



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

Wednesday, April 16, 2025

Hybrid Meeting 50 PARK PLACE, BRISBANE, CA 94005

COMMITTEE MEMBERS:

Quita Highsmith, Alex Horton, Masha Kohn, Maria Marc, Carol Zoltowski and Anna Dennis (Chair)

6:00 P.M. CALL TO ORDER

Chair Dennis called the meeting to order at 6:01 PM.

ROLL CALL

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

No member of the Committee made a request under Roll Call Item A.

Committee Members Present: Quita Highsmith, Masha Kohn, Alex Horton, Maria Marc, Carol Zoltowski and Anna Dennis (Chair)

Committee Members Absent: None

B. Introductions

Staff and members introduced themselves and why they volunteer for the IDEA Committee.

APPROVAL OF AGENDA

Committee member Horton made a motion seconded by Committee Member Kohn to adopt the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Committee members Highsmith, Horton, Kohn, Marc, Zoltowski and Chair Dennis

Noes: None

Absent: None

Abstain: None

PUBLIC COMMENT

No member of the public wished to make public comment.

APPROVAL OF MINUTES

C. Approve IDEA Committee Meeting Minutes of March 19, 2025

Committee member Horton made a motion seconded by Committee member Kohn to approve the IDEA Committee Meeting. The motion was carried unanimously by all present.

Ayes: Committee members Highsmith, Horton, Kohn, Marc, Zoltowski and Chair Dennis

Noes: None

Absent: None

Abstain: None

OLD BUSINESS

D. IDEA Work Plan

i. City Manager Presentation

City Manager Dennis introduced the three main sources of information about the City of Brisbane and presented some ideas to generate some thinking from the IDEA Committee.

ii. Research on other committees in the Bay Area

Chair Dennis presented on her research on six other City Committees doing similar work to IDEA. The committee agreed that having a mission statement would be a great first step for the IDEA workplan.

iii. San Mateo County Resolution template

Committee member Zoltowski volunteered to draft the first edit to the San Mateo County Resolution template on Equity in Government. Committee members will review the draft of the shortened template at a future meeting.

ANNOUNCEMENTS

E. Staff Announcements

Staff Member Cheung informed the committee about a survey on traffic issues on Visitacion Avenue and a series of programs for young adults called "Life Unlocked."

F. Member Announcements

Committee Member Kohn announced she cannot attend the committee meeting on 5/21/25. She will be attending a Jewish American Heritage Month in Daly City.

ADJOURNMENT

The meeting was adjourned at 7:06 p.m.



Ingrid Padilla, City Clerk