



Commission for Arts and Culture

City of San Diego Commission for Arts and Culture

POLICY & FUNDING COMMITTEE

AGENDA

San Diego Concourse – Silver Rooms 250-2

202 C Street, San Diego, California 92101

Friday, March 8, 2019

8:00 a.m. – 9:30 a.m.

8:00 a.m.	I.	Call to Order	Ann Bossler, Chair
8:01 a.m.	II.	Non-agenda Public Comment	
8:05 a.m.	III.	Chair's Reports	
		A. ACTION – January 11, 2019 Committee Meeting Minutes	
		B. Commission Business	
		C. Other Reports	
8:10 a.m.	IV.	Presentations	
		A. Fiscal Year 2020 Arts and Culture Departmental Budget Distribution Priorities	Jonathon Glus, Executive Director
		B. Summary of Feedback from Fiscal Year 2019 Arts and Culture Contracted Nonprofit Organizations' Mid-Year Reports	Gail Wingfield, Senior Arts and Culture Funding Manager
	V.	Staff Reports	
		A. Arts and Culture Funding Program Updates	
		B. Other Reports	
9:25 a.m.	VI.	New Business for Future Agendas	Ann Bossler
		A. Schedule day/time for special Policy & Funding Committee meeting	
9:30 a.m.	VII.	Adjourn	Ann Bossler

Meetings may be recorded. PUBLIC COMMENT: Any member of the public may address the Committee on any agenda item during agenda item public comment, or on any matter not presently pending or previously discussed at the Committee that is within the Committee's area of responsibility during non-agenda public comment. Each public comment speaker is limited to three (3) minutes and may be limited further by the Committee Chair if deemed necessary to allow the committee to conduct its business. Public comment speakers may allocate their time to other speakers. Public comment is non-debatable. To exercise this right, members of the public wishing to address the Committee under agenda item, or non-agenda, public comment must submit a Public Comment Request form and any presentational materials. Pursuant to open meeting laws, no discussion or action, other than a referral, shall be taken by the Committee on any issue brought forth under non-agenda public comment. The information contained in this agenda is available in alternative formats and can be requested by calling 619-236-6800 at least three (3) working days prior to the meeting in order to insure availability.



Commission for Arts and Culture

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POLICY & FUNDING COMMITTEE

MINUTES

Friday, January 11, 2019

Members Present

Ann Bossler, Chair
Rebecca Smith, Vice Chair
Julie Zoellin Cramer
Udoka Nwanna
Keith Opstad
Janet Poutré, Ex Officio

Members Absent

Tyler Hewes

Staff Present

Jonathon Glus
Christine E. Jones
Leticia Gomez Franco
Stephanie Teel
Gail Wingfield

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- I. Call to Order – Commissioner Ann Bossler called the City of San Diego (City) Commission for Arts and Culture’s Policy & Funding Committee to order at 8:06 a.m. at the office of the Commission for Arts and Culture (Commission), Civic Center Plaza, 1200 Third Avenue, Floor 9, Suite 924, San Diego, California 92101.
- II. Non-agenda Public Comment
- Peter Comiskey (Balboa Park Cultural Partnership) invited Commissioners to attend the Annual Trustees event for Balboa Park Cultural Partnership. The event will highlight what Balboa Park is doing and what is in its future.
 - Theresa Kosen (Arts and Culture Coalition) introduced herself and stated the purpose of the coalition is to strengthen San Diego’s cultural ecosystem by communicating stories of arts and culture organizations. She intends to attend Commission meetings and keep Commissioners up to date with the coalition’s advocacy efforts.
- III. Chair’s Reports –
- A. **ACTION – December 14, 2018 Meeting Minutes** – Commissioner Ann Bossler initiated discussion on this item. She asked whether follow-up related to the recent (November) special meeting would be incorporated into the minutes of this meeting. Commission staff clarified that staff reports would be incorporated into the meeting minutes. **Commissioner Rebecca Smith made a motion to approve the Policy & Funding Committee meeting minutes of December 14, 2018. Commissioner Udoka Nwanna seconded the motion. The vote was 4-0-1; the motion passed.**
- Yea: Bossler, Cramer, Nwanna, Smith (4)
Nay: (0)
Abstention: (1) Opstad
Recusal: (0)
- B. Commission Business
1. Upcoming Special Policy & Funding Committee Meeting – Commissioner Bossler asked staff to report on the special committee meeting that happened on November 15, 2018. Christine Jones, Chief of Civic Art Strategies, reported that the purpose of the meeting was to offer the public an opportunity to provide input on the current award algorithm for Organizational Support Program/Creative Communities San Diego and the current request for proposal evaluation panel process for Organizational Support

Program/Creative Communities San Diego. Commissioners expressed interest in holding a second special meeting on January 24, 2019 or later in February, and that a meeting date could be determined after hearing staff reports on topics raised at the November meeting.

2. Schedule of 2019 Regular Policy & Funding Committee Meetings – Commissioner Bossler asked for input on various possible meeting times that may be more convenient for committee members and the public. After deliberation, Bossler asked staff to poll committee members to identify the best time and date.

C. Other Reports – None

IV. Staff Reports –

- A. Arts and Culture Funding Program Updates – Executive Director Jonathon Glus introduced staff member Gail Wingfield, Senior Arts and Culture Funding Manager. He also reported that recruitment is underway for three other staff positions and it's anticipated that the positions will be filled by this spring.

1. Follow-up from Special Policy & Funding Committee Meeting on November 15, 2018. Glus reported that his research thus far showed that, overall, the changes that have been made during the past few years to the contracting process have been done so to bring the arts and culture funding contracts into more alignment with other contracts and contracting processes of the City. He acknowledged that more work needs to be done to refine the process and to bring more transparency to the internal review process that routes the draft contracts through various departments of the City.

Regarding the length of time for contracts to be completed and payments issued, Glus stated that because the arts and culture funding contracts are managed under the direction and guidance of the City's Purchasing & Contracting Department and Office of the City Attorney, along with all other city contracts, the process takes several months from the time an organization is awarded a contract in June. Staff will continue to work with Purchasing & Contracting Department to identify efficiencies, however it is important for contractors to understand that, unlike foundations that control grant award calendars, city cultural contracts are, in fact, city contracts.

Regarding the algorithm, Glus stated that it can be perceived as complicated and opaque. To help contractors and potential contractors, there is technical assistance information available on the City's website, and staff will continue to hone the language used to explain the process. Glus reminded the committee that the algorithm has been in place for many years, but there is a need for constant education about the process, so all stakeholders understand.

Regarding appeals, the previous process of allowing contractors to appeal funding amounts after the panel process was deemed not in compliance with the San Diego Municipal Code, and therefore the process was altered to be internally compliant. However, an appeals process is still in place for those organizations that were not recommended for funding in the panel process. If an applicant is notified of no award due to rank, the organization has 10 days after notification to appeal. The appeal is submitted to staff. It is staff obligation to process the appeal. Glus stated that he wanted to work with the Commission as well as Purchasing & Contracting and Office of the City Attorney to create an appeals process that is more transparent than is currently obligated.

Regarding the panel review, in FY19, the City piloted the opportunity for organizations to attend panel review sessions and make in-person introductions prior to deliberations and again after deliberations to correct any misinformation. Many applicants took advantage of this opportunity and written and oral feedback

from panelists and applicants has been overall positive. Glus encouraged Commissioners who may receive questions from organizations or individuals related to funding to direct the applicants or contractors to Gail Wingfield or other funding team members, then himself.

Glus also reported that during the Request for Proposals (RFP) process there is support available for applicants through workshop(s), formal office hours, and soon he hopes to have videos.

Finally, he reminded the committee that advisory panelists evaluate proposals using standard criteria and scoring. The ranks for proposals are then forwarded to the Policy & Funding Committee and Commission for review and recommendation. Staff uses the recommended rank as one factor in the calculation of each applicant's award amount using the standard award algorithm. The algorithm is stated in the FY20 Organizational Support Program and Creative Communities San Diego Funding Guidelines. Final award amounts are announced in June based on the final Arts and Culture adopted budget.

B. Other Reports – None

- V. New Business for Future Agendas - Commissioner Bossler reiterated interest in having a second special meeting, where committee members may receive response to public comment from the November special meeting. Commissioner Bossler also inquired about unused contract funds, how much tends to remain in any given year and the viability of creating an account that would capture unspent contract funds at the end of each year to be rolled into the following year. She also inquired about Organizational Support Program and Creative Communities San Diego eligibility requirements for organizations located outside San Diego to receive funding. Glus stated that staff would research these questions and report as early as possible.
- VI. Adjourn – Commissioner Ann Bossler adjourned the meeting at 9:35 a.m.