey	\$125
Alameda, San Mateo, Santa Clara	\$140
City of Santa Monica	\$150
San Francisco	\$250

HR Manual sections [2201 – Travel and Relocation Policy](#) and [2203 – Allowances and Travel Reimbursements](#) provide additional travel policy information, including lodging reimbursement policy and the excess lodging request approval process.

- [Council Members] who incur approved overnight lodging expenses may be reimbursed.
- [Council Members] must stay at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc.
- [Council Members] must provide a receipt to claim reimbursement; no reimbursement will be paid without a receipt.
- Should the base room rate exceed the rates noted above, an [Excess Lodging Rate Request/Approval \(STD 255C\)](#) must be submitted and approved by your department and/or CalHR before the trip takes place.

Transportation

Each state agency shall determine the necessity for travel, and the mode of travel to be reimbursed. Transportation shall be accomplished and reimbursed in accordance with the best interest of the state. [Council Members] using an approved alternate method of transportation will be reimbursed only for the method that is in the best interest of the state. Transportation

expenses include, but are not limited to: mileage reimbursement, bus/taxi fares, rental cars, parking, airplane, train, and tolls reasonably and necessarily incurred while conducting state business.

Preferred Carriers (Airlines)

- Southwest
- United Airlines

Preferred Carrier groups have been created for both Domestic and International markets. Preferred Carrier contracts have been awarded to one airline in each of these markets.

Preferred Carrier #1, Primary Domestic: Southwest Airlines • Five percent (5%) discount on all fares, Preferred Carrier #2, Secondary Domestic: United Airlines • Four percent (4%) discount on all fares Preferred Carrier #2, International: United Airlines • Four percent (4%) discount on all fares Non-Contracted Carriers: Authorized State travelers who meet exemptions in each of the two categories above will be authorized to book the lowest available fare, which meets their business needs, with a non-contracted carrier. (See [Travel Bulletin #20-03](#))

Transportation Network Companies

Allowable transportation expenses may include transportation network company fare or taxi fare, plus applicable mandatory taxes and fees. A transportation network company (such as Uber or Lyft) or taxi may be an allowable expense if it:

- Incurred in accordance with state policy.
- The method of travel that is in the best interest of the state.

Please note that department paid direct bill accounts (via the State Travel Program) should be the primary method of payment for transportation network company expenses, when available.

Car Rentals

<https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Car-Rental-Resources>

Personal Vehicles

A [STD 261 form](#) must be on file and signed by the Executive Director for a personal vehicle to be utilized while conducting state business.

Required Training for use of personal vehicles

To claim mileage reimbursement, drivers are required to take the Defensive Driver's course located here: <https://www.dgs.ca.gov/ORIM/Services/Page-Content/Office-of-Risk-and-Insurance-Management-Services-List-Folder/Enroll-in-Defensive-Driver-Training> and a STD 261 must be on file with the agency to use a state or personal vehicle while conducting state business.

Certificates of completion will need to be emailed to the Council Liaison, who will file it your online training records file.

Personal Vehicle Mileage Reimbursement

HR Manual [section 2202 – Mileage Reimbursement](#) provides additional information, including the following policies: personal vehicle mileage reimbursement, and private aircraft mileage reimbursement.

[Council Members] must have advance approval to drive a personal vehicle on state business¹.

- Claims for travel prior to a new rate's effective date shall receive the prior rate.
- For historical mileage reimbursement rates, please review the State Controller's Office's [Payroll Procedures Manual, Section N](#).

¹ In order to drive your personal vehicle on state business, a Std 261 must be completed and saved in your file and defensive driver training must be completed, with certificate held in your file in order to request mileage reimbursement.

2022 Personal Vehicle Mileage Reimbursement Rates

Type	Reimbursement Rate per Mile (January 2022 – June 2022)	Reimbursement Rate per Mile (July 2022 - December 2022)
Personal Vehicle (approved business/travel expense)	\$0.585	\$0.625
Personal Vehicle (state-approved relocation)	\$0.18	\$0.22
Private Aircraft (per statute mile) *	*\$1.515	*\$1.81

*Unless otherwise stated in the applicable MOU, the personal aircraft mileage reimbursement rate is the applicable “Private Aircraft” rate provided in this chart.

2023 Personal Vehicle Mileage Reimbursement Rates

Type	Reimbursement Rate per Mile
Personal Vehicle (approved business/travel expense)	\$0.655
Personal Vehicle (state-approved relocation)	\$0.22
Private Aircraft (per statute mile) *	*\$1.74

*Unless otherwise stated in the applicable MOU, the personal aircraft mileage reimbursement rate is the applicable “Private Aircraft” rate provided in this chart.

Mileage reimbursement covers:

- Gasoline
- The cost of maintenance (oil, lube, routine maintenance)
- Insurance (liability, damage, comprehensive and collision coverage)
- Licensing and registration
- Depreciation and all other costs associated with operation of the vehicle.

Out-of-State Travel

Out-of-State Travel (OST) requires additional forms to be filled out ([STD 257](#) and [STD 260](#)) and approval by the Governor’s Office prior to travel occurring. For additional OST travel support, please reach out to the Council Liaison.

After Hours Travel Assistance and Last-minute changes

All travel is booked via CalTravelStore by the Council Liaison.

For last minute changes (after hours) and other travel emergencies, contact:

CalTravelStore:
(916) 376-3989
(877) 454-8785

Travel-Related Forms

The Council Liaison will provide forms as requested or can be found using the links below (You will need to download the forms):

- Travel Expense Claim (Std 262)
- [Authorization to Use Privately Owned Vehicles on State Business \(Std 261\)](#)
- [Out-of-State Travel Approval Request \(Std 257\)](#)
- Blanket Approval for Out-of-State Travel (Std 260)

Sample Travel Expense Claim

Contact Mari Strickland (marianne.strickland@arts.ca.gov) to request a travel expense claim form.

Clear
Print
Important Note

STATE OF CALIFORNIA - DEPARTMENT OF PERSONNEL ADMINISTRATION
TRAVEL EXPENSE CLAIM
 STD. 242 (Rev. 10/01/15)

See Instructions and "Privacy Statement On Reverse Side"

Page **1** of **1** Pages

CLAIMANT'S NAME Jon Smith				IDEN or EMPLOYEE NUMBER 123-45-6789				DEPARTMENT 8200 - CA Arts Council			
POSITION AGPA		CBRD No. R01	DIVISION or BUREAU Executive				OFFICE NUMBER				
RESIDENCE ADDRESS 1234 Artistry Road				HEADQUARTERS ADDRESS 2730 Gateway Oaks Drive, Suite 300				TELEPHONE NUMBER (916) 322-6553			
CITY Sacramento		STATE CA	ZIP CODE 95814		CITY Sacramento		STATE CA	ZIP CODE 95831			

(1) NORMAL WORK HOURS: **8 am - 5 pm**

(2) PRIVATE VEHICLE LICENSE NUMBER: _____

(3) MILEAGE RATE CLAIMED: _____

(1) DATE	(2) TIME	(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
				(A) BREAKFAST	(B) LUNCH	(C) D.F., L.T., INC. FUEL, OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) FARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES AMOUNT		
9	11:30	Sacramento Int'l to LAX			11.00	23.00		SCC	72.00		0.00	166.00	
10		Los Angeles, CA	90.00	7.00	11.00	23.00	5.00	SCC			0.00	136.00	
11		Los Angeles, CA	90.00	7.00	11.00	23.00	5.00	SCC			0.00	136.00	
12	2:00	LAX to Sacramento Int'l	90.00	7.00	11.00	23.00		SCC	94.24		0.00	225.24	
SUBTOTALS			270.00	21.00	44.00	92.00	10.00	0.00	166.24	0.00	0.00	603.24	

CLAIM TOTAL \$603.24

(14) PURPOSE OF TRIP, REIMBURSEMENT DETAILS (Adult Receipts/Receipts when required):
 Travel to LA for Council meeting and to tour of local art grantee recipients.
 SCC - State Credit Card Used

AGENCY ACCOUNTING OFFICE USE ONLY

PAY BY REVOLVING FUND CHECK NUMBER:

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with CPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the maximum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE	DATE	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE
(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)			DATE

Conflict Of Interest Code For The California Arts Council

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest- ‘ code, which can be incorporated by reference in an agency’s code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code for the CALIFORNIA ARTS COUNCIL.

Designated employees shall file statements of economic interests with the CALIFORNIA ARTS COUNCIL. The agency shall make the statements available for public inspection and reproduction (Gov. Code Section 81008). Upon receipt of the. statements of the Council members and the Director, the agency shall make and retain a copy and forward the original to the Fair Political Practices Commission. Statements for all other designated employees will be retained by the agency.

Membership Organizations

Much of the Council work is supported through memberships with national and regional organizations that specialize in providing services to state arts organizations. These organizations sponsor convenings and leadership institutes that support CAC staff and members.

National Assembly of State Arts Agencies (NASAA)

(<https://nasaa-arts.org/>)

NASAA's mission is to strengthen state arts agencies. They serve as the professional association of the nation's 56 state and jurisdictional arts agencies. NASAA is a national, not-for-profit, nonpartisan organization that champions public support for the arts in America.

Collaboration between NASAA and state arts agencies advance the arts as an essential ingredient in the well-being and prosperity of our nation's individuals, communities and families. NASAA is committed to a future in which every U.S. state and jurisdiction achieves its fullest potential in and through the arts.

National Endowment for the Arts (NEA)

(<https://www.arts.gov/>)

The National Endowment for the Arts is an independent federal agency that funds, promotes, and strengthens the creative capacity of our communities by providing all Americans with diverse opportunities for arts participation. The California Arts Council has a State Arts Agency partnership agreement grant that supports our operations activities in administering our grant programs. State arts agencies are funded through appropriations from state legislatures. By law, state arts agencies also receive 40% of the federal grant dollars Congress provides to the National Endowment for the Arts.

Western States Arts Federation (WESTAF)

(<https://www.westaf.org/>)

WESTAF assists state arts agencies, arts organizations, and artists in their quest to serve diverse audiences, enrich the lives of local communities, and provide access to the arts and arts education for all. Through innovative programming, advocacy, research, technology, and grantmaking, WESTAF encourages the creative advancement and preservation of the arts regionally and through a national network of customers and alliances.

Grantmakers in the Arts (GIA)

(<https://www.giarts.org/>)

Grantmakers in the Arts is a national association of public and private arts funders - providing members with resources and leadership to support artists and arts organizations.

Americans for the Arts (AFTA)

(<https://www.americansforthearts.org/about-americans-for-the-arts.org/>)

The AFTA mission is to build recognition and support for the extraordinary and dynamic value of the arts and to lead, serve, and advance the diverse networks of organizations and individuals who cultivate the arts in America. Facilitating and connecting ideas and leaders from the arts, communities, and business, ensures that every American has access to the transformative power of the arts.



Appendix B Legislative

[Return to Table of Contents](#)

Legislative Contacts

The following is a list of Legislators in the Assembly and Senate, who annually vote on matters pertaining to the California Arts Council. Contact information for these members is available in the links below. Any Council interaction with members regarding the California Arts Council should be shared with the Chair of the Council and the Director of Legislative Affairs.

Assembly

[Assemblyman Anthony Rendon](#) is Speaker of the California State Assembly, position he has held since March 2016. Speaker is the highest-ranking officer of the Assembly

- [Assembly Committee on the Budget](#)
Members: [Phillip Y. Ting \(Chair\)](#) and [Vince Fong \(Vice Chair\)](#)
- [Assembly Sub 4 State Administration](#)
- [The Committee on Arts, Entertainment, Sports & Tourism](#)
Members: [Sharon Quirk-Silva \(Chair\)](#) and [Greg Wallis \(Vice Chair\)](#)

Senate

[Senator Toni G. Atkins](#) is Senate President pro Tempore, a position she has held since January 2018. In March 2018, she was sworn in, becoming the first woman and the first openly LGBTQ person to lead the Legislature's upper house.

- [Subcommittee 4 on State Administration and General Government](#)
- [Standing Committee on Budget and Fiscal Review](#)
- [Joint Committee on the Arts](#)
 - Recognizing that the Arts contribute significantly to the quality of life in California; play an important role in the identity, innovation and economy of this state; and citing the dramatic decline in arts education programs in the state's public schools, the Joint Committee on the Arts was formed in 1984. Core areas that the Committee is authorized and directed to study, investigate and analyze include:
 - Goals appropriate to the future of the arts and cultural life of California and the role the Legislature and state government should play in achievement of these goals;

-
- Arts legislation in other states and at the federal level and recommendations for legislation in this state;
 - The status of arts education in California;
 - The economic impact of the Arts in California; and
 - The budget and programs of the California Arts Council

Legislative Directives

<p>Art in Public Buildings GOVERNMENT CODE TITLE 2. DIVISION 3. PART 10b. STATE BUILDING CONSTRUCTION CHAPTER 2.1. Art in Public Buildings [15813 - 15813.8]</p>	<p>The Legislature finds and declares that the State of California has a responsibility for expanding public experience with art. The Legislature recognizes that other states have enacted legislation requiring the expenditure of 1 percent of funds allocated for the construction of state buildings for works of art for such buildings.”</p> <p>The CAC and the State Architect are named in state Government Code as joint parties to carry out the purposes of the Art in Public Buildings chapter. Over the agency’s history, staff and Council members have been involved in state public art projects to varying degrees dependent on the agency’s resources at any given time. In 2019, the CAC will be involved in at least three state construction projects with active public art acquisition programs. They include the California Air Resources Board Riverside Campus, and the new state office buildings at P and O Street in Sacramento.</p>
<p>Arts Plate</p>	<p>The CAC participates in the state’s Special Interest License Plate Program administered by the DMV. The California Arts Plate was created through special legislation in 1994. Since then, the iconic image has become famous worldwide, and proceeds from the plate have provided millions of dollars to support arts programs in California.</p> <p>The Arts Plate provides a diverse revenue stream to the CAC that is critical for funding our administrative needs and our arts education programs.</p>
<p>California State Summer School for the Arts California Code, Education Code - EDC § 8952.5</p>	<p>The CAC is named in the California Education Code pertaining to the California State Summer School for the Arts.</p> <p>The California State Summer School for the Arts shall be governed by a 15-member board of trustees, to be known as the Trustees of the California State Summer School for the Arts. The Membership of the board of trustees shall include... One member appointed by the California Arts Council, who shall be a current member of the council.</p>
<p>Native American Heritage Commission California Code, Public Resources Code - PRC § 5097.94</p>	<p>The California Arts Council is named in a list of duties of the California’s Native American Heritage Commission: To make recommendations to the Director of Parks and Recreation and the California Arts Council relative to the California State Indian Museum and other Indian matters touched upon by department programs.</p>
<p>Keep Arts in Schools Fund SB-571 Income taxes: voluntary contributions: Keep Arts in Schools Fund. (2013-2014)</p>	<p>The CAC participates in the state’s Voluntary Contribution Fund tax return program, administered by the Franchise Tax Board. California taxpayers can support arts education programs this tax season through the Keep Arts in Schools Voluntary Contribution Fund. Individuals may make tax- deductible contributions in amounts of \$1 or more through the Voluntary Contribution portion of state tax returns. The program requires a minimum total contribution of \$250,00 annually for this fund.</p>

CAC Enabling Legislation

2009 California Government Code - Section 8750-8756 :: Chapter 9. Art

GOVERNMENT CODE

SECTION 8750-8756

8750.

The Legislature perceives that life in California is enriched by art.

The source of art is in the natural flow of the human mind. Realizing craft and beauty is demanding, however, the people of the state desire to encourage and nourish these skills wherever they occur, to the benefit of all.

8751.

(a) There is in the state government an Arts Council which shall be composed of 11 members. On or before January 10, 1979, the Speaker of the Assembly and the Senate Rules Committee shall each appoint one member to represent the general public. Prior to appointing the remaining nine members, the Governor shall request and consider recommendations from organizations representing the arts community and when making his appointments shall give consideration to the various arts disciplines and ethnic and geographic parts of the state. All appointments made to the council by the Governor shall be subject to confirmation by the Senate.

(b) Five of the eleven members shall hold office for four years, four shall hold office for three years, and two shall hold office for two years. Terms of office shall be determined by lot at the first meeting of the council after January 1, 1979.

(c) Nothing in this section shall prevent the reappointment or replacement of any individual presently serving on the existing Arts Council unless such person has already served for more than four consecutive years as a member of the California Arts Council or Arts Commission.

(d) In January of each year, the members of the council shall select a chairperson. Members of the council shall receive one hundred dollars (\$100) per meeting and shall be reimbursed for necessary traveling and other expenses incurred in the performance of official duties.

8751.5.

If any member of the council is an employee, member, director, or officer of any arts organization that has applied to the council for a grant, such member shall not communicate with any other member of the council or any member of an advisory panel regarding such grant application and such member shall not be present when such is considered by the council or panel.

8752.

The council shall meet at the call of the chairperson no more than eight times each calendar year. Unless there are extraordinary circumstances, all meetings are to be preceded by at least eight days public notice, and shall be held in various places throughout the state so as to encourage broad and diverse attendance.

8753.

The council shall:

- (a) Encourage artistic awareness, participation and expression.
- (b) Help independent local groups develop their own art programs.
- (c) Promote the employment of artists and those skilled in crafts in both the public and private sector.
- (d) Provide for the exhibition of art works in public buildings throughout California.
- (e) Enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.
- (f) Adopt regulations in accordance with the provisions of the Administrative Procedure Act necessary for proper execution of the powers and duties granted to the council by this chapter.
- (g) Employ such administrative, technical, and other personnel as may be necessary.
- (h) Fix the salaries of the personnel employed pursuant to this chapter which salaries shall be fixed as nearly as possible to conform to the salaries established by the State Personnel Board for classes of positions in the state civil service involving comparable duties and responsibilities.

-
- (i) Appoint advisory committees whenever necessary. Members of an advisory committee shall serve without compensation, but each may be reimbursed for necessary traveling and other expenses incurred in the performance of official duties.
 - (j) Request and obtain from any department, division, board, bureau, commission, or other agency of the state such assistance and data as will enable it properly to carry on its power and duties.
 - (k) Hold hearings, execute agreements, and perform any acts necessary and proper to carry out the purposes of this chapter.
 - (l) Accept federal grants, for any of the purposes of this chapter.
 - (m) Accept only unrestricted gifts, donations, bequests, or grants of funds from private sources and public agencies, for any of the purposes of this chapter. However, the council shall give careful consideration to any donor requests concerning specific dispositions.
 - (n) Establish grant application criteria and procedure.
 - (o) Award prizes or direct grants to individuals or organizations in accordance with such regulations as the council may prescribe. In awarding prizes or directing grants, the council shall notify the offices of the legislators in whose district the recipient resides.

8753.5.

The council shall not make any grants or fund any program which has not been established pursuant to the powers granted by this chapter.

8754.

The Governor shall appoint a director and two deputies for the Arts Council who shall serve at the pleasure of the Governor. The council may delegate to the director the responsibilities for carrying out council policy.

The director shall assist the council in the carrying out of its work, be responsible for the management and administration of the council staff, and perform other duties as directed by the council.

8755.

Upon nomination by the council, the Governor may grant special recognition to any citizen with exceptional talent who has made a unique contribution to the cultural or artistic heritage of the State of California.

8755.5.

The executive or principal office of the Arts Council shall be located in the County of Sacramento. The council may establish one or more secondary offices in other locations within the state if it determines that such office or offices are needed to properly carry out the provisions of this chapter.

8756.

This chapter shall be known and may be cited as the Dixon-Zenovich-Maddy California Arts Act of 1975.



Strengthening arts, culture,
and creative expression as the
tools to cultivate a better
California for all.

Gavin Newsom, **Governor**

Jonathan Moscone, **Executive Director**

2750 Gateway Oaks Drive, Suite 300, Sacramento CA 95833

(916) 322-6555 | www.arts.ca.gov

KRISTIN SAKODA
DIRECTOR,
LOS ANGELES COUNTY DEPARTMENT OF ARTS AND CULTURE



Kristin Sakoda is Director of the [Los Angeles County Department of Arts and Culture](#), a local arts agency with a mission of advancing arts, culture, and creativity throughout the largest county in the U.S. The Department of Arts and Culture provides grants and technical assistance to hundreds of nonprofit organizations, runs the largest arts internship program in the nation, coordinates countywide [public-private arts education initiatives](#), increases access to creative career pathways, commissions civic artwork, supports free community programs, leads the L.A. County Cultural Equity and Inclusion Initiative, and advances cross-sector cultural strategies to address civic issues. Appointed by the Los Angeles County Board of Supervisors, Ms. Sakoda previously served as Executive Director of the Los Angeles County Arts Commission. Under her leadership, she led the organization during its historic transition into the county's first Department of Arts and Culture.

Ms. Sakoda is an arts executive, attorney, and performing artist with more than 25 years in the field. She has appeared on national and international stages, including with dance and social justice company Urban Bush Women and in musicals *Rent* and *Mamma Mia!* on Broadway. Prior to her work at the department, she previously served in key leadership roles at the New York City Department of Cultural Affairs, overseeing a portfolio of strategic, programmatic, policy, legislative, and funding programs with a \$200 million annual budget, and was instrumental in advancing diversity and inclusion, public art, creative aging, cultural facilities and affordable workspace for artists. She holds a J.D. from NYU School of Law with honors in entertainment law, and a B.A. from Stanford University with a specialization in race and ethnicity and a secondary major in feminist studies. As of 2021, she is a board member of Grantmakers in the Arts, the national association of public and private arts funders in the U.S.



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LEE HERRICK

CALIFORNIA POET LAUREATE



Lee Herrick was appointed by Governor Newsom as the California Poet Laureate in 2022. He is the author of three books of poems: *Scar and Flower*, finalist for the 2020 Northern California Book Award; *Gardening Secrets of the Dead*; and *This Many Miles From Desire*.

He is co-editor of *The World I Leave You: Asian American Poets on Faith and Spirit* (Orison Books 2020). His poems appear widely in The Poetry Foundation; Academy of American Poets; *The Place That Inhabits Us: Poems from the San Francisco Bay Watershed*; *Indivisible: Poems of Social Justice*, with a foreword by Common; *HERE: Poems for the Planet*, with a foreword by the Dalai Lama; and *Dear America: Letters of Hope, Habitat, Defiance, and Democracy*; among others. Herrick serves on the advisory board of Terrain.org and Sixteen Rivers Press. He co-founded LitHop in Fresno. He has taught in Qingdao, China, and for Kundiman.

He was born in Daejeon, Korea, and adopted as an infant. He lives with his family in Fresno, California, and served as Fresno Poet Laureate from 2015 to 2017. He teaches at Fresno City College and in the low-residency MFA program at University of Nevada Reno at Lake Tahoe. He is the 10th California Poet Laureate, and the first Asian American to serve in the role.