



# SELA Cultural Center Advisory Panel

## Panel Operating Framework

*December 16, 2024*

### PURPOSE

Under direction from the State of California Legislature the Southeast Los Angeles Cultural Center Advisory Panel is hereby created to provide advice to the state and to the county in the development of the Southeast Los Angeles Cultural Center. The objectives of the panel as directed in California Code, PRC 5876 are included in the Panel's packet of materials for meeting #1.

The purpose of this document is to provide an Operating Framework for the Panel, agency staff, and consultants that will be established to guide the SELA Cultural Center Project. It contains the following sections:

- Panel Mission and Charge
- Membership
- Member Roles and Responsibilities
- Operating Principles
- Expectations of Panel Members
- Expectations of Facilitator and Project Team
- Ground Rules for Constructive Conversation
- Meeting Format
- Communications with the Media and Elected Officials

## **PANEL MISSION AND CHARGE**

It is the intent of the Legislature that the objectives of the panel include all of the following:

1. Advise the department, the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy, and the county on the logistics for completing construction and opening the cultural center to the SELA community by 2028.
2. Develop and recommend a vision for the cultural center that supports the existing SELA community, particularly SELA artists of all kinds, including the development of partnerships that support the cultural center.
3. On or before December 31, 2024, establish a work plan to set deadlines for completing the panel's work as outlined in subdivision (c).

To achieve these, the mission and charge of the Panel is to:

- Develop a vision statement and guiding principles for the future SELA Cultural Center that will be presented to the broader community for review and feedback.
- Review, evaluate, and discuss information and concepts for the programming and operations of the SELA Cultural Center, using input collected by agency staff and consultants through an extensive community engagement process. Community ideas for programs and uses will be given serious consideration by panel members in determining the design and phasing of the project.
- Assess the feasibility of a range of uses and activities for the SELA Cultural Center, with the support of technical data and analysis provided by the Project Team.
- Develop a recommended set of activities, programs, and potential special events that could be held at the SELA Cultural Center.

## **MEMBERSHIP AND PROJECT STAFF SUPPORT**

The Legislature has selected the following individuals to serve on the Panel:

### **Panel Members**

1. Armando Quintero, Director, California Department of Parks and Recreation
2. Supervisor Hahn, LA County Board of Supervisors, Fourth District
3. Kristin Sakoda, Director, Los Angeles County's Department of Arts and Culture
4. Gabriel Enamorado, Executive Director of Stay Arts
5. Mark Flores, Director, City of Lynwood Recreation and Community Services Department
6. Danaly Leon, Executive Director, Latinas Art Foundation
7. Monserrat Hidalgo, Senior at South Gate High School
8. Dilcia Barrera, Senior Vice-President Members Relations, Academy of Motion Pictures Arts and Sciences
9. Cynthia Fuentes, Director, The Ford
10. Kimberly Morales Johnson, Tribal Secretary, San Gabriel Band of Mission Indians

### **Project Support Team Members**

1. Liz McGuirk, Chief Deputy Director, California Department of Parks and Recreation
2. Jennifer Cabrera, Project Manager, California Department of Parks and Recreation
3. Daritza Gonzalez, Supervisor Hahn's Project and Policy Deputy
4. Melissa Bahmanpour, Project Development Manager, San Gabriel and Lower Los Angeles Rivers & Mountain Conservancy
5. Daniel Iacofano, MIG
6. Esmeralda García, MIG
7. Kim Donahue, MIG
8. Nina Anderson, MIG

## OPERATING PRINCIPLES

The Panel will carry out its mission and charge through a series of regularly scheduled, facilitated meetings. To ensure a useful, productive exchange, the Panel will conduct its work according to the following operating principles.

<b>Transparency:</b>	Panel members, agency staff members and consultants will share relevant information and facts to facilitate productive discussion and progress toward mutual goals.
<b>Equal Participation:</b>	All participants agree to provide one another the opportunity to engage in open dialogue and allow time for all members of the Panel to express their ideas and opinions.
<b>Inclusivity:</b>	Panel meetings will be conducted to ensure that the ideas and views of all members are considered.
<b>Respectful Engagement:</b>	Panel members, agency staff members and consultants will show courtesy, honesty and respect for each other during all communications, especially when giving and receiving contrary opinions as well as positive or negative feedback on ideas and proposals.
<b>Facilitated Meetings:</b>	The meeting facilitator will assist the Panel Chair and Panel members in engaging in productive conversations while adhering to the Principals of Civil Discourse and ensuring that all Panel members ideas and feedback are respected and considered.

## **EXPECTATIONS OF PANEL MEMBERS**

Panel members agree to:

- Attend all Panel meetings.
- Meetings will be conducted in-person and virtually, although a quorum of six panel members, physically present in the meeting location, is required for each session.
- Participate actively and enthusiastically.
- Review meeting materials and documents provided in advance of each meeting.
- Consider the technical information shared during presentations and ensuing Panel members discussions.
- Make serious efforts to understand Panel members' ideas and points of view, especially if they are different than their own.
- Listen carefully to all comments and suggestions made by all members of the Panel, as well as members of the broader community, during the public comment portion of Panel meetings, including all written comments received.
- Adhere to the Operating Principles described above.

## **EXPECTATIONS OF THE FACILITATOR AND PROJECT SUPPORT TEAM**

- The facilitator team must remain neutral.
- The facilitator team will work with agency staff to provide meeting agendas 10 days in advance of the meeting to comply with the Bagley-Keene Open Meeting Act.
- The Project Team will provide a binder to help organize meeting materials for each Panel participant. All documents presented to the Panel are public documents and a binder with all the documents provided to the Panel will be available in hard copy at the meeting for the public to review.
- The Project Team will prepare a written summary of each Panel meeting. The summary will not be a word-for-word meeting transcription but instead will highlight discussion themes, key issues, areas of agreement and issues requiring further discussion and resolution.

## **OPERATING PRINCIPLES FOR CONSTRUCTIVE CONVERSATION**

Panel members agree to the following:

- Only one person can speak at a time. A Panel member wishing to speak will signal the facilitator and the facilitator will recognize each Panel member wishing to speak in the order the signals are received. The facilitator may change the order of speakers if in their judgement the conversation will be made more productive in doing so, such as in order to conclude a topic or line of discussion before switching to another topic, etc.
- Panel members and agency staff agree to keep their comments concise.
- Cell phones must be turned off during presentations and discussions.
- Panel members are asked to inform agency staff in advance if they are unable to attend a scheduled meeting.

## **MEETING FORMAT**

Each Panel meeting will generally include the following format (whether virtual or in-person):

- Calling the Meeting to Order (Panel Chair)
- Roll Call
- The Panel Chair will hand the meeting over to the Facilitator who will then review the agenda and meeting process. The Facilitator, with assistance from a graphic notetaker who will keep track of Panel comments and discussion points in real time, will conduct the meeting to ensure that presenters follow the allotted time for each item while allowing for robust dialog and participation by members of the Panel. Agency staff may also be called upon from time to time to contribute important and relevant information for each item on the meeting agenda.
- Project Updates and Presentations (Agency staff, Project Team, or topical guests)
- Discussion (Panel members)
- Public Comments (members of the public attending in-person or online)
- Close

## **CONSENSUS AND DECISION-MAKING**

Panel members shall strive towards decisions and recommendations that are consensus-based. Any action taken by the Panel shall be by a Motion, with a Second and a Roll Call Vote.

### **Definition of Consensus**

The Panel will operate under the following definition of consensus:

The group will have reached consensus on an issue when it agrees upon a single choice and each participant can say:

- I believe that other participants understand my point of view.
- I believe I understand other participants' points of view.
- Whether or not I prefer this choice, I support it because it was arrived at openly and fairly, based on good information, and it is the best decision for us at this time.

If a Panel member does not feel they have enough information to Vote, they may abstain from voting.

### **Bagley-Keene Open Meeting Act**

The meetings of the Panel are subject to the Bagley-Keene Open Meeting Act and the Panel members will vote accordingly.

## COMMUNICATIONS WITH THE MEDIA AND ELECTED OFFICIALS

Each Panel meeting will be open to the public with opportunities for comment from community members who are not members of the Panel. It is expected that all Panel meetings will be well-covered by the local media. All media inquiries and contacts related to the Panel's work will be handled by:

**Marty Greenstein**

Deputy Director of Communications & Marketing

California State Parks

715 P Street, Sacramento, CA 95814

[newsroom@parks.ca.gov](mailto:newsroom@parks.ca.gov)