



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, August 19, 2026 at 6:00 PM • Hybrid Meeting 25A Park Place, Brisbane, CA 94005

The public may observe/participate in IDEA Committee meetings using remote public comment options or attending in person. The IDEA Committee may take action on any item listed in the agenda.

To Address the Committee

In Person

Location: 25A Park Place, Brisbane, CA 94005, Annex Conference Room

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 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 to

Email: ipadilla@brisbaneca.org or **Address:** Brisbane Annex (Attention: Ingrid Padilla), 25A Park Place, Brisbane, CA 94005

Join Zoom Meeting:

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:

Anna Dennis Lupita Gonzalez, Quita Highsmith, Alex Horton (Chair), Masha Kohn, and Marissa Lee Baird

6:00 P.M. Call to Order

Roll Call

- A. Remote Attendance Under the Just Cause Provisions of the Brown Act

Approval of Agenda

Public Comment

Approval Of Minutes

- B. Approve IDEA Committee Special Meeting Minutes of June 17, 2026

New Business

- C. Consider Approval of IDEA Grant Applications

Old Business

- D. Upcoming IDEA Activities
- E. Consider Approval of IDEA Grant Applications

Announcements

- F. Staff Announcements
- G. Member Announcements

Adjournment



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

Wednesday, June 17, 2026

Hybrid Meeting 25A PARK PLACE, BRISBANE, CA 94005

CALL TO ORDER

Chair Horton called the meeting to order at 6:04 P.M.

ROLL CALL

A. Consider any request of a Committee Member to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

We have no request under roll call item A.

Present: Anna Dennis, Quita Highsmith, Marissa Lee-Baird, Masha Kohn, Alex Horton (Chair)

Absent: Lupita Gonzalez

APPROVAL OF AGENDA

Committee member Kohn made a motion, seconded by Committee Member Dennis to approve the agenda. The motion was carried unanimously by all present.

Ayes: Committee Members Dennis, Highsmith, Lee-Baird, Horton, Kohn

Noes: None

Absent: Committee Member Lupita Gonzalez

Abstain: None

PUBLIC COMMENT

No member of the public was present. IDEA Committee Members received the letter of resignation from Carol Zoltowski. Committee members wanted to show their appreciation of service by sending a care package of City of Brisbane items.

APPROVAL OF MINUTES

B. Approve IDEA Committee Special Meeting Minutes of May 20, 2026

Committee Member Dennis made a motion, seconded by Committee Member Lee-Baird, to approve the IDEA Committee Special Meeting Minutes of May 20, 2026. The motion was carried unanimously by all present.

Ayes: Committee Members Dennis, Kohn, Lee-Baird, and Chair Horton

Noes: None

Absent: Committee Member Gonzalez

Abstain: None

Resignation of Vice Chair Zoltowski.

NEW BUSINESS

C. IDEA Diversity Grant Program Update

Assistant to the City Manager Cheung provided an update on the IDEA Grant Program. Three applications were received from the following: the Mothers of Brisbane (MoB) Diwali event, the Circadian Cuisine's Summer Solstice event, and Lyrical Opposition's Hispanic Month Music Series.

Assistant to the City Manager Cheung suggested the IDEA Committee extending the deadline to encourage more applicants. Chair Horton did not want to extend the deadline, which was supported by Committee Member Dennis. Chair Horton suggested that the applicant for the Circadian Cuisine provide additional details about their event and how it aligns with Brisbane's goals. Furthermore, granting conditional approval upon the receipt of information provided by applicants.

Committee Member Lee-Baird made a motion to fund the MoB grant proposal of a \$400 grant, seconded by Committee Member Kohn.

Committee Member Lee-Baird made motion to fund Lyrical Opposition with a \$500 grant, seconded by Committee Member Dennis.

Assistant to the City Manager Cheung will contact Circadian Cuisine to get more information about their event and their organization. Chair Horton made a motion to table funding the decision for Circadian Cuisine's proposal until more information is provided. The Committee will decide at the July 15th meeting.

D. Proposal for the Policy Subcommittee to Discuss Bill 707 Action Items

City Clerk provided an update on the SB 707 action items. City Clerk Padilla proposed that the IDEA Committee be the main committee to do outreach for under-represented populations in Brisbane. Member Highsmith wanted clarity on who is considered under-represented in Brisbane. City Clerk Padilla will provide statistics and data sets from the local school district census and reports from the consulting firm.

City Clerk Padilla recommended each Committee Member inquire within their personal circle of friends

and acquaintances to find out how they receive information about City meetings. If they feel included in the City's meetings and public forums.

Chair Horton recommended to inquire about the City of San Mateo's outreach strategies and findings. The IDEA Subcommittee will meet on July 7, 2026, at 6:00pm to discuss further.

E. Pride Events and Other Upcoming Activities

Flyer for Pride in the Park is shareable. The the Park and Recreation Department will table at this event. Games and prizes will be provided.

Announcements

I. Staff Announcements

City Clerk Padilla will seek guidance from council regarding the vacant seat in IDEA.

J. Member Announcements

None.

Adjournment

Chair Horton adjourned the meeting at 6:31 p.m.

Ingrid Padilla, City Clerk