



Meeting Agenda

Cultural Access Program Advisory Board

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Marygrace Goddu
(360) 480-0923

Thursday, July 11, 2024

5:00 PM

Harbor House 217 Thurston Ave
NW

Special Meeting

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

[24-0567](#)

Approval of June 6, 2024 Cultural Access Advisory Board Meeting Minutes

Attachments: [Draft Minutes](#)

4. PUBLIC COMMENT

During this portion of the meeting, community members may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. ANNOUNCEMENTS

6. BUSINESS ITEMS

[24-0568](#)

Advisory Board Housekeeping

Attachments: [DRAFT-Roles and Expectations_06.26.23](#)

[DRAFT - Rules Of Procedure 06.26.23](#)

[OMC 2.100.700](#)

[2024 CAAB Workplan FINAL](#)

[24-0570](#)

Continuous Improvement

Attachments: [Ad Hoc Cmte Report Excerpt](#)

9. ADJOURNMENT

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Cultural Access Program Advisory Board
Approval of June 6, 2024 Cultural Access
Advisory Board Meeting Minutes

Agenda Date: 7/11/2024
Agenda Item Number:
File Number:24-0567

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of June 6, 2024 Cultural Access Advisory Board Meeting Minutes



Meeting Minutes

Cultural Access Program Advisory Board

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Marygrace Goddu
(360) 480-0923

Thursday, June 6, 2024

6:00 PM

Online

1. CALL TO ORDER

Co-Chair Luz called the meeting to order at 6:09 p.m.

1.A ROLL CALL

Present: 7 - Co-Chair Mariella Luz, Boardmember Bret Anderson, Boardmember Diana Fairbanks, Boardmember Wayne Kleppe, Boardmember Anne Larsen, Boardmember Justin McKaughan and Boardmember Paul Parker

Excused: 2 - Co-Chair Mikaela Shafer and Boardmember Melissa Meade

1.B OTHERS PRESENT

Cultural Access Program Manager Marygrace Goddu
Program Specialist Amelia Layton

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

[24-0475](#) Approval of May 2, 2024 Cultural Access Advisory Board Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS - None

6. BUSINESS ITEMS

6.A Open Public Meetings Act Training Video

Boardmembers watched the Open Public Meetings Act Training Video.

The training was completed.

6.B Update on Program Administration

Ms. Goddu provided an update on Program Administration.

The information was received.

6.C Retreat Planning and Preparation

Ms. Goddu led planning and preparation discussion for the upcoming retreat. Topics will include the following:

-Analysis of program roll-out and community response, to identify opportunities for continuous improvement and specific program updates for 2025.

-A review of the board's commission and workplan, including annual schedule for regular and special meetings.

The discussion was completed.

7. REPORTS - None

8. OTHER TOPICS - None

9. ADJOURNMENT

The meeting adjourned at 7:06 p.m.



Cultural Access Program Advisory Board

Advisory Board Housekeeping

Agenda Date: 7/11/2024
Agenda Item Number:
File Number:24-0568

Type: discussion **Version:** 1 **Status:** In Committee

Title

Advisory Board Housekeeping

Recommended Action

For information only.

Report

Issue:

Undertake annual review of Advisory Board Roles and Expectations, Rules and Procedures, duties of the Cultural Access Advisory Board, meeting schedule and workplan.

Staff Contact:

Marygrace Goddu, Inspire Olympia Program Manager, 360.480.0923

Presenter(s):

Ms. Goddu

Background and Analysis:

Complete an annual review of the operating framework for city board and commissions, including review of standard roles, expectations, rules and procedures. Revisit 2024 Work plan and discuss adjustments, including suggested changes to CAAB meeting schedule.

Climate Analysis:

Discussion only, no climate impact.

Equity Analysis:

Equity considerations are integral to the work plan discussion for the operation of the Board.

Neighborhood/Community Interests (if known):

N/A

Attachments:

Roles and Expectations

Rules of Procedure

OMC 2.100.700

Roles and Expectations – Draft Liaison Guidebook – March 2023

The Olympia City Council welcomes community comment and involvement.

Informally, individuals and groups share perspectives and advice with the City Council by phone, e-mail, personal contacts, and letters. Formally, the City Council accepts public testimony at its regular meetings, and the City sponsors open houses, community forums, and public hearings throughout the year on specific issues. In addition, the City Council has established several advisory boards and committees to provide advice on key issues.

The General Role of Olympia's Advisory Boards and Committees

Advisory committees are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused, small group structure. The primary purpose of advisory committees is to provide judicious advice, from a community member perspective to the City Council which is the City's elected policy-making body.

Advisory committee activities may include study of critical issues, independent research, and briefings from staff. This is so the committee is prepared to discuss and create developed, thoughtful recommendations to the City Council when requested or required.

Boards and commissions may hear public testimony or have a more formal role in City policy decisions. The specific role of each advisory committee, board or commission is described in OMC 2.100.

Staff Liaisons

Each Olympia advisory board, commission, or committee has an assigned staff liaison. In addition, the City's Strategic Communications Director serves as a general liaison to the committees on behalf of the City Council and the City Manager.

The word liaison is used deliberately by the City to describe the nature of the staff role in relation to the committee, instead of the phrase "committee staff." A liaison is defined as "one who maintains communication."

The liaisons are staff professionals with significant work responsibilities that relate to the same work area as the committee in addition to their committee liaison activities. The liaisons do not work "for" or "at the direction of" the committee. They are professionals who work with the committee to develop information and recommendations for Council consideration.

While Olympia's committee liaisons have some differing duties, depending on past committee practice, time availability, and departmental resources, in general Olympia's staff liaisons are responsible for:

- Preparing meeting agendas, drafting, and compiling staff reports and meeting minutes.
- Ensuring that meeting notifications and recordkeeping occurs consistent with applicable State laws.
- Serving as a communication link between the committee, City administration, departments, and the City Council, as appropriate.
- Providing professional guidance, issue analysis and recommendations.
- Assisting the committee with research, report preparation, and correspondence in keeping with the committee's Council-approved work plan (depending on their workload and time availability).
- Making sure the intent of the advisory committee is not lost after a decision, and that it is conveyed to the City Council in a timely manner.
- Assisting the advisory committee in staying on track and focused.
- Maintaining a positive working relationship with the Chair and committee members.

City Council Decision Making

In making decisions, the Olympia City Council considers general citizen comment, advisory committee recommendations, staff recommendations, Council priorities and goals, research and background information, and individual Councilmember perspectives.

The City Council expects to receive recommendations from advisory committees that reflect the collective knowledge and thinking of the committee, particularly from the perspective of community members. Your committee's recommendations may be shared as part of a staff report or as a distinct memo or report either attached to the staff report or transmitted separately to the City Council. The staff liaison for your committee will assist with this effort; in all cases, a copy of your recommendation or report should be filed with both the staff liaison for your committee and with the City Council Executive Office as it is a public record.

The City Council also expects that City staff will present recommendations from a professional perspective. There may be times when the professional opinions and recommendations of City staff differ in part or in whole from yours or that of the committee, and that's okay. Differences of perspective are healthy in an organization that welcomes diverse perspectives. Please maintain a respectful and civil tone amid even strong disagreement. Insults, profanity, and disparagement will not be tolerated.

There may be times when your advisory committee's recommendations will either not prevail or will be modified by the City Council. It is important to recognize that this is not a rejection of the integrity of the recommendation it is an inevitable part of the process of municipal decision making in which a variety of views, perspectives, and recommendations are considered.

Advisory Committee Work Plans

Each committee is expected to propose an annual work plan to the City Council for consideration in the first quarter of each year. In developing the work plans, committees are to consider:

- City Council established or adopted goals and priorities, including the City's Comprehensive Plan, annual Council goals, master plans, budget, and so on.
- Resource availability, such as budget, staff support, committee member time.
- Departmental work priorities.
- Committee member knowledge, interest, and expertise.

The work plans are annually reviewed by the Community Livability and Public Safety Committee and then formally adopted by the City Council.

During its review, the City Council may change or modify a committee's proposed work plan so that it reflects Council priorities, available resources, and emerging issues. Once adopted by City Council, the work plan serves as the basis for a committee's focus and effort during the year. The Council may refer other issues to the committee during the year.

Expectations for Advisory Committee Members

The Council, along with the City Manager's Office, has adopted general Rules of Procedure for Olympia's advisory committees/commissions.

It is expected that:

- All advisory board and committee meetings are to be conducted in public session and noticed in accordance with State law, unless otherwise advised by Olympia 's City Attorney.
- Individual committee members and the collective group will be fair, impartial, and respectful of the public, staff, and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise the City Council and/or staff. Please keep in mind that committee appointment does not empower you to make final decisions, unless authorized by State law or the group's enabling ordinance, or to supervise staff.

- Members will strive to appreciate differences in approach and point of view, whether from each other, the community, the City Council, or staff.
- Each member will participate in the group's discussions and work assignments, without dominating the discussion or activity of the committee.
- The committee chair will ensure that all members have a fair, balanced, and respectful opportunity to share their knowledge and perspectives.
- The committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions such as "minority" opinions should be recorded and acknowledged in the committee's report or letter to the City Council.
- There are "no surprises" from the Committee either in the nature of the work being undertaken by the committee or the method and timing for conveyance of recommendations to the City Council. The staff liaison fulfills an important role in assisting the committee in this regard.

Please be careful to not deliberate about committee work and issues via e-mail or in unnoticed "side meetings or gatherings" as these actions may be in violation of open meeting laws if the gathering or discussion constitutes a quorum (State Open Meetings Act: RCW 42.30). The City attorney is available, via your staff liaison, to consult with or provide advice to committees in this regard and on any other legal issue.

Rules of Procedure – Draft Liaison Guidebook – March 2023

As used herein, the term “committee” refers to all advisory committees, boards, and commissions created by ordinance and appointed by the Olympia, Washington City Council, unless specifically referring to the City Council’s Community Livability and Public Safety Committee.

Wherever there is a conflict between the State statute and these rules, the statute shall control. In certain circumstances, especially with the Planning Commission and Heritage Commission acting in a quasi-judicial capacity, it is recognized that the committee may need to deviate from these rules in order to meet legal and constitutional requirements. In recognizing that certain flexibility may be needed from time to time, a failure to strictly comply with these rules shall not affect the validity of a committee action.

Article 1. MEETINGS

1.a. Meeting Location

All committee meetings will be held at a publicized location in a City of Olympia facility, or online unless otherwise scheduled and noticed by the committee’s staff liaison on behalf of the Chair. In the case of an alternative meeting location (including changes between virtual and in-person meetings), or meeting cancellation, the staff liaison shall:

- Issue a media release
- Post physical notice on the former and new meeting locations at least 24 hours in advance of the meeting
- Notify, in writing, the committee’s members, the City Manager’s office, and any other pertinent City staff.

All meetings shall be open to the public and comply with the State Open Meetings Act (RCW 42.30).

1.b. Date and Time

Regular meetings shall be held on a specified monthly day or date and time, unless amended by the committee. Regular meetings may be cancelled by request of the Chair, Staff Liaison, or by majority approval of the committee at a regular or special meeting.

Special meetings, workshops, and community tours may be held at the committee’s discretion by request of the Chair, Staff Liaison or by majority approval of the committee at a regular meeting. Public notice consistent with Olympia City ordinance and State law shall be given for a special meeting, workshops, and tours. Special meetings can only be scheduled if City Staff is able to support them.

Any regular or special meeting may be cancelled by the Chair upon notice from staff or committee members that no quorum is reasonably expected to be present or when there is no item on the agenda other than routine formalities, such as adoption of the minutes, provided that appropriate notice is given.

Any changes in date or time of the meeting must be posted to the City's website at least 24 hours in advance of the meeting time.

1.c. Meeting Notice and Agenda

According to the City's best practices, written notice of all meetings with an agenda shall be sent at least five (5) calendar days before the meeting to the committee, the City Manager's office, any other pertinent City staff and other interested parties identified by the committee. Notices of public meetings and agendas are posted on the City's website at least five (5) days prior to the scheduled meeting.

At the conclusion of each meeting, any committee member may suggest item(s) to be added to an agenda for consideration at a subsequent meeting. A majority of committee members must concur with the suggestion for the item(s) to be added to a subsequent meeting agenda.

The meeting agenda will generally follow this format, with changes to the format the prerogative of the committee Chair:

AGENDA

- I. Call to Order
 - a. Attendance
 - b. Approval of Minutes
 - c. Acceptance of Agenda
 - d. Announcements from Members and City Staff

- II. Public Comment (limited to 2 minutes per community member)
- III. Business Items
- IV. Reports and Updates
- V. Other Business
- VI. Adjournment

1.d. Public Hearings

Committees who are empowered to hold public hearings may schedule public hearings to receive testimony on policy issues approved by the City Council as part of the committee's annual work plan or referred to the committee by the City Council after work plan approval. No committee public hearings may be scheduled on Tuesday evenings when the City Council is in session.

1.e. Minutes

Meeting minutes must be kept if a quorum of committee members is present. The minutes must indicate the committee action or recommendation and record the individual votes on the business item.

ARTICLE 2. COMMITTEE ORGANIZATION

2.a. Membership

Membership on the committee shall be governed by the committee's enabling ordinance. The committee shall immediately report any resignations/vacancies to their committee's staff liaison, with a copy to the City Manager's office designate (Strategic Communications Director).

2.b. Attendance

Members are expected to attend committee meetings and to fully participate in and contribute to the work of the committee. Each committee may outline its own attendance policy within their committee bylaws, based on their committee's meeting frequency/schedule and needs. The City Council may choose to revoke the committee member's appointment due to inadequate attendance.

2.c. Election of Officers (Excluding the Lodging Tax Advisory Committee)

Except for the Lodging Tax Advisory Committee, officers of the committee shall consist of a Chair and Vice Chair selected from members of the committee by consensus or by a majority vote if consensus cannot be reached. The officers shall be selected at the committee's regular meeting in November or December. The officers shall serve for a one-year term of office beginning in January.

As with all votes the advisory committee makes, votes must be public. Secret ballots are not allowed.

If a Chair or Vice Chair is unable to complete their term, or resigns prior to the end of their term, a new officer is to be voted in at the next regularly scheduled meeting.

2.d. Duties of the Chair and Vice Chair

The Chair shall preside over the meetings and will exercise all powers of the office, including coordination of meeting agendas with the City's staff liaison and facilitating committee meetings. The committee may create standing or temporary subcommittees to examine, investigate, and inquire into subjects of interest to the committee. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee. The Chair is responsible for presenting the committee's annual workplan recommendations at the annual meeting of the Advisory Committee Chairs and the Community Livability and Public Safety committee.

The Vice Chair shall, in the absence of the Chair, perform all duties of the Chair. In the absence of the Chair and Vice Chair, members present may select a temporary Chair to preside at the meeting.

2.e. Subcommittees

Subcommittees may be formed by majority vote of the committee to better conduct business on the committee's work plan. Members of a subcommittee serve at the pleasure of the committee and are subject to the same conditions as Council-appointed committee members. Any standing or temporary committees shall be chaired by a member of the committee.

2.f. Ad Hoc Members

Temporary or standing committees of the committee may have ad hoc members, provided the names of the ad hoc members are reported to the full committee for their review and approval prior to appointment. The Chair of the Community Livability and Public Safety Committee shall be notified when ad hoc members who are not a current member of the committee are participating on a subcommittee.

ARTICLE 3. COMMITTEE OPERATIONS

3.a. Quorum

A simple majority of the committee members is required to be present at a meeting in order for the committee to conduct business and reach a decision, including approval of the agenda. Meetings with less than a simple majority may continue with scheduled presenters; however, no official actions may be taken.

3.b. Robert's Rules of Order

The committee process for taking action will generally be guided by the latest revised version of Robert's Rules of Order. However, a meeting need not become unduly cumbersome due to strict adherence to Robert's Rules.

3.c. Testimony at Public Hearings

Testimony at Public Hearings shall be conducted in a manner similar to the Olympia City Council. Individuals wishing to testify at a public hearing shall register in advance of the start of the meeting on a form provided by the committee. Testimony shall be limited to a maximum of three minutes per speaker or to a lesser duration with simple majority consent of the committee members present at the meeting. Speakers may not cede all or a part of their time to another speaker. The Chair has the discretion to determine the overall length of time for the public hearing and the order in which speakers shall testify, to ask speakers to confine their comments to the Public Hearing topic, and to take other actions to conduct the Public Hearing in a fair manner and within a reasonable length of time. If the overall length of time for the public hearing appears to the Chair to be insufficient for all present to provide oral testimony, the Chair should announce before adjourning the meeting the alternative forms in which testimony will be accepted by the committee from those present and any deadline for testimony submittal. In quasi-judicial proceedings, the chairs of the Planning Commission and Heritage Commission may deviate from these rules so that there may be a fair hearing in light of the specifics of the proposal.

3.d. Public Comment during Committee Meetings

Public comment during Committee Meetings shall be conducted in a manner similar to the Olympia City Council. Comments will not be accepted on items for which the committee has held a public hearing in the previous forty-five (45) days or for which the committee has scheduled a public hearing in the upcoming forty-five (45) days. Speakers shall have 2 minutes or less per individual comment. The Committee Chair may ask speakers to confine their comments to committee business and take other actions to allow the public to communicate with the committee in a fair manner and within a reasonable length of time.

The purpose of an advisory committee's public comment section is to hear from the public, not engage in a conversation. Therefore, the committee may not respond to public comment during the meeting. If committee members wish to take up a topic raised during public comment, they may communicate with the Chair. The Chair may choose to add the topic to a future meeting agenda, provided City staff can support it.

3.e. Work Plans, and Reports

The committee shall provide to the City Council's Community Livability and Public Safety Committee (CLPS) an annual work plan within guidelines and in a format established by CLPS. Committees will also include any appropriate attachments to CLPS for review. After the CLPS annual meeting with the advisory committee Chairs, CLPS will review the work plans and forward to the City Council for approval. The Council approved work plans are then posted to the respective committee's website. The Committee Chair shall notify the Chair of CLPS if the committee anticipates substantive change in an approved work plan item. On occasion, City Council may direct a committee's work by referral.

3.f. Recommendations

The committee may make recommendations to the City Council, the City Manager's office, and City staff. The recommendations may take many forms: they may be formal, written recommendations to the City Council, or they may be verbal recommendations made to City staff during a meeting. Some recommendations may be delivered by the advisory committee Chair (or other representative determined by the advisory committee) in person at a City Council meeting.

Whether the recommendation is written or spoken, the Chair may describe the issues considered and varying opinions of the topic, so the City Council can better understand the nuances of the recommendation.

3.g. Referrals

To be determined content

3.i. Act as a Body

The committee shall act as a body. A member, when representing the committee, may speak or act for the committee in accordance with action previously taken by the committee. The Chair, or Chair's designee, shall serve as official spokesperson of the committee.

ARTICLE 4. ADMINISTRATIVE POLICIES AND TRAININGS

4.a. City Policies

The following City of Olympia policies apply to committee members in their capacity as a City of Olympia volunteer:

- 1) Compliance with State and Federal Discrimination Laws, including Olympia Policy #3, 2) Standards of Conduct (#20)
- 3) Records Management and Disclosure (#19 and 27)
- 4) Technology Policy (#26).

4.b. Required Trainings

Consistent with the Open Government Training Act, all committee members must complete basic training in public records and the Open Public Meetings Act within 90 days of being appointed to a committee. This online training needs to be completed every three (3) years.

- It is recommended that the OPMA training video is shown annually at the first committee meeting after official appointment.

4.c. Rules of Procedure and Ordinance Review

Each incoming committee/commission member will receive a copy of the Ordinance and Rules of Procedure. The Community Livability and Public Safety Committee shall regularly review the Ordinance

and Rules of Procedure. City Staff shall suggest any substantive changes to the City Council's Community Livability and Public Safety Committee.

4.d. E-mail.

Advisory committee members shall use city provided email address to conduct advisory committee business.

- All emails are subject to Public Record Request disclosure.
- It is a best practice to never "Reply All" on your city emails when having discussions or making decisions due to quorum issues.
- City Staff may 'bcc' a committee member's personal email or text their cell phone number informing them to check their City email account.

4.e. Social Media

Do we want to add anything about replying to posts or comments on sites like NextDoor, Facebook, etc.?

ARTICLE 5. STAFF

City staff assigned by the City Manager or designee shall provide technical support to the committee. Staff will provide information, data, trends analysis, etc., necessary for the committee to make decisions. Staff may provide alternatives and professional recommendations to the committee on various matters before the committee. Staff will prepare agendas and minutes of each meeting. Staff will also provide, as necessary, tours of the community's infrastructures and prepare information for the committee's review.

CONFLICT OF INTEREST

3. The Commission may accept invitations for members to attend functions as the guest of the sponsoring organization. Tickets will be distributed at the discretion of the Chair. Invitations will be used to introduce the Commission to the activities of the organization. Complimentary tickets received by an individual or staff must be reported to the Commission.

4. Commission members are not eligible to apply for juried art projects and competitions or other juried events sponsored by the Arts Commission or City of Olympia. Commissioners are not eligible to be financially compensated in any project developed during their term of office for one year after their term of office ends.

Article XI. CULTURAL ACCESS PROGRAM ADVISORY BOARD

2.100.700 Established--Purpose ☒

There is hereby established in the City of Olympia a Cultural Access Program Advisory Board to accomplish the following:

- A. Advise the City Council concerning the formulation of processes, procedures, and criteria for carrying out the goals of the Cultural Access Program; and
- B. Ensure the expenditures of Olympia Cultural Access Program dollars and other resources are invested based upon the priorities and commitments made to voters by the City of Olympia.

(Ord. 7331 §1, 2022).

2.100.710 Duties ☒

The Cultural Access Program Advisory Board shall have the following powers and duties:

- A. Priority Setting.
 - 1. To review arts, science, cultural, and heritage programs to support public benefit throughout Olympia.
 - 2. To coordinate with other stakeholders in the community to take into account goals regarding equity and access to cultural programs for all residents of the City, including historically marginalized racial and gender communities, ethnic backgrounds, age, and other aspects of personal and professional identity.
 - 3. To act in an advisory capacity to the Olympia City Council on cultural programming that meets statutory requirements of RCW Chapter [36.160.110](#).
- B. Review and Recommend to Council.
 - 1. To review and recommend funding guidelines for cultural access programming consistent with state law.
 - 2. To review and recommend funding levels for grant applicants.
 - 3. To review and provide input on reporting processes to ensure alignment with public benefit goals.
 - 4. To review outcomes from funded organizations to ensure compliance with statutory mandates and to ensure effective stewardship of Cultural Access Program funds.
 - 5. To participate in the preparation of annual reports to the Olympia City Council regarding goals for programs that evidence public benefit.

6. To review grant applications for programming that meets criteria for providing public benefit as provided in RCW [36.160.110](#).

7. To review and provide input to Council on efforts to support cultural programs, building collaborative partnerships, and advancing the visibility of the Cultural Access Program in the community.

C. Public Communication.

1. To facilitate and recommend outreach to the community about cultural programming priorities, projects, services, and investments.

2. To serve as outreach ambassadors to the arts, culture, heritage, and science organizations and the general public.

D. Recommend Criteria and Guidelines to Council.

1. In consultation and with the approval of the Olympia City Council, the Cultural Access Program Advisory Board may make and alter any rules and regulations governing its organization and procedure not inconsistent with this chapter or any other ordinance of the City or state law, including RCW [36.160.110](#), the Open Public Meetings Act, and prohibition against conflict of interest.

2. The Advisory Board may recommend to Council funding programs to support a variety of types and sizes of organizations and programs that will provide public benefit in Olympia, with a demonstrated commitment to improving equity and access for Olympia's diverse populations.

3. Organizational requirements for equity and inclusion, will be detailed in funding application guidelines and evaluation criteria to address historical inequities in the cultural sector in Olympia, and shall be reviewed by the Olympia City Council.

4. The Board shall recommend programming, among others, which will support public programs in arts, culture, heritage, or science, and that will address:

- a. Increasing public access to cultural programs and/or facilities;
- b. Providing neighborhood and community-based programs; or
- c. Providing educational programs for youth;

5. Pursuant to RCW [36.160.110](#), the Advisory Board shall recommend to Council a percentage of funds available annually to be reserved for a public school cultural access program established and managed by the City to increase opportunities for cultural activities and programming for public school students. Public school programs will be recommended that benefit students and increase opportunities for cultural activities. Such programming may include expanded learning opportunities with before or after school classes, or summer classes, or school day or school break field trips to off-campus arts, culture, heritage, or science learning, including bus transportation.

(Ord. 7347 §1, 2022; Ord. 7331 §1, 2022).

Cultural Access Advisory Board Work Plan

CAAB Purpose

- **Deliver Program Goals.** Advise City Council concerning the formulation of processes, procedures, and criteria for carrying out the goals of the Cultural Access Program.
- **Accountability.** Ensure the expenditures of Olympia Cultural Access Program dollars and other resources are invested based upon the priorities and commitments made to voters by the City of Olympia.
- **Education.** Support public communications and outreach.

Annual Board Activities and Planned Deliverables (D) for City Council

Timeframe	D	Action
Ongoing <input checked="" type="checkbox"/>		Advise on program communications and support community outreach.
Ongoing <input checked="" type="checkbox"/>		Review progress on program goals and recommend strategies for improvement related to promoting equity and increasing access to cultural programs, especially for historically marginalized racial and gender communities, ethnicity, age, and other aspects of personal and professional identity;
Ongoing <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		Support Cultural Access programming for Public Schools by building relationships with the Olympia School District teachers, principals, administration, related organizations including PTO's and the Olympia Education Foundation.
Mar–June <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	D	Prepare annual funding recommendations, including funding levels for awardees and percentage of funds to be reserved for public school cultural access program.
July– Aug <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		Engage in Continuous Improvement efforts following each granting cycle.
July – Aug, odd years <input checked="" type="checkbox"/>		Review and revise program funding goals as needed and re-align program guidelines prior to each new two-year funding cycle.
Aug – Oct <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	D	Participate in the preparation of Inspire Olympia program Annual Report

2024 Work Plan Focus Areas and Benchmarking

- 1. Guide successful establishment of inaugural funding cycle for Inspire Olympia.** Keep it simple, do it well, and gain the trust of the community in this initial cycle, following the recommendation of the Ad Hoc Committee.

Benchmarks: Number and quality of first applicant cohort and feedback about their experience working with Inspire Olympia. Contracting, payment, accounting, and reporting processes are additional opportunities to gather feedback, earn public trust, and evaluate for needed improvements.
- 2. Review effectiveness toward achieving program funding goals including equity and access,** by engaging in a Continuous Improvement (CI) analysis of the first Inspire Olympia cohort and their public programs.

Benchmarks: CI effort will examine the profile of the first applicant cohort to see who may be missing among our creative sectors, and examine the public programs this first cycle of funding will support. It will consider who in our community will be served and who may be missing or still experiencing barriers to access, and the extent to which funding goals are being addressed.
- 3. Lay groundwork for a robust Cultural Access in Public Schools (CAPS) program,** through relationship-building with the Olympia School District, principals, teachers, and PTO's; and develop helpful practices for coordinating cultural programming in the public schools.

Benchmarks: Creation of a framework for coordinating with schools, dedication of program resources to this purpose, and connections and relationships for effective communications. Success will be measured by growing number, variety, and equitable distribution of opportunities and programs for OSD students with each funding cycle, and student/teacher/parent feedback.

Board Organization

Co-Chairs

Mikaela Shafer
Mariella Luz

Committees for 2024

CAPS – focus on Cultural Access in Public Schools.
Justin McKaughan, Anne Larsen, and Brett Anderson.

Outreach and Inclusion – Support program communications, and strategies to promote equity, access and inclusion.
Melissa Meade, Mariella Luz, Mikaela Shafer

Meetings

8 Regular Monthly Meetings (1st Thursdays)
1 Board Retreat
8 Review Panel Meetings, Mar-Apr (no quorum)
Subcommittees as called (no quorum)

City Council Interaction

May	Brief CLPS on Funding Recommendations
June	Funding Recommendations to Council for approval
September	Annual Report to CLPS
October	Annual Report to Council



Cultural Access Program Advisory Board

Continuous Improvement

Agenda Date: 7/11/2024
Agenda Item Number:
File Number:24-0570

Type: discussion **Version:** 1 **Status:** In Committee

Title

Continuous Improvement

Recommended Action

Information and discussion only. No action requested.

Report Issue:

Facilitated discussion and evaluation of Inspire Olympia program elements for the purpose of continuous improvement.

Staff Contact:

Amelia Layton, Inspire Olympia Program Specialist

Presenter(s):

Ms. Layton, Ms. Goddu

Background and Analysis:

Continuous improvement is an ongoing and incremental cycle of analysis and action to improve products, services, and processes. It is a structured approach that organizations can use to identify, define, implement, measure, and analyze effectiveness.

This discussion will use a continuous improvement model to evaluate elements of the Inspire Olympia program framework: the guidelines and application process, the supporting services for applicants, the process for review and evaluation of applicant proposals, and program communications. Feedback from a survey of the review panelists and data on the applicant cohort will be shared to support program evaluation along with questions to provoke discussion about program outreach, access, participation, and equity.

Staff will share an outline for ongoing program examination focused on the Inspire Olympia 2024-25 funding goals and the work of funded organizations throughout this first year of funding that begins July 1.

Climate Analysis:

No climate impact relative to this discussion.

Equity Analysis:

Equity is an integral concern for Inspire Olympia's application process, funding framework, and program outcomes. Asking "Who is participating?" "Who is not?" and "Why?" and identifying and addressing barriers to full participation is at the core of this continuous improvement work.

Neighborhood/Community Interests (if known):

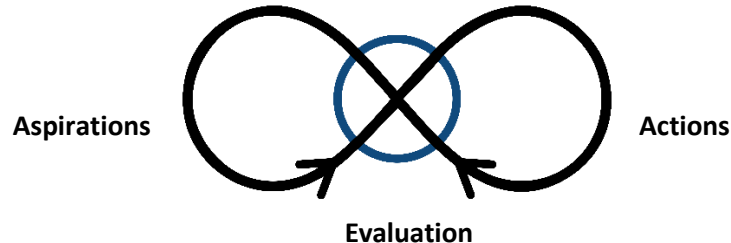
N/A

Attachments:

Strategies for Achieving and Demonstrating Public Benefit

Recommendations for Achieving Public Benefit Outcomes:

- Identify underserved groups and direct funding resources there.
- Offer funding pathways that reflect the core goals of the program.
- Require that all grant applicants complete a two-year plan, with goals. Use this plan as the basis of the application for the second-year grant and to review, evaluate, and capture data on program delivery and effectiveness.
- Follow a continuous improvement model, and regularly measure and refine the program to align with program goals.
 - Examine outcomes for service locations and demographic groups; balance among arts, culture, heritage and science organizations; size of participating organizations, effective equity measures, collaborative and interdisciplinary partnerships, for example.
- Design the process to collect data throughout -- from application to final report.



A continuous improvement model (shown here) was discussed by the committee as a way to visualize program implementation and evaluation. Cycling on the left are the mission, goals and aspirations of the program. These values inform the cycle on the right side, which is the work of Cultural Organizations in the community. At the center they intersect and align within the blue circle, which encompasses the program's administrative tools and lenses: guidelines, application, granting pathways, review and evaluative processes.

The blue circle represents the work of program staff, CAAB, and City Council to coordinate and refine the program. This center point should serve to utilize the most current wisdom from both sides to keep aspirations and actions focused and synchronized, and continually adjust near-term and long-range views, like a set of binoculars.

"This program shouldn't stand apart on its own. Link it to topics we care about and contribute to problem-solving through creative arts: economy, schools, people experiencing homelessness."

Recommendations for Supporting Cultural Organizations:

- Conduct outreach via workshops, webinars, training opportunities, and “office hours” to orient and guide applicants.
- Encourage Fiscal Sponsorship to simplify, facilitate and encourage this type of partnership.
- Offer an early first grant payment.
 - A signed contract is considered the first deliverable and triggers first opportunity for grantee to invoice for payment. This acknowledges the planning and organizational work of the application process.
- Make reporting requirements and corrective action plans reasonable, simple, data-based, and share them up front.
- Focus on building connections and relationships among Cultural Organizations through matchmaking, to encourage partnerships, mentoring, and cross-disciplinary collaboration.
 - Connect established and emerging organizations, especially for CAPS.
 - Offer specialized guidance for CAPS applicants.

These measures will help organizations achieve outcomes and leverage the public benefit of their work.