



# CITY of BRISBANE

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

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Wednesday, March 16, 2022 at 6:30 PM • Virtual Meeting

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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

**1. 6:30 P.M. CALL TO ORDER****2. ROLL CALL****3. APPROVAL OF AGENDA****4. PUBLIC COMMENT****5. NEW BUSINESS**

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

B. Reviewing the Committee By Laws

C. Reviewing the Ralph M. Brown Act

D. Setting the Regular IDEA Committee Meeting Schedule

**6. STAFF REPORTS****7. COMMITTEE MEMBER REPORTS****8. ADJOURNMENT**



## **MEMO**

**Meeting Date:** March 16, 2022

**From:** Ingrid Padilla, City Clerk

**Subject:** IDEA Committee By-Laws

To review the IDEA Committee By-Laws please refer to the Staff Report and Approved Resolution creating the Inclusion, Diversity, Equity and Accountability Committee from the City Council Meeting of February 3, 2022.

### **Attachments**

1. Staff Report and Approved Resolution Creating the IDEA Committee from the City Council Meeting of 2/3/2022



## CITY COUNCIL DIVERSITY SUBCOMMITTEE AGENDA REPORT

**Meeting Date:** February 3, 2022

**From:** Staff EPIC (Equity Plus Inclusion Committee) *CLH*

**Subject:** Formal Establishment of the Citywide Inclusion, Diversity, Equity and Accountability (IDEA) Committee

### Community Goal/Result

Community Building

### Purpose

Increase participation in the community from less represented groups.

### Recommendation

Adopt the attached resolution formally establishing the Inclusion, Diversity, Equity and Accountability (IDEA) Committee.

### 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.

Following Council's approval, staff met with the City Council Diversity sub-committee to discuss the particulars of such a Committee, such as appointments, number of committee members, etc. Based on that discussion and recommendation of the subcommittee, staff is now recommending Council formally create the Committee with these components.

### Discussion

**Creation - Appointment – Qualification** There would be a permanent IDEA Committee which would consist of 5-7 public members appointed by the City Council. The Committee members would serve without compensation and would be in an advisory capacity to the Council Members of the Committee must at all times during their service be residents of the City or work within the City.

The Committee members would be appointed by the City Council after soliciting applications from the community. The following criteria shall be among those used for selecting appointees to the IDEA Committee:

1. Demonstrated interest in inclusion, diversity, and equity issues,
2. Willingness to bring diverse perspectives to the committee,

3. Willingness to dedicate sufficient time and effort
4. Does not work for the City of Brisbane

The interview and selection process shall be similar to the process utilized by the City Council in the appointment of other committees and commissions. As to the initial appointments, some would be for four year terms and some would be for two year terms.

### **Term of office**

After the initial four-year and two-year appointments, the Committee members would serve staggered, four-year terms, with the majority of terms to commence in the years that three Council seats are scheduled to be filled by regular election and remaining terms to commence in the years that two seats are scheduled to be filled by regular election. Thereafter, Committee members appointed would all serve for a term of four years unless the appointment is to fill a vacancy created other than by expiration of a term in which event the appointment shall be for the unexpired portion of the term. There would be a vacancy for any Committee member who no longer lives or works in the City, or who resigns. Any Committee member may be removed with or without cause by a vote of at least three members of the City Council.

### **Officers**

The Committee would elect from its members a Chair and a Vice Chair. Members would be encouraged to rotate Chair and Vice Chair annually.

### **Meetings**

The IDEA Committee would meet monthly unless otherwise approved by the Committee. Meetings of the Committee would be held at a location to be determined by the Committee or the Committee staff and notice of each meeting would be provided in the manner prescribed by the Brown Act. Time, dates, and location of the meetings would be determined by a vote of the majority of the Committee subject to the availability of meeting facilities and support staff. Efforts will be made to encourage attendance and participation by members of the public.

The IDEA Committee may, from time to time, also hold joint meetings as needed with the City Council, and other commissions and committees.

### **Quorum**

A quorum is necessary for an IDEA committee meeting to be held. A majority of the members of the IDEA Committee shall constitute a quorum.

### **Subcommittees**

Subcommittees may be formed, as needed, in relation to the work of the IDEA Committee and as prescribed by the Brown Act.

### **Responsibilities**

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. That responsibility will include preparing community-based and focused policy, event and program recommendations and an annual workplan for the City Council to review and approve.

In order for the IDEA Committee to work expeditiously, its members should receive appropriate education in the tasks before them, pay close attention to timelines and priorities, meet as often as required, keep track of ideas not directly on agenda items for future reference, recognize that inclusion, diversity, and equity issues are necessarily complex, sensitive, and holistic, and pick a Chair who will provide leadership consistent with these principles.

**Staff support**

The City Manager or a staff person designated by the Manager would serve as the staff advisor to the IDEA Committee and give notice of meetings, keep and maintain records of Committee meetings and recommendations, and generally provide such support and assistance as the Committee may require in order to perform its responsibilities.

**Fiscal Impact**

The cost of the program will depend on how many hours of staff time is needed to support the committee.

**Measure of Success**

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

## **RESOLUTION NO. 2022-07**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE FORMALLY CREATING THE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY (IDEA) COMMITTEE**

The City Council of the City of Brisbane resolves as follows:

#### **Section 1. Creation**

There is hereby created a permanent Inclusion, Diversity, Equity and Accountability (IDEA) Committee to consist of five to seven public members appointed by the City Council. Committee members will serve without compensation and will serve in an advisory capacity to the Council. Members of the Committee must at all times during their service be residents of the City or work within the City.

#### **Section 2. Appointment**

The City Council shall appoint all Committee members after soliciting applications from the community. City Council shall use (among others) the following criteria for selecting persons to be appointed to the Committee:

1. Demonstrated interest in inclusion, diversity, and equity issues
2. Willingness to bring diverse perspectives to the Committee
3. Willingness to dedicate sufficient time and effort
4. Does not work for the City of Brisbane

The Council interview and appointment process shall be similar to the process utilized by the City Council in the appointment of other committees and commissions. As to the initial appointments, a majority shall be for one-year terms and the remainder shall be for two-year terms.

Within 30 days of the expiration of a member's term of office, a member may request the City Council to re-appoint the member to the Committee. The City Council may re-appoint the member to the Committee without re-interviewing the member.

#### **Section 3. Term of Office**

After the initial one-year and two-year appointments, Committee members shall serve staggered, two -year terms, with the majority of terms to commence in the years that three Council seats are scheduled to be filled by regular election and remaining terms to commence in the years that two seats are scheduled to be filled by regular election. Thereafter, Committee members appointed shall all serve for a term of two year unless the appointment is to fill a vacancy created other than by expiration of a term, in which event the appointment shall be for

the unexpired portion of the term. If a Committee member no longer lives or works in the City, or resigns, the member's seat on the Committee shall be deemed to be vacant and the individual shall no longer serve on the Committee. Any Committee member may be removed with or without cause by a vote of the majority of the City Council.

#### **Section 4. Officers**

The Committee shall elect from its members a Chair and a Vice Chair. Members are encouraged to rotate Chair and Vice Chair annually.

#### **Section 5. Meetings**

The Committee shall meet monthly unless otherwise approved by the Committee. Meetings of the Committee shall be held at a location to be determined by the Committee or the Committee staff and notice of each meeting shall be provided in the manner prescribed by the Brown Act. The Committee shall determine the time, dates, and location of the meetings subject to the availability of meeting facilities and support staff. Meetings will be open to the public and efforts will be made to encourage attendance and participation by members of the public. The Committee may, from time to time, also hold joint meetings as needed with the City Council, and other commissions and committees.

#### **Section 6. Quorum**

A quorum is necessary for a Committee meeting to be held. A majority of the authorized members of the Committee shall constitute a quorum. For example, if the City Council has authorized five members of the Committee, then three members shall constitute a quorum; if City Council has authorized six or seven members of the Committee, then four members shall constitute a quorum.

#### **Section 7. Effective Date**

This resolution is effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED by the City Council at a regular meeting on February 3, 2022.



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COLEEN MACKIN, MAYOR



I hereby certify that the foregoing resolution was adopted by the Brisbane City Council at a regular meeting held on February 3, 2022 by the following vote:

AYES: Councilmembers Cunningham, Davis, Lentz, O'Connell and Mayor Mackin

NOES: None

ABSENT: None

ABSTAIN: None



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Ingrid Padilla, City Clerk

Approved as to form



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Thomas McMorrow, City Attorney