



California Civil Liberties Public Education Program Advisory Committee Meeting

Stanley Mosk Library and Courts Building
914 Capitol Mall, Room 218 (“American Civics Room”)

MINUTES

Monday, October 22, 2018
10:00 am – 2:30 pm

Members in Attendance: Billoo, Minami, Matsuda, Robinson

Members not in Attendance: Ahmed

The meeting started at 10:05 am. State Librarian Greg Lucas introduced himself and thanked the advisory committee for their service to the California Civil Liberties program. Each member of the committee in attendance introduced themselves, as did California Civil Liberties program coordinator Mary Beth Barber.

Barber explained that the California Civil Liberties program advisory committee’s purpose is to evaluate applications and provide suggested advice for grants to fund. The committee also provides advice to the State Librarian on the components for the competitive grant process in the program, including but not limited to the guidelines, application and evaluation process, as well as other complementary projects, aspects, and advice relating to the purpose of the California Civil Liberties program as set out by law.

Barber further explained that while the committee is advisory and does not have governing authority as the final decisions for funding are made by the State Librarian, the meetings of the advisory committee fall under the Bagley-Keen Open Meeting Act. She gave an overview of the Act’s requirements regarding open meetings.

Barber then directed the committee’s attention to the draft conflict of interest policy in the meeting packets and asked if the advisory committee members had suggestions or amendments to the policy. Matsuda suggested setting a specific definition for the immediate familial relationship that would constitute a direct conflict. Barber said she would consult appropriate legal code and include a specific definition. Billoo made copy-edit suggestions for clarity which were acknowledged by the other committee members and noted by Barber.

Matsuda motioned to approve the draft procedures with the copy edits and familial relationship definition. Minami seconded and the motion passed unanimously.

Barber then directed the committee's attention to the Fair Political Practices Commission (FPPC)'s Statement of Economic Interests and the reporting form titled Form 700. Matsuda questioned whether the advisory committee members would be required to file Form 700, as the committee operates in an advisory capacity only and does not have final decision authority. Other members of the committee expressed concerns that the public filing of economic interests went above their understanding of the requirements for the volunteer advisory committee duties. Lucas said that he and State Library staff would clarify with legal experts whether the filing of Form 700 would be required of the members of the advisory committee.¹

The committee then discussed various means to outreach to the public for applicants interested in applying for grants from the next round of the California Civil Liberties program. Barber explained that the State Library will craft a press release for members of the media, as well as notification through various social media platforms. There will also be direct notification through an email list of over 9,000 arts and cultural institutions and individuals who have expressed interest in the program. These outreach efforts will be conducted after suggested edits for the guidelines, application, evaluation and other program components are completed – likely within a month's time. Advisory committee members gave suggestions of additional cultural and educational nonprofits and institutions – including government institutions like the National Parks Service -- to inform of the opportunity as part of the State Library's outreach efforts.

Robinson asked if the program included additional funds from non-governmental sources like foundations or nonprofits that could be added to grow the size of the California Civil Liberties program. Barber and Lucas noted that at this time the funds available are allocated in the state budget, but that parallel efforts on the funding side could be explored in the future.

The members of the advisory committee were then given a more detailed overview of the history of the origins of the program, including the "Report of the Commission on Wartime Relocation and Internment of Civilian's titled *Personal Justice Denied*, published and submitted to Congress in 1983. Part 2 of this report detailed recommendations from this commission, including for funding to be allocated to public awareness and educational efforts to inform the public of the violations of civil liberties suffered by the incarcerated citizens and legal residents during World War II, particularly the large number of individuals of Japanese descent.

¹ Upon further clarification from informal advice from staff at the FPPC, the State Library was informed that the advisory committee members were accurate and members of a committee that is advisory only do not have to file Form 700.

Barber and Lucas explained that this document served as the first efforts to make the public widely aware of these civil liberty violations through educational and cultural materials. After the federal public awareness and education funding was allocated and depleted, lawmakers in California were concerned that the significant impact of these civil liberty violations were still not well known, and the Legislature passed the law creating the California Civil Liberties Public Education Program. The program began with a limited time, and was then created as an ongoing local support program for the California State Library, pending budgetary approval.

Barber and Lucas explained that the program received funding of as high as \$1 million annually from 1998 through 2011. Funding was eliminated in the budget for the fiscal year beginning July 1, 2011. At the request of Assemblyman Phil Ting of San Francisco, Gov. Brown approved \$1 million in onetime funding for the program in the 2016-2017 fiscal year. Those competitive grants were announced in May of 2017.

Lucas and Barber further explained that with support from legislators like Assembly members Ting and Muratsuchi, the governor included \$3 million in the 2017-18 budget to continue funding through June 30, 2020. This \$3 million would be allocated on an annual basis of three cycles that paralleled the July-June fiscal year, with approximately \$1 million allocated in each round (there's a 5% allocation for administrative costs). The first round of these three years of funds for competitive grants was announced in spring of 2018 for 26 organizations, with just under \$700,000 allocated. This would leave over \$2 million available for the next two rounds of funding with just over \$1 million each round.

Barber and Lucas then directed the advisory committee to the draft guidelines for the program, the current statute, and AB 491 that made adjustments to the program starting in 2017-18. Minami strongly recommended reaching out to various communities in addition to the Japanese American communities for potential grant applicants.

Matsuda noted that when the California Civil Liberties program started, there was a strong need to tell the first-person stories of these who suffered in the incarceration camps during World War II. Given that there appears to be more awareness of the civil liberties violations suffered then by the Japanese American community, she noted that strong applications would show the parallels with other communities who have suffered or who are suffering from similar injustices and civil liberty violations.

Lucas added that the State Library has a strong desire to increase the awareness and access of the first-person stories that currently exist, especially those recordings and records that may be on outdated analog technology and are not easily accessible by the public. A technological improvement for more access may be a wise investment, he noted.

The advisory committee took a five minute break and distributed lunch orders among the group.

The advisory committee continued to review the guidelines and asked that specific explanations for overhead, administrative and fiscal sponsor fees be explained. Robinson asked if the State Library made recommendations or had a partnership with fiscal sponsors. Barber noted that state government guidelines typically do not allow for particular organization to be recommended or required absent a competitive contracting process or other means of partnership when the agency is in the process of granting funds to other organizations.

The advisory committee continued to discuss the importance of the quality of the applications and those participating in the grant proposal projects. Barber noted that the grant applicants are required to describe the background and qualifications of the organization and the key individuals who are expected to fulfill the grant projects. The advisory committee members continued to discuss outreach and encouraged State Library staff to include community foundations, cultural institutions, and public libraries – including individual branches of larger library systems -- in their notification efforts.

Biloo encouraged Barber to create a budget template that may be utilized by grant applicants that included spreadsheet sheets for overall project budget, spending from the grant specifically, and project income. These templates would serve as ideal examples for grant applicants who need guidance on how to develop the budget information for the grant, but would not be required.

The advisory committee as a group discussed the importance of connecting the civil liberty violations of the past to issues impacting groups today. They recommended that the evaluation criteria listed in section 4 of the draft criteria questions be moved to section 2, with clarifying language about the importance of the connection to current day. Barber noted the suggestions and said she would include the re-order of the questions and the clarifying language as recommended.

The advisory committee members asked to be advised of the launch date of the program, suggested late February or early March for the deadline, and agreed to the timeline of mid-April for a meeting to review the grant applications, their evaluations, and recommendations to the State Library.

The meeting concluded at 2:15 pm.