



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, August 17, 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 July 20, 2022

PUBLIC COMMENT**NEW BUSINESS**

- B. Committee Work Plan Brainstorm
 - i. Identifying Policy Issues
 - ii. Identifying Community Events

STAFF REPORTS

- C. Update on City Emails and Business Cards
- D. Announcements

COMMITTEE MEMBER REPORTS**ADJOURNMENT**



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

THURSDAY, July 20, 2022

VIRTUAL 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

Chair Lok called the meeting to order at 6:05 p.m.

Chair Lok welcomed the newly appointed members Christian Bustos and Miyoko Nida. Members introduced themselves to the group.

ROLL CALL

IDEA Committee Members Present: Christian Bustos, Alex Horton (Vice Chair), Mangesh Kolhatkar, Miyoko Nida, Dianne Oseto and William Lok (Chair)

IDEA Committee Members Absent: None

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

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: Christian Bustos, Alex Horton (Vice Chair), Mangesh Kolhatkar, Miyoko Nida, Dianne Oseto and William Lok (Chair)

Noes: None

Absent: None

Abstain: None

APPROVAL OF MINUTES

A. Approve minutes of IDEA Meeting of May 18, 2022

Committee Member Horton made a motion, seconded by Chair Lok to approve the minutes of IDEA Meeting of May 18, 2022. The motion was carried unanimously by all present.

Ayes: Christian Bustos, Alex Horton (Vice Chair), Mangesh Kolhatkar, Miyoko Nida, Dianne Oseto and William Lok (Chair)

Noes: None

Absent: None

PUBLIC COMMENT

No member of the public wish to make public comment

OLD BUSINESS

B. Discussion of Committee Responsibilities

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

Clerk Padilla reported that legal counsel did not find any issue with the definitions drafted by the Committee at their meeting on May 18, 2022.

After some committee questions and discussion Committee Member Nida wanted staff to research more information on the definitions used by Washington D.C. and the federal government and report back at the next IDEA Committee Meeting.

C. Subcommittees and Possible Assignments of Committee Members

- i. Best practices in events and policy making**
- ii. Assignments of Committee Members to their subcommittees**

Assistant City Manager Schillinger and Communications Manager Cheung presented on the best practices in events and policy making.

After some Committee questions and discussion, Committee Member Horton made a motion, seconded by Committee Member Oseto to assign the Committee Members to the following subcommittees and the motion was carried unanimously by all present:

Events Subcommittee: Committee Members Bustos, Oseto and Chair Lok

Policy Making Subcommittee: Committee Members Nida, Horton and Kolhatkar

Ayes: Christian Bustos, Alex Horton (Vice Chair), Mangesh Kolhatkar, Miyoko Nida, Dianne Oseto and William Lok (Chair)

Noes: None

Absent: None

STAFF REPORTS

D. City Emails and Business Cards

Clerk Padilla reported that city email information and business cards will be distributed to the Committee members in the coming weeks.

COMMITTEE MEMBER REPORTS

Committee Member Horton reported she will be unable to attend the meeting in August.

ADJOURNMENT

Chair Lok adjourned the meeting at 7:01 P.M.

Ingrid Padilla, City Clerk



INCLUSION, DIVERSITY, EQUITY & ACCOUNTABILITY AGENDA REPORT

Meeting Date: August 17, 2022

From: Stuart Schillinger, Assistant City Manager

Subject: Committee Work Plan Brainstorm

PURPOSE

Continue discussion of policy issues and events committee members would like to include in the IDEA Committee Work Plan

RECOMMENDATION

It is being recommended for the members to brainstorm policy issues and events committee members would like to include in the IDEA Committee Work Plan and for the subcommittees to meet at a future date and provide more detailed action steps.

BACKGROUND

On July 20, 2022 staff provided Committee members a presentation on best practices in events and policy making. Committee members were also assigned to one of two subcommittees—namely: the Events Subcommittee and the Policy Making Subcommittee.

DISCUSSION

Committee Members will draft a work plan listing the Policy Issues and Events the IDEA Committee will take on for the coming year. The Brisbane City Council will be asked to consider approving the Committee's work plan at a future City Council Meeting.

Staff would like to have the Committee Members to consider the following during the brainstorm session:

Events—Consider the areas for public outreach instead of the events the City already does.

- What is IDEA is trying to achieve with the outreach--who do we want to reach out to, and what we hope the outcome of the outreach will be?
- What are the possible ways to make this happen?

Policy—Consider what are different areas the City interacts with when it comes to Policy.

- Are there areas that the City Council should be looking at broadly?
- What is it that the IDEA Committee believes is not working from a policy perspective and then the types of policies that might fix them?

- Does the committee feel decisions are not made with the right representation from the community and do certain segments of the community feel left out decision making or being able to reach out to the City for help?

FISCAL IMPACT

Not applicable until Work Plan is drafted and approved by Brisbane City Council.

Stuart Schillinger

Stuart Schillinger, Assistant City Manager