



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, July 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 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:

Christian Bustos, Alex Horton (Vice Chair), Mangesh Kolhatkar, Miyoko Nida, 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 May 18, 2022

PUBLIC COMMENT**OLD BUSINESS**

- B. Discussion of Committee Responsibilities
 - i. Defining Inclusion, Diversity, Equity and Accountability as a Committee
- C. Subcommittees and Possible Assignments of Committee Members
 - i. Best practices in events and policy making
 - ii. Assignments of Committee Members to their subcommittees

STAFF REPORTS

- D. City Emails and Business Cards

COMMITTEE MEMBER REPORTS**ADJOURNMENT**



BRISBANE COMMITTEE

ACTION MINUTES

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.

Ingrid Padilla, City Clerk



INCLUSION, DIVERSITY, EQUITY & ACCOUNTABILITY AGENDA REPORT

Meeting Date: July 20, 2022

From: Ingrid Padilla

Subject: Continued Discussion of Committee Responsibilities

PURPOSE

Continue discussion on the definitions of Inclusion, Diversity, Equity and Accountability, and discuss next steps.

RECOMMENDATION

It is being recommended for the members to review their definitions of Inclusion, Diversity, Equity and Accountability as a Committee.

BACKGROUND

On May 18, 2022, 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.

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

DISCUSSION

Two new members had been appointed since the last Committee meeting. Staff would invite all the committee members to review the definitions and provide input.

FISCAL IMPACT

None.

Ingrid Padilla

Ingrid Padilla, City Clerk

Policy and Project Planning



The Heart of the Policy Matter

- Define the Problem – What is happening that we want to change?
 - An example would be too many potholes in the street.
- Determine the Cause of the Problem – Why is this occurring
 - Street base isn't thick enough
 - Cracks in street fill with water and freeze
 - Road repairs not properly done
- Possible Solutions – Once some causes are determined can work on what can fix the issue.
- Does the solution make it better?
 - If so for whom



Items to Discuss in Decision Making

- How you define the problem can change possible causes and solutions
- What information do you need to determine causes?
 - How easy is it to get information?
 - Are there suitable proxies for information not available?
- Who do solutions help and hurt?
- What are the benefits of the solutions?
- What are the downsides to the solutions?



Items to Discuss in Decision Making

- Are the solutions scalable?
 - Too much/too little
- What are the costs of the solutions
- Where have the solutions been tried before
 - What were the results
 - Are the results repeatable



The Team and Process

- What is the Role of the Committee?
 - Advisory to City Council
 - Determine Issues to be explored
 - Determine advisability of potential solutions
 - Represent the Community concerning Issues explored
- What is the Role of Staff?
 - Provide information to the Committee
 - Research issues raised by Committee
 - Provide potential solutions and research benefits and drawbacks of solutions
 - Determine if additional expertise is needed and advise Committee





INCLUSION, DIVERSITY, EQUITY & ACCOUNTABILITY AGENDA REPORT

Meeting Date: July 20, 2022

From: Ingrid Padilla

Subject: Subcommittees

PURPOSE

Continue discussion about the creation of an Events Subcommittee and a Policy Making Subcommittee and assign members to each Subcommittee

RECOMMENDATION

It is being recommended for the members to review best practices in Policy Making and Event Planning as well as assign members to Subcommittees

BACKGROUND

On May 18, 2022, Committee members agreed to create two subcommittees: an Events Subcommittee and a Policy Making Subcommittee. It was proposed for the Committee members to be assigned their committees after more members were appointed.

DISCUSSION

Staff will discuss Policy and Project Planning referencing the following sources:

Assistant City Manager Schillinger's Policy and Project Planning Slides (Attachment 1)
Parks and Recreation Needs Assessment Survey Results:
<https://www.brisbaneca.org/parksrec/webform/2022-community-wide-needs-assessment-survey>

Parks and Recreation Special Events list:
[Special Events | City of Brisbane \(brisbaneca.org\)](#)

FISCAL IMPACT

None.

Ingrid Padilla

Ingrid Padilla, City Clerk