



## **BRISBANE COMMITTEE**

### **ACTION MINUTES**

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#### **BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY**

#### **COMMITTEE MEETING**

**THURSDAY, MAY 18, 2022**

*VIRTUAL MEETING*

#### **COMMITTEE MEMBERS:**

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

#### **6:00 P.M. CALL TO ORDER**

Chair Lok called the meeting to order at 6:03 P.M.

#### **ROLL CALL**

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

Committee Members Absent: None

Staff Present: Assistant City Manager Schillinger, City Clerk Padilla, and Communications Manager Cheung

#### **APPROVAL OF AGENDA**

Committee Member Kolhatkar 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

Absent: None

Abstain: None

#### **APPROVAL OF MINUTES**

##### **A. Approve minutes of IDEA Meeting of April 20, 2022**

Committee Member Horton, made a motion seconded by Chair Lok, to approve the minutes of IDEA Meeting of April 20, 2022. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **B. Approve minutes of IDEA Meeting of March 16, 2022**

Chair Lok, made a motion seconded by Committee Member Horton, to approve the minutes of IDEA Meeting of March 16, 2022 noting the correct date. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **PUBLIC COMMENT**

No member of the public wished to make public comment.

## **OLD BUSINESS**

### **C. Discussion of Committee Responsibilities**

#### **i. Defining Inclusion, Diversity, Equity and Accountability as a Committee**

After reviewing a few different sources from both the public, private and nonprofit sectors, committee members as a group defined the terms Inclusion, Diversity, Equity and Accountability accordingly:

- Inclusion: an active state of being valued, respected, and supported that focuses on the needs of every individual and ensures the right conditions are in place for each person to achieve their full potential, while harming none.
- Diversity: a broad array of differences in identity, perspective, skill, and style.
- Equity: practices and policies that are just, transparent, and consistent which identify and eliminate barriers preventing the full participation of all groups.
- Accountability: defining metrics, taking measurements, and reporting that progress on a regular basis as it relates to Inclusion, Diversity, and Equity.

Committee members wanted a more expansive list for internal use and Committee Member Kolhatkar asked to run the definitions through legal to make sure it was okay to use these definitions as borrowed from the sources.

The sources were:

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

After further discussion, Chair Lok, made a motion seconded by Committee Member Horton, to approve the definitions. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **NEW BUSINESS**

### **D. Creation of Subcommittees and Possible Assignments of Committee Members**

Committee members agreed to create two subcommittees: an Events Subcommittee and a Policy Making Subcommittee. Committee members will be assigned their committees at the next meeting as they anticipate more members to be appointed.

## **STAFF REPORTS**

City Clerk Padilla reported that the City of Brisbane was currently recruiting community members interested in serving on the Complete Street Safety Committee and Inclusion, Diversity, Equity and Accountability Committee. The deadline to apply is 5:00pm on Wednesday May 25, 2022.

## **COMMITTEE MEMBER REPORTS**

There were no committee member reports. Committee Member Oseto did note that she would like to see more spotlighted celebrations and positive diversity news.

## **ADJOURNMENT**

Chair Lok adjourned the meeting at 7:42 p.m.



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Ingrid Padilla, City Clerk