



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, May 20, 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, Marissa Lee Baird, and Carol Zoltowski (Vice Chair)

6:00 P.M. Call to Order

Roll Call

- A. Remote Attendance Under the Just Cause Provisions of the Brown Act
- B. Welcome our new committee member Lupita Gonzalez

Approval of Agenda

Public Comment

Approval Of Minutes

- C. Approve IDEA Committee Special Meeting Minutes of April 15, 2026

Old Business

- D. Diversity Grant Program Update

New Business

- E. Pride Events

Announcements

- F. Staff Announcements
- G. Member Announcements

Adjournment



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

Wednesday, April 15, 2026

Hybrid Meeting 50 PARK PLACE, BRISBANE, CA 94005

CALL TO ORDER

Chair Horton called the meeting to order at 6:03 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. Committee welcomed new committee member Marissa Lee-Baird.

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

APPROVAL OF AGENDA

Committee Member Zoltowski made a motion, seconded by Committee Member Lee Baird to adopt the agenda as it stands. The motion was carried unanimously by all present.

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

Noes: None

Absent: Committee Member Highmith and Kohn

Abstain: None

PUBLIC COMMENT

No member of the public was present.

APPROVAL OF MINUTES

B. Approve IDEA Committee Special Meeting Minutes of January 21, 2026

Committee Member Zoltowski made a motion, seconded by Committee Member Lee Barid, to approve the IDEA Committee Special Meeting Minutes of January 21, 2025. The motion was carried unanimously by all present.

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

Noes: None

Absent: Committee Member Highsmith and Kohn

Abstain: None

OLD BUSINESS

B. Martin Luther King Jr. Poetry and Essay Contest

Staff reported Elise Pang was the youth winner and Marymoore Patterson was the adult entry winner.

C. Update on Fundraiser and Service Project with CORA

Staff reported that over \$300 were raised for CORA's project Tony's Closet, which supplies essential items to domestic abuse survivors.

NEW BUSINESS

D. Flag Policy

Staff reported that at the February 18, 2026, Policy Subcommittee meeting, IDEA Committee members Horton, Zoltowski, and Lee-Baird discussed updating the 2025 schedule to reflect a Black History Month flag flown at the Community Park and outside City Hall during the month of February, flying the Progress-2 Flag during Pride Month (June) at both locations, and removing the Ukraine flag from the Community Park flagpole which has been flying since early 2022. Staff estimates that flags for 2026 would be around \$700.

After committee questions and some discussion, staff were directed to amend the flag policy as recommended by the subcommittee.

E. Diversity Grant Program Guidelines

Staff reported that the policy subcommittee drafted a diversity grant program application for the committee to consider. After some committee questions and discussion, staff were directed to set the grant application deadline on June 12th and add a line clarifying the impact of funds, e.g., can the organizers complete an event without the full event being funded.

ANNOUNCEMENTS

F. Staff Announcements

Staff shared updates on city emails, San Mateo County's ICE briefing and IDEA Committee recruitment.

G. Member Announcements

No member announcements were shared.

ADJOURNMENT

The meeting was adjourned at 7:05 P.M.

Ingrid Padilla, City Clerk