



CITY of BRISBANE

Liaison to Equity Plus Inclusion (EPIC) Committee Subcommittee Agenda

Monday, August 2nd, 2021 at 1:00 PM • Virtual Meeting

This meeting is compliant with the Governors Executive Order N-08-21 issued on June 21, 2021 allowing for deviation of teleconference rules required by the Brown Act. The purpose of this is to provide the safest environment for staff, Subcommittee and the public while allowing for public participation. The public may address the council using exclusively remote public comment options. The Subcommittee may take action on any item listed in the agenda.

TO ADDRESS THE SUBCOMMITTEE

The meeting will be an exclusively virtual meeting. The agenda materials may be viewed online at www.brisbaneca.org at least 72 hours prior to the meeting.

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Email: aibarra@brisbaneca.org

Text: 415-407-2675

Call-in number during the meeting for oral communications: 1-669-900-9128

Meeting ID: 918 1770 4384 (After entering the meeting ID and pressing #, simply press # a second time to enter the meeting waiting room. No participant code is required. Please wait on the call until a Subcommittee or Staff Member announces that the phone line is open. Dial *6 to mute/unmute and dial *9 to "raise hand")

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SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact Angel Ibarra at (415) 508-2109. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

SUBCOMMITTEE MEMBERS:

Mayor Pro-tem Lentz, Councilmember Davis
Equity Plus Inclusion Committee Coordinators

PRESENTATIONS AND DISCUSSION ITEMS

- A. Report on Other City Equity and Diversity Committees
- B. Discuss Creating a Leadership Academy for the Residents of Brisbane

PUBLIC COMMENT**ADJOURNMENT**

A.

File Attachments for Item:

A. Report on Other City Equity and Diversity Committees



CITY COUNCIL DIVERSITY SUBCOMMITTEE AGENDA REPORT

Meeting Date: 8/2/2021

From: Staff EPIC (Equity Plus Inclusion Committee)

Subject: Report on other City Equity and Diversity Committees

Community Goal/Result

Community Building

Purpose

Increase participation in the community from less represented groups.

Recommendation

Discuss the need for a City-wide Diversity and Inclusion Committee. If it is determined one is needed make a recommendation to the City Council on the parameters of the Committee.

Background

On March 1, 2021, the City Council's Liaison to EPIC met and requested a report back on what other communities around the State and the country were doing related to Citywide diversity committees.

Discussion

Staff reviewed twelve different citywide equity and inclusion committees. These were from: Elk Grove, Turlock, El Segundo (California), Wenatchee, Federal Way, Shoreline, Renton (Washington), Happy Valley, Wilsonville (Oregon), Scottsdale, Arizona, Northborough, Massachusetts, and Dover, New Hampshire. The majority of these have been created within the past 2-3 years. All of them had some common components that staff believes would be beneficial, if the City Council would want to create a similar committee in Brisbane. The recommendations are as follows:

- **Name of the Committee** – this should reflect the issues the committee will work through
 - Two possible suggestions
 - IDEA (Inclusion, Diversity, Equity, and Accountability) Committee
 - Taskforce on Diversity and Inclusion
- **Representation on the Committee**
 - Number of Committee Members
 - It should be an odd number with enough members to be representative of the community but not so large that decisions would be difficult to be made. Seven to Eleven members would be staff's recommendation.
 - Will there be Council Members on the Committee?
 - How diverse will the committee be?
 - Will it include youth, business representatives, local colleges

- Will it be representative of social-economic, LGBTQ+, ability, racial, cultural, gender, and ethnicity diversity?
- How will members of the community apply?
 - Written applications , interest based application
 - Staff would recommend that the application should delineate the anticipated hour's committee members would be anticipated to spend each month and ask applicants for availability of time to meet.
- How will members be chosen?
 - Interviews, qualifications, diversity of committee
 - Staff thinks one question that should be asked of all applicants is “what diverse perspective would you bring to the committee?”
- **Mission or Purpose of Committee**
 - Committee should define what Diversity and Inclusion means for Brisbane
 - How to put this into action
 - Ideas for potential activities
 - Ambassadorship of the City within various aspects of the community
 - Engagement with community members
 - Provide feedback to City Council
 - If this is a desire of the Council what types of issues would Council want feedback on (on-going vs. one-time issues)
 - Education/Promotion
 - Listening sessions – Get feedback from other community members
- **How often should Committee meet**
 - Monthly
 - Quarterly
- **When should the Committee meet**
 - During the Day vs. During the Night
 - Different times creates challenges for different groups of people.

A second issue discussed by EPIC was the potential for the creation of a Leadership Academy for the residents of Brisbane to enlarge the pool of people willing to apply for Commission and Committees.

This would include topics like:

1. Provide an overview of what the City does and an overview of other community based organizations/volunteer opportunities
2. Providing a leadership path (e.g., How to be an effective leader? How do you apply for committee and commission seats in the city? What to expect during an interview and what does a good interview look like?)
3. Providing practice (e.g., practice with a cohort to present, how to fill out Contact Forms, ease of use of our systems and give us feedback on our systems (transparency, public meetings, public comment, website))

Fiscal Impact

The cost of the program will depend on how the City Council would create the committee. There would be a need of staff resources to staff the committee and keep minutes. Depending on the activities the committee chooses to do there could be a cost for carrying out various programs.

Measure of Success

The City becomes a more inclusive community for groups that have had lower representation than in the past.