



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/14/2018

Agenda Placement: 6W

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mary Booher for Minh Tran - County Executive Officer
Housing and Intergovernmental Affairs
REPORT BY: Michael Karath, Staff Assistant - BOS - 299-1477
SUBJECT: Arts Council Napa Valley Bylaws

RECOMMENDATION

County Executive Officer, on behalf of the Napa County Arts and Culture Advisory Committee, requests adoption of a resolution amending the Bylaws of the Napa County Arts and Culture Advisory Committee (ACAC) to change the composition of the Napa County Arts and Culture Advisory Committee and change the terms of service of two seats to better stagger ACAC terms.

EXECUTIVE SUMMARY

Today's requested action includes the following:

Changing Designation of Arts Council Napa Valley Seat

ACNV has approached the County to change the ACAC ACNV-designated seat to a nonvoting seat with the ACNV member serving in a consulting capacity to the ACAC.

Addition of One New At-large Member

With the change of the ACNV seat to a nonvoting seat, the addition of an At-Large seat will provide for an odd number of voting members and increase the pool of potential ACAC recruits.

Staggering of Terms

The bylaws do not specify the exact time on September 30 the terms end. To clean up this confusing language, the ACAC recommends that the bylaws be amended to have new terms begin on October 1.

Also, the current staggering of terms of ACAC members leaves the ACAC with four new terms (a majority of the ACAC seats and potentially four new members) two out of every three years, leaving the ACAC with a lack of institutional knowledge needed to administer the arts grant program. The ACAC recommends changes that, in

addition to the ACNV proposed change, would provide the ACAC with three new terms beginning every year and never have a situation of a majority of new terms beginning in any year. (See Attachment)

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Changing Designation of Arts Council Napa Valley Seat

The primary role of the Napa County Arts and Culture Advisory Committee (ACAC) is to administer the Board of Supervisors' annual arts grant program funded from the Special Projects Fund.

The ACAC is a seven-member board, including one seat designated for the Arts Council Napa Valley. The Arts Council works closely with many entities/clients that also apply for grant funding. This creates a problem when ACAC members vote on arts grant applications and the Arts Council member often recuses from voting to avoid a conflict of interest. This creates two problems: 1) possibility of deadlocked even-numbered votes; 2) a lack of a quorum when other members cannot attend the meeting.

Arts Council Napa Valley has approached the County to change their designated seat to a nonvoting member serving in a consulting capacity to the ACAC. The ACAC Committee supports this recommendation.

Addition of One New At-large Member

As the change to the ACNV seat will leave the ACAC with an even-numbered composition of six voting members, the ACAC recommends the addition of one new At-Large ACAC voting member, serving three-year terms beginning October 1, 2018. An at-large seat will provide for an odd number of voting members and increase the pool of potential ACAC recruits.

Staggering of Terms

The bylaws currently state that all terms both end and begin on September 30 (Article II; Composition; C.). This poses an awkward situation whereby the ACAC could have two different people legally occupying the same seat for up to 24 hours. The bylaws do not specify the exact time on September 30 the terms end. To clean up this confusing language, the ACAC recommends that the bylaws be amended to have new terms begin on October 1.

Also, the current staggering of terms of ACAC members leaves the ACAC with four new terms (a majority of the ACAC seats and potentially four new members) two out of every three years, potentially leaving the ACAC with a lack of institutional knowledge needed to administer the arts grant program.

Six seats have three-year terms and one seat has a one-year term. The ACAC recommends changing the terms so that two of the three-year terms expire each year, resulting in no more than three terms expiring in any year. In order to achieve this, we recommend the following one-time changes:

- | The seat designated as the "Creation of Arts and Culture Opportunities" seat, currently occupied by Kristina Young, is recommended to be extended one year, ending on September 30, 2019, (instead of September 30, 2018), and;
- | The existing "At-Large (three-year term)" seat, currently occupied by Laura Gabriel, is recommended to be shortened one year ending on September 30, 2019, (instead of ending on September 30, 2020).

SUPPORTING DOCUMENTS

- A . Arts Committee Bylaws Amendments - clean version
- B . Arts Committee Bylaws Amendments - tracked changes
- C . Arts Committee Resolution
- D . Staggered Terms Document

CEO Recommendation: Approve

Reviewed By: Molly Rattigan