



# CITY of BRISBANE

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

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Wednesday, February 15, 2023 at 6:00 PM • Hybrid Meeting 50 Park Place, Brisbane, CA 94005

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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. Accordingly, the public may observe IDEA Committee meetings and/or address the Committee Members using remote public comment options or have the option to attend IDEA Committee Meetings in person. Please be advised that Committee Members may continue to participate in the meeting remotely. The Committee may take action on any item listed in the agenda.

### TO ADDRESS THE COMMITTEE

#### IN PERSON

Location: 50 Park Place, Brisbane, CA 94005, Large Conference Room

Masks are no longer required but are highly recommended in accordance with California Department of Health Guidelines. To maintain public health and safety, please do not attend in person if you are experiencing symptoms associated with COVID-19 or respiratory illness.

#### REMOTE PARTICIPATION

Members of the public may observe/participate in the IDEA Committee Meeting by logging into the Zoom Webinar listed below. Archived videos can be replayed on the City's website, <http://brisbaneca.org/meetings>. Please be advised that if there are technological difficulties, the meeting will nevertheless continue.

The 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.

#### Remote Public Comments:

Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Aside from commenting while in the Zoom webinar the following email and text line will be also monitored during the meeting and public comments received will be noted for the record during Oral Communications 1 and 2 or during an Item.

**Email:** [ipadilla@brisbaneca.org](mailto:ipadilla@brisbaneca.org) or **Text:** (628) 219-2922

#### Join Zoom Meeting:

[brisbaneca.org/idea-zoom](http://brisbaneca.org/idea-zoom)

Meeting ID: 816 0979 9931

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 Committee Special Meeting of January 18, 2023

**PUBLIC COMMENT****OLD BUSINESS**

- B. Receive Presentation on AB 2449 and Conduct of Meetings Through February 28, 2023 and Thereafter

**NEW BUSINESS**

- C. Receive Presentation on City Council Goals/Results
- D. Request for Holi Celebration

**STAFF REPORTS**

- E. Schedule subcommittee meetings in March
- F. Announcements

**COMMITTEE MEMBER REPORTS****ADJOURNMENT**



## BRISBANE COMMITTEE

### ACTION MINUTES

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

#### COMMITTEE MEETING

Wednesday, January 18, 2023

*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.

#### ROLL CALL

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

IDEA Committee Members Absent: None

Staff Present: City Clerk Padilla and Communications Manager Cheung

#### APPROVAL OF AGENDA

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

Ayes: Committee Member Bustos, Horton, Kolhatkar, Nida, Oseto and Chair Lok

Noes: None

Absent: None

Abstain: None

#### APPROVAL OF MINUTES

##### **A. Approve minutes of IDEA Committee Special Meeting of December 5, 2022**

Committee Member Kolhatkar made a motion, seconded by Committee Member Horton, to approve the minutes of IDEA Committee Special Meeting of December 5, 2022. The motion was carried unanimously by all present.

Ayes: Committee Member Bustos, Horton, Kolhatkar, Nida, Oseto and Chair Lok

Noes: None

Absent: None

Abstain: None

## **PUBLIC COMMENT**

No member of the public wished to speak.

## **OLD BUSINESS**

### **B. Consider Approval of Administrative Policy for Flag Display Procedures and a Flag Display Schedule**

Communications Manager Cheung presented the draft Flag Display Procedures and flow chart as well as the schedule. Committee Members directed the staff to make the following amendments to the procedures and schedule:

- Provide the policy on the IDEA web page
- Inform the public about flag displays in the weekly City Manager's Blast
- Create a fillable form that can also ask whether requestor can provide the flag or will need help with the flag design
- Add a box in the flow chart indicating staff will draft the proclamation and send request to Mayor
- Connect both denial boxes to a reasoning
- In the Flag Schedule, each flag should have its own column in the table

Committee Member Horton made a motion, seconded by Chair Lok, to approve the Administrative Policy for Flag Display Procedures and a Flag Display Schedule with the amendments above. The motion was carried unanimously by all present.

Ayes: Committee Member Horton, Kolhatkar, Nida, Oseto and Chair Lok

Noes: None

Absent: None

Abstain: Committee Member Bustos due to technical difficulties with his audio

## **NEW BUSINESS**

### **C. Election of New Chair and Vice Chair**

After committee questions and discussion, Chair Lok made a motion, seconded by Committee Member Kolhatkar, to elect Committee Member Horton as the new chair of the IDEA Committee. The motion was carried unanimously by all present.

Ayes: Committee Member Bustos, Horton, Kolhatkar, Nida, Oseto and Chair Lok

Noes: None

Absent: None

Abstain: Committee Member Bustos due to technical difficulties with his audio

Outgoing Chair Lok announced that he will be resigning from the IDEA Committee Member since he is no longer a resident of Brisbane and he does not work in Brisbane. Committee Members thanked him for his leadership and service.

After more committee questions and discussion, Committee Member Oseto made a motion, seconded by Committee Member Nida to elect Committee Kolhatkar as the new vice chair of the IDEA Committee. The motion was carried unanimously by all present.

Ayes: Committee Member Bustos, Horton, Kolhatkar, Nida, Oseto and Chair Lok

Noes: None

Absent: None

Abstain: Committee Member Bustos due to technical difficulties with his audio

## **STAFF REPORTS**

### **D. Announcements:**

#### **i. SB 2449 and Conduct of Meetings Through February 28, 2023 and Thereafter**

City Clerk Padilla announced that due to the passing of the new Senate Bill 2449, after February 28, 2023 Committee Members will be attending IDEA Committee Meetings in-person (with a few rare exceptions) and members of the public will have the opportunity to observe and participate in-person or remotely.

Committee members determined that the regular meeting time for the Committee is still a good time to meet for all members.

#### **ii. Term Expirations**

Committee Member Nida will request to renew her appointment for 2 more years without reinterviewing.

City Clerk Padilla will ask Committee Member Bustos whether he would like to continue to serve and renew his appointment.

The deadline for applications will be March 1, 2023 for vacant and open seats in the IDEA Committee.

## **COMMITTEE MEMBER REPORTS**

Members had no reports.

## **ADJOURNMENT**

Chair Horton thanked outgoing Chair Lok again for his service and dedication. She adjourned the meeting at 6:57 P.M.

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Ingrid Padilla, City Clerk