



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, September 21, 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 August 17, 2022

PUBLIC COMMENT**NEW BUSINESS**

- B. Planning for October 1st, 2022 Day in the Park Event

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, August 17, 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 6:06 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, Mangesh Kolhatkar, Dianne Oseto and William Lok (Chair)

IDEA Committee Members Absent: Miyoko Nida and Alex Horton (Vice Chair)

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

APPROVAL OF AGENDA

Committee Member Oseto made a motion, seconded by Chair Lok to approve the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Christian Bustos, Mangesh Kolhatkar, Dianne Oseto and William Lok (Chair)

Noes: None

Absent: Alex Horton (Vice Chair) and Miyoko Nida

Abstain: None

APPROVAL OF MINUTES

A. Approve minutes of IDEA Meeting of July 20, 2022

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

Ayes: Christian Bustos, Mangesh Kolhatkar, Dianne Oseto and William Lok (Chair)

Noes: None

Absent: Alex Horton (Vice Chair) and Miyoko Nida

Abstain: None

PUBLIC COMMENT

No member of the public wish to make public comment

NEW BUSINESS

B. Committee Work Plan Brainstorm

- i. **Identifying Policy Issues**
- ii. **Identifying Community Events**

The Committee expressed a desire to hear more from the community, which led to a brief discussion on what they would like to do at the Day in the Park community festival, taking place on October 1, 2022. It was determined to have the Events subcommittee meet to discuss what kinds of questions they'd like to ask community members at the Day in the Park booth, as well as what giveaways to provide. Initial thoughts included sticky notes on a board, asking community members what they like and what can be improved upon, a suggestion box, and "Brisbane Cares" stickers. The Policy Making subcommittee will also be meeting prior to the next full IDEA Committee meeting to discuss current policies and practices the City has so that the subcommittee can determine and recommend to the full Committee what policies they'd like to focus on, and what the metrics and timelines would be for those policies. The work done within these two subcommittees will help inform the IDEA Committee's future Workplan.

STAFF REPORTS

C. City Emails and Business Cards

Staff reported that business cards for Committee Members are available for pick up and drop off.

D. Announcements

No announcements were given.

COMMITTEE MEMBER REPORTS

No reports were given.

ADJOURNMENT

Chair Lok adjourned the meeting at 6:47 P.M.

Ingrid Padilla, City Clerk