



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, May 18, 2022 at 6:00 PM • Virtual Meeting

This meeting is compliant with the Ralph M. Brown act as amended by California Assembly Bill No. 361 effective September 16, 2021 providing for a public health emergency exception to the standard teleconference rules required by the Brown Act. The purpose of this is to provide a safe environment for the public, staff and committee members, while allowing for public participation. The public may address the Committee Members using exclusively remote public comment options. The Committee may take action on any item listed in the agenda.

TO ADDRESS THE COMMITTEE

The IDEA Committee Meeting will be an exclusively virtual meeting. The IDEA Committee meeting agenda materials may be viewed online at www.brisbaneca.org at least 24 hours prior to a Special Meeting, and at least 72 hours prior to a Regular Meeting.

To view the meeting please join the meeting with the Zoom information below.

Remote Public Comments:

Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Aside from the commenting while in the Zoom meeting, the following email and text line will also be monitored during the meeting and public comments received will be noted into the record during Oral Communications or an item.

Email: ipadilla@brisbaneca.org

Text: 628-219-2922

Join Zoom Meeting:

brisbaneca.org/idea-zoom

Meeting ID: 816 0979 9931

Passcode: 123456

Call In Number: 1 (669) 900 9128

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact the City Clerk at (415) 508-2113. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

COMMITTEE MEMBERS:

Alex Horton (Vice Chair), Mangesh Kolhatkar, Dianne Oseto and William Lok (Chair)

6:00 P.M. CALL TO ORDER**ROLL CALL****APPROVAL OF AGENDA****APPROVAL OF MINUTES**

- A. Approve minutes of IDEA Meeting of April 20, 2022
- B. Approve minutes of IDEA Meeting of March 23, 2022

PUBLIC COMMENT**OLD BUSINESS**

- C. Discussion of Committee Responsibilities
 - i. Defining Inclusion, Diversity, Equity and Accountability as a Committee

NEW BUSINESS

- D. Creation of Subcommittees and Possible Assignments of Committee Members

STAFF REPORTS**COMMITTEE MEMBER REPORTS****ADJOURNMENT**



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

THURSDAY, APRIL 20, 2022

VIRTUAL MEETING

COMMITTEE MEMBERS:

Alex Horton, Mangesh Kolhatkar, William Lok, and Dianne Oseto

6:00 P.M. CALL TO ORDER

Clerk Padilla called the meeting to order at 6:02 P.M.

ROLL CALL

Committee Members Present: Alex Horton, Mangesh Kolhatkar, William Lok, and Dianne Oseto

Committee Members Absent: None

APPROVAL OF AGENDA

Committee Member Lok made a motion, seconded by Committee Member Horton, to approve the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Alex Horton, Mangesh Kolhatkar, William Lok, and Dianne Oseto

Noes: None

Abstain: None

Absent: None

PUBLIC COMMENT

No members of the public wish to make public comment.

NEW BUSINESS

A. Discussion of Committee Responsibilities

i. Meeting Ground Rules

Committee Members agreed to the following meeting ground rules:

- Stay Engaged
- Show Up
- Experience Discomfort
- Speak Your Truth and Acknowledge Your Feelings
- Expect/Accept Non-Closure but Strive for Impact
- Be Respectful
- No Judgement
- Keep an Open Mind
- Be Personal, but Don't Take it Personal
- Come into the space with grace knowing that everyone has good intentions
- Keep the broader perspective in mind that the goal is to benefit the community
- Show empathy in the discussion and be fair

ii. Brisbane & Defining Inclusion, Diversity, Equity and Accountability

Communications Manager Cheung presented on available diversity and demographic information on the City of Brisbane. Committee Members shared definitions of Inclusion, Diversity, Equity and Accountability that resonated with them. The group will continue discussion of these definitions and guiding frameworks at the next meeting.

iii. Committee Responsibilities and Planning Ahead

Committee members posed the following questions to the group:

What's the goal? What are we doing this for?

What are the annual City events and what are the demographics of people who attend the events?

What are other communities' best practices and lessons learned?

Should our subcommittees be divided into policy making and events?

B. Election of Chair and Vice Chair

Committee Member Lok made a motion, seconded by Committee Member Horton to elect Committee Member Lok as Chair of the IDEA Committee.

STAFF REPORTS

Clerk Padilla reported that the City is currently recruiting to fill 3 open seats in the IDEA Committee. Applications are due May 25, 2022.

COMMITTEE MEMBER REPORTS

No reports were given.

ADJOURNMENT

The meeting was adjourned at 7:22 p.m.



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

THURSDAY, MARCH 16, 2022

VIRTUAL MEETING

COMMITTEE MEMBERS:

Alex Horton, Mangesh Kolhatkar, William Lok, and Dianne Oseto

6:30 P.M. CALL TO ORDER

Clerk Padilla called the meeting to order at 6:32 P.M.

ROLL CALL

Committee Members Present: Alex Horton, Mangesh Kolhatkar, William Lok, and Dianne Oseto

Committee Members Absent: None

APPROVAL OF AGENDA

Committee Member Lok made a motion, seconded by Committee Member Kolhatkar, to approve the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Alex Horton, Mangesh Kolhatkar, William Lok, and Dianne Oseto

Noes: None

Abstain: None

Absent: None

PUBLIC COMMENT

No members of the public wish to make public comment.

NEW BUSINESS

A. City Manager, Committee Staff Leads, City Department Staff and Committee Member Introductions

City Manager Holstine welcomed the committee members. and Assistant City Manager Schillinger, Legal Counsel Roush, Recreation Coordinator Lopez, Police Chief Macias and City Engineer Breault also

introduced themselves and shared how their departments can help support the future work of the Committee. Committee Staff Leads Clerk Padilla and Communications Manager Cheung introduced themselves and their background relating to the work of the Committee.

B. Reviewing the Committee By Laws

City Clerk Padilla reviewed the Committee By Laws and how the background history of how the Committee was created.

C. Reviewing the Ralph M. Brown Act

Legal Counsel Roush made a presentation on the Role of the IDEA Committee and the Ralph M. Brown Act.

D. Setting the Regular IDEA Committee Meeting Schedule

Committee members introduced themselves and the reason why they wanted to join the IDEA Committee.

Committee Members decided to set the regular IDEA Committee Meetings on the 3rd Wednesdays at 6:00 P.M.

STAFF REPORTS

Clerk Padilla announced that the chair and vice chair of the committee will be chosen at their next committee meeting.

COMMITTEE MEMBER REPORTS

No reports were given.

ADJOURNMENT

The meeting was adjourned at 7:34 p.m.

Ingrid Padilla, City Clerk



INCLUSION, DIVERSITY, EQUITY & ACCOUNTABILITY AGENDA REPORT

Meeting Date: May 18, 2022

From: Ingrid Padilla

Subject: Discussion of Committee Responsibilities

PURPOSE

Receive Staff presentation on the definitions of Inclusion, Diversity, Equity and Accountability, and discuss next steps.

RECOMMENDATION

It is being recommended for the members to define Inclusion, Diversity, Equity and Accountability as a Committee and provide feed back on next steps

BACKGROUND

On September 23, 2021, the City Council approved creating a citizen committee with the purpose of defining the meaning of diversity and inclusion for the City of Brisbane. The primary responsibility of the IDEA Committee will be to make recommendations to the City Council on the implementation of relevant community-focused program, events, and policies that support and enhance inclusion, diversity, and equity issues and accountability for these issues.

DISCUSSION

Staff would like to know the Committee's definition of Inclusion, Diversity, Equity and Accountability. To continue the discussion, the following resources for guiding frameworks and definitions were suggested to be reviewed by Committee Members at the previous Committee meeting of April 20, 2022:

- [Diversity & Equity - City of Sacramento](#)
- <https://centreforglobalinclusion.org/gdib/>
- [Diversity, Equity, & Inclusion \(DEI\) | Gates Foundation - Bill & Melinda Gates Foundation](#)

Additionally, Committee members should also consider the materials curated by the International City Managers Association (ICMA), which include reports and surveys that describe approaches that have an impact and provide the opportunity to learn from the experiences of others.

- <https://icma.org/documents/icma-equity-inclusion-toolkit>

FISCAL IMPACT

None.

Ingrid Padilla

Ingrid Padilla, City Clerk