

**MASS CULTURAL COUNCIL
EXECUTIVE COMMITTEE
TUESDAY, JUNE 2, 2020
1:30-3:00 PM
ON-LINE MEETING**

(CALL-IN INSTRUCTIONS POSTED AT
<https://massculturalcouncil.org/about/board/>
UNDER "JUNE 2, 2020 EXECUTIVE COMMITTEE MEETING")

AGENDA

VOTE

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1. Call to Order- Open Meeting Law Notice
 2. Minutes- March 3, 2020, March 24,2020, March 31, 2020,
April 27, 2020 X
 3. Chair Report
 4. Executive Director Report
 - a. Commonwealth's Standards for Office Spaces to Operate
During COVID-19 Conditions and Mass Cultural Council
Practices
 5. FY21 Planning Session - Funding Scenarios & Strategies
- 10 MINUTE BREAK**
6. Overview of Upcoming Grants Committee Meetings

7. Approval of Draft Agenda for June 18 Council Meeting X
Will include the following votes:

- a. Vote to Authorize Executive Committee to Act on
Emergency Funding in the Absence of a Quorum
- b. Authorization to enter into Search Firm Contract Vote
- c. Vote to appoint Deputy Director as Acting ED during Search.



Power of culture

MASS CULTURAL COUNCIL
EXECUTIVE COMMITTEE

TUESDAY, JUNE 2, 2020: 1:30-3:00 PM

ON-LINE MEETING

RESOLUTIONS

Section 2

RESOLVED: that the Executive Committee approves the minutes of the March 3, 2020, March 24, 2020, March 31, 2020 and April 27, 2020 Executive Committee Meetings in the form presented to the Executive Committee at its June 2, 2020 Meeting.

Section 7

RESOLVED: that the Executive Committee approve the draft June 18, 2020 Mass Cultural Council Agenda presented to the Executive Committee at its June 2, 2020 Meeting.

OPEN MEETING LAW STATEMENT

Please note that this meeting is an open meeting of a public body subject to the Massachusetts Open Meeting Law. A notice of this meeting together with the agenda was posted on Mass Cultural Council's website 48 or more hours ago (excluding weekends and holidays).

This meeting shall be open and accessible to all members of the public except at such times when this body has voted to go into closed executive session under the Open Meeting Law.

Please note that this body has invited staff of Mass Cultural Council to be present at the meeting.

Mass Cultural Council welcomes members of the public to attend its public meetings. Under the Open Meeting Law, however, this is not a public hearing and public testimony will not be taken. Individuals may not address the meeting without permission of the Chair.

Any member of the public may record this meeting provided that they first notify the Chair and must not interfere with the meeting. The Chair will then inform the members of the meeting that they are being recorded.

This meeting is a virtual meeting held under the Open Meeting Law as modified by the Governor's recent emergency declaration. Only Committee members, Council members and invited staff will be able to address the meeting. All other persons will be muted. Please note that anyone attempting to disrupt the meeting may be muted, have their ability to project video images shut off or even removed from the meeting, at the discretion of the chair

Draft minutes of the open session of this meeting shall be kept and shall be posted on Mass Cultural Council's website no later than 30 days after the meeting provided that such minutes shall not be considered official until they have been approved by this body in open session. Individuals asserting a violation of the Open Meeting Law may file a complaint with this body within 30 days or with the Attorney General's office thereafter.

**TIPS FOR PARTICIPATING IN A VIRTUAL OPEN MEETING USING VIDEOCONFERENCING
WHEN THERE ARE SEVERAL PARTICIPANTS
(adapted from several sources)**

- In order to minimize background noise, please mute microphone when not speaking.
- Please raise hand in order to be recognized by the chair.
- In order for all members to have an opportunity to speak and be heard, please wait to speak until specifically recognized by the chair.
- If there are questions, please direct them to the chair and the chair will then recognize the appropriate person to respond.
- Please limit statements to three minutes.
- The chair will reserve the right to limit discussion in order to allow sufficient time for every member to be heard who wishes to speak.

Executive Committee- detailed agenda

June 2:

Time 1:30-3:00 PM

1. Normal FY20 business -Minutes, Reopening Guidelines for Office Space **(10 minutes)**

2. FY21 Planning Info: Staff presents overall spending scenarios for review/discussion. **(Anita, David, Jen, Bethann)**

a. Recover, Rebuild, Renew and Strength, Service, Trust - will be guided by values in decision making **(15 minutes)**

b. Summary of funding scenarios, and discussion of strategies: **(15 minutes)**

i. All remote panels in FY21 – safety considerations and cost savings.

ii. No out-of-state travel.

iii. Most likely no in-person events or workshops – safety considerations and cost savings in terms of space rental, catering, etc.

iv. Start the year with no in-state travel, review periodically based on state guidance and safety protocols.

v. Maintained 75% grant threshold in all scenarios.

vi. As we looked at deeper and deeper cuts we eliminated all outside consultants/expertise and rely on staff for all service delivery.

vii. Delay on all grant making until budget. Including taking applications in?

10 MINUTE BREAK

c. Summary of info we will present to grants committee and key discussion topics they will weigh in on. **(25 minutes)**

3. Draft June 18 Council Agenda **(15 minutes)** **(DAVID)**

a. Vote Authorizing Executive Committee to Act With Respect to Emergency Funding in Absence of a Quorum

b. Search Firm Contract Vote

c. Interim/Acting ED Vote



SOCIAL DISTANCING

Ensure >6ft between individuals

- Businesses and other organizations shall limit occupancy within their office space to no more than
 - 25 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business or organization's typical occupancy as of March 1, 2020
 - Any business or other organization that has been operating as a "COVID-19 Essential Service" as of May 18, 2020 shall have until July 1, 2020 to comply with these occupancy limitations
- Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services
- Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace
- Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
- Cafeterias may operate only with prepackaged food, practicing physical distancing and appropriate hygiene measures
- Physical partitions must separate workstations that cannot be spaced out (partitions must be taller than a standing workers)
- Limit meeting sizes, ensure 6 feet of social distancing, encourage remote participation
- Stagger work schedules, lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings
- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers
- Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- Avoid sharing use of office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)
- Post visible signage throughout the site to remind workers of the hygiene and safety protocols



STAFFING & OPERATIONS

Include safety procedures in the operations

- Establish and communicate a worksite specific COVID-19 Prevention Plan for all office locations, including:
 - Contact information for local health authorities, including the MA Department of Public Health, and your local / municipal Health Authority
 - Regularly evaluate all workspaces to ensure compliance with all Federal, State and Local Guidelines
 - Isolation, Contact Tracing, and Communication plan for if a worker is diagnosed as positive with COVID-19, or comes into close contact (within 6 feet for 10 minutes or more) with an individual diagnosed with COVID-19



STAFFING & OPERATIONS

Include safety procedures in the operations

- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings
 - Self-screening at home, including temperature or symptom checks
 - Importance of not coming to work if ill
 - When to seek medical attention if symptoms become severe
 - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability
- Workers must continue to telework if feasible; external meetings should be remote to reduce density in the office
- employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
- Limit business sponsored travel and comply with state and federal travel restrictions / guidelines
- Workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines
- Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)



CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
- Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance

DRAFT
**ONE HUNDRED AND FORTY-SEVENTH MEETING
OF MASS CULTURAL COUNCIL**

THURSDAY, JUNE 18, 2020: 1:00 TO [2:30] PM

ON-LINE MEETING

(CALL-IN INSTRUCTIONS POSTED AT
<https://massculturalcouncil.org/about/board/>
UNDER "JUNE 18, 2020 COUNCIL MEETING")

AGENDA	VOTE
1. Call to Order, Welcomes and Open Meeting Law Notice	
2. Minutes of 146 th Council Meeting and April 29 Special Meeting	X
3. Reports	
a. Chair Report	
i. Search Firm RFP Contract Approval	X
ii. Interim Leadership of Council	X
iii. Vote to Authorize Executive Committee to Act on Emergency Funding in the Absence of a Quorum	X
b. Executive Director's Report	
c. Advocacy Committee Report	
d. Financial Report	
2. Grants Committee Report on June Meetings	
a. FY20 Artist Fellowships Program: -Round Two	X
i. Choreography,	
ii. Fiction/Creative Nonfiction	
iii. Painting	

3. Adjourn

MASS CULTURAL COUNCIL
ONE HUNDRED AND FORTY-SEVENTH MEETING
OF MASS CULTURAL COUNCIL

THURSDAY, JUNE 18, 2020: 1:00 TO 3:00 PM

ON-LINE MEETING

**DRAFT RESOLUTIONS
FOR DISCUSSION PURPOSES**

Search Firm RFP Contract Approval

RESOLVED: that the Council authorize the execution of contract with [SEARCH FIRM] to assist the Council in its search for a new Executive Director all in accordance with the memorandum from the Executive Committee presented to the Council at its June 18, 2020 Meeting.

Interim Leadership of Council

WHEREAS, Anita Walker, current Executive Director of the Council is retiring after 13 years of service on June 30, 2020;

WHEREAS, the Council is today authorizing the retention of an Executive Search Firm to assist in the recruitment and hiring of a new Executive Director;

WHEREAS, the search process may take several months and the Council needs to provide interim leadership during the interim period prior to the time a new Executive Director is hired and begins working;

WHEREAS, the Council has faith in the existing leadership team of the Council for this interim period,

NOW THEREFORE, IT IS RESOLVED THAT, pursuant to Massachusetts General Laws Chapter 10, Section 52, that the Council designate and the Chair concurs that the current Deputy Director of the Council, David Slatery, in addition to his current duties, shall also serve as acting Executive Director assisted by the existing senior leadership team and with no additional compensation during the interim period between June 30 and the date a new Executive Director has been hired and begins working.

[Statutory Language - The council shall have an executive director with experience and a continuing interest in the arts, humanities and interpretive sciences who shall be appointed by and serve at the pleasure of the chairman and the council, and whose compensation shall be fixed by the council, all subject to the consent of a majority of the council.]

Executive Committee Action Emergency Funding in the Absence of a Quorum

RESOLVED: That in the event the Council receives additional emergency funding from the National Endowment for the Arts related to the COVID-19 crisis, the Chair shall call a Council meeting to authorize the expenditure of such funds pursuant to a proposal from staff and if the Council shall not be able to assemble a quorum within 5 business days after such call, the Council hereby delegates to the Executive Committee the power to thereafter authorize the allocation of such emergency funding for purposes of response to the COVID-19 crisis and the Committee shall notify the Council that it is taking such action and shall report such action at the next occurring Council Meeting.