



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, August 21, 2024 at 6:00 PM • Hybrid Meeting 50 Park Place, Brisbane, CA 94005

The public may observe/participate in IDEA Committee meetings using remote public comment options or attending in person. Committee Members shall attend in person unless remote participation is permitted by law. The IDEA 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 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 or **Text:** (628) 219-2922

Join Zoom Meeting:

brisbaneca.org/idea-zoom

Meeting ID: 893 5139 9920

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:

Alex Horton, Mangesh Kolhatkar (Vice Chair), Anna Dennis (Chair), and Miyoko Nida

6:00 P.M. CALL TO ORDER

ROLL CALL

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

APPROVAL OF AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES

- B. Approve IDEA Committee Meeting Minutes of May 15, 2024

OLD BUSINESS

- C. Cultural Grant Proposal Update

NEW BUSINESS

- D. Day in the Park Planning
 - United Against Hate Campaign 2024

ANNOUNCEMENTS

- E. Staff Announcements
 - Updated Flag Display Schedule
 - Update on Diwali event
 - Update on IDEA Committee Recruitment
- F. Member Announcements
 - Age-Friendly Update

ADJOURNMENT

Brisbane Committee

Action Minutes

Brisbane Inclusion, Diversity, Equity and Accountability

Committee Meeting

Wednesday, May 15, 2024

COMMITTEE MEMBERS:

Anna Dennis (Chair), Mangesh Kolhatkar (Vice Chair), Alex Horton and Miyoko Nida

6:00 P.M. CALL TO ORDER

Chair Dennis 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

Committee Member Miyoko was approved to attend the meeting remotely under the Emergency Circumstances of AB 2449.

Committee Members Present: Anna Dennis (Chair), Mangesh Kolhatkar (Vice Chair), Alex Horton and Miyoko Nida

Committee Members Absent: None

APPROVAL OF AGENDA

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

Ayes: Committee Members Kolhatkar, Nida and Chair Dennis

Noes: None

Absent: Horton (absent for the vote)

Abstain: None

PUBLIC COMMENT

No member of the public wished to make public comment.

APPROVAL OF MINUTES

B. Approve minutes of IDEA Committee Meeting of March 20, 2024

Committee Member Kolhatkar made a motion, seconded by Chair Dennis, to approve the IDEA Committee meeting minutes of March 20, 2024. The motion carried unanimously by all present.

Ayes: Committee Members Kolhatkar, Horton, Nida and Chair Dennis

Noes: None

Absent: None

Abstain: None

NEW BUSINESS

C. Housing Element Implementation Program

Principal Planner Ayres reported that the IDEA Policy subcommittee discussed a variety of ways that the Committee could collaborate with staff to implement the Housing Element Implementation program, including:

- Develop a scope and work plan for the stakeholder committee.
- Assist in identifying individual community members, including current Committee members, who may be interested in participating on the committee
- Brainstorming outreach strategies and opportunities to engage targeted households
- Review written outreach materials provided by staff
- Assist in outreach event staffing/organization

After Committee questions, no public comment and more Committee discussion, Principal Planner Ayres reported that for the next steps staff will bring back a work plan at a future Committee meeting to advance implementation of the program. Committee members asked staff to outline what light, medium or heavy involvement would look like.

D. Review Notable Dates Calendar

Staff reviewed the Notable Dates Calendar with Committee Members. Staff added that a question was raised by Alina Zavodnik on my Jewish American Heritage Month was not featured for the email Blast in May.

After Committee questions and discussion, staff was directed to draft a policy for an official criteria and process/flowchart to be considered in the City's notable dates calendar and to add the Jewish American Heritage Month in May and Arab American Heritage in April.

E. Cultural Grant Proposal

Staff reviewed the Cultural Grant Proposal from City of South San Francisco. Staff also reported that a request has been made by Ranjani, Jyostna and Swetha requesting the City to fund \$400 to purchase the food for a Diwali event in 2024.

After Committee questions and discussion, staff members were directed to draft a grant proposal that can identify sources of funding, and creating a criteria for selection (e.g., the need for the grant) and evaluation tracking.

Committee Member Kolhatkar made a motion, seconded by Chair Dennis, to approve the use of \$400 from the BETSY funds for the funding of the food for the Diwali event in 2024 and to help with outreach. The motion was carried unanimously by all present.

Ayes: Committee Members Kolhatkar, Horton, Nida and Chair Dennis

Noes: None

Absent: None

Abstain: None

ANNOUNCEMENTS

F. Update on GotWheels! Peninsula Event

Staff invited Committee members to the GotWheels! Peninsula Anniversary Event on June 6, 2024.

ADJOURNMENT

The meeting was adjourned by Chair Dennis at 7:20 p.m.

Brisbane, CA Flag Poles 2024

	City Hall Pole	Community Park Center Pole	Community Park Left Pole	Community Park Right Pole
JAN	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
FEB	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
MAR	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
APR	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
MAY	① U.S. Flag ② Mental Health Month Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
Nat'l Fallen Firefighters' Memorial Wknd 5/4 - 5/5	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Progress Flag
Nat'l Police Wk 5/12 - 5/18	① U.S. Flag ② Law Enforcement Officers Memorial Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Law Enforcement Officers Memorial Flag
Peace Officers' Memorial Day 5/15	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Progress Flag
Armed Forces Day 5/18	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Progress Flag
Memorial Day 5/27	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Progress Flag

Notes:

- On half-staff days, any flag flown beneath the U.S. Flag is removed
- Half-staff flags are flown typically from sunrise to sunset, with the exception of [Memorial Day \(U.S. flag half-staff from sunrise to noon\)](#)
- If flown, the POW/MIA Flag must be directly beneath the U.S. Flag.
- Community Park Flag positions are from a southeast-facing perspective - facing the Sunrise Room.
- When the U.S. Flag is flown at half-staff, no flags on adjacent poles shall fly above the U.S. Flag

Brisbane, CA Flag Poles 2024

	City Hall Pole	Community Park Center Pole	Community Park Left Pole	Community Park Right Pole
JUN	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
Flag Day 6/14	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Progress Flag
Juneteenth 6/19	② Juneteenth Flag	① U.S. Flag ② Ukraine Flag	Juneteenth Flag	Progress Flag
JUL	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
Independence Day 7/4	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Progress Flag
AUG	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
SEPT	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
Patriot Day 9/11	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Progress Flag
Nat'l POW/MIA Recognition Day 9/20	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Progress Flag
OCT	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
NOV	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
Veterans Day 11/11	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Progress Flag
DEC	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
Pearl Harbor Remembrance Day 12/7	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Progress Flag

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Brisbane, CA Flag Key

U.S. Flag



CA State Flag



POW/MIA Flag



Progress Flag



Ukraine Flag



Mental Health Month Flag



Law Enforcement Officers
Memorial Flag



Juneteenth Flag

