



# CITY of BRISBANE

## Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

---

Wednesday, April 20, 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](http://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](mailto:ipadilla@brisbaneca.org)

Text: 628-219-2922

### **Join Zoom Meeting:**

<https://us06web.zoom.us/j/81609799931?pwd=c2l6c3hVVUZIRjBuTGJsdTd1OXNPdz09>

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:**

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

**6:00 P.M. CALL TO ORDER****ROLL CALL****APPROVAL OF AGENDA****PUBLIC COMMENT****NEW BUSINESS****A. Discussion of Committee Responsibilities**

- i. Meeting Ground Rules
- ii. Brisbane & Defining Inclusion, Diversity, Equity and Accountability
- iii. Committee Responsibilities and Planning Ahead

**B. Election of Chair and Vice Chair****STAFF REPORTS****COMMITTEE MEMBER REPORTS****ADJOURNMENT**

**File Attachments for Item:**

A. Discussion of Committee Responsibilities



## INCLUSION, DIVERSITY, EQUITY & ACCOUNTABILITY AGENDA REPORT

**Meeting Date:** April 20, 2022

**From:** Ingrid Padilla and Caroline Cheung

**Subject:** Discussion of Committee Responsibilities

### PURPOSE

Receive Staff presentation on the IDEA Committee's primary responsibilities and discuss ground rules, definitions of Inclusion, Diversity, Equity and Accountability, and planning ahead.

### RECOMMENDATION

It is being recommended to discuss the following items and give feedback on how the Committee Members can be supported by Staff to take on their primary responsibilities.

- i. Meeting Ground Rules
- ii. Brisbane and Defining Inclusion, Diversity, Equity and Accountability
- iii. Committee Responsibilities and Planning Ahead

### 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 committee would also be an ambassador for the City to various aspects of the community, and it would provide feedback to the City Council on issues related to diversity and inclusion.

The Council formally created the Inclusion, Diversity, Equity and Accountability Committee on February 3, 2022 and the IDEA Committee's first meeting was held on March 16, 2022. 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

Meeting Ground Rules: Conversations about diversity and inclusion can be difficult. Meeting ground rules for the committee discussion are highly recommended to help ensure a positive and productive discussion. The City's internal staff-led group Equity Plus Inclusion Committee (EPIC) established the following meeting ground rules below. Staff will need direction from the Committee whether the members would want to adopt similar ground rules or amend the following:

- 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

Brisbane and Defining Inclusion, Diversity, Equity and Accountability: According to Data USA (Source: <https://datausa.io/profile/geo/brisbane-ca>):

In 2019, Brisbane, CA had a population of 4.7k people with a median age of 46.6 and a median household income of \$112,016. Between 2018 and 2019 the population of Brisbane, CA grew from 4,692 to 4,697, a 0.107% increase and its median household income grew from \$110,372 to \$112,016, a 1.49% increase.

The 5 largest ethnic groups in Brisbane, CA are White (Non-Hispanic) (43.8%), Asian (Non-Hispanic) (32.1%), White (Hispanic) (13.3%), Two+ (Non-Hispanic) (3.77%), and Black or African American (Non-Hispanic) (2.79%). 0% of the households in Brisbane, CA speak a non-English language at home as their primary language.

92.4% of the residents in Brisbane, CA are U.S. citizens.

In 2019, the median property value in Brisbane, CA was \$889,200, and the homeownership rate was 74.9%. Most people in Brisbane, CA drove alone to work, and the average commute time was 30.3 minutes. The average car ownership in Brisbane, CA was 2 cars per household.

Staff would like to know from Committee members what their definition of Inclusion, Diversity, Equity and Accountability is and what other information about the City they would need to tell the story about the City of Brisbane's diversity and issues related to diversity and inclusion.

Committee Responsibilities and Planning Ahead: 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.

Given these primary responsibilities, staff would like to know from Committee Members what training and other learning opportunities they would like to help the Committee make local policy recommendations and create a work plan for the year.

#### **FISCAL IMPACT**

None.

*Caroline Cheung*

Caroline Cheung, Communications Manager

*Ingrid Padilla*

Ingrid Padilla, City Clerk