



CITY OF GILROY
YOUTH COMMISSION
SPECIAL MEETING AGENDA



MONDAY, AUGUST 25, 2025 | 6:00 PM

GILROY SENIOR CENTER
7371 HANNA STREET, GILROY, CA 95020

Chair: Vacant

Vice Chair: Vacant

Treasurer: Vacant

Commissioners: Biruh Abandeh, Alazander Cruz Bermudez, Ashleen Bhandal, Diana Diakova, Logan Gill, Gianna Garcia, Anna Nguyen, Jacob Ortega, Benedict Pham, Maya Sanchez, Thanmay Sarath

Staff Liaison: LeeAnn McPhillips, Assistant City Administrator & Adam Henig, Recreation Manager



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Materials related to an item on this agenda submitted to the City of Gilroy Youth Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to the Staff's ability to post the documents before the meeting.

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PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to complete a Speaker's Card located at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed

or not. Speaker's slips should be submitted to the Secretary **BEFORE** this portion of the meeting begins. Anyone wishing to address the Commission on any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip as well and submit it to the Secretary **BEFORE** the Commission takes action on the item.

Materials related to an item on this agenda submitted to the City of Gilroy Youth Commission after distribution of the agenda packet are available for public inspection with the agenda packet in the Recreation Division at Senior Center, 7371 Hanna Street, during normal business hours. These materials are also available with the agenda packet on the City website at www.cityofgilroy.org.

The agenda for this regular meeting is as follows:

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **SECRETARY'S REPORT**
5. **APPROVAL OF MINUTES**
 - 5.1. **Approval of the Minutes from the May 12, 2025 Regular Meeting of the Youth Commission**
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
7. **2025-26 YOUTH COMMISSION ORIENTATION**
8. **NEW BUSINESS**
 - 8.1. **Elections for Chair, Vice Chair, and Treasurer for 2025-2026 Youth Commission**
9. **OLD BUSINESS**
10. **STAFF/COMMISSION COMMENTS**
11. **ADJOURNMENT**

City of Gilroy
Youth Commission Regular Meeting Minutes
Monday, May 12, 2025 | 5:00 PM

1. **CALL TO ORDER**

Meeting was called to order by Chair James at 5:04 p.m.

2. **FLAG SALUTE**

3. **ROLL CALL**

Attendance	Attendee Name
Present	Alfred James, Chair Biruh Abaneh, Commissioner Jacob Ortega , Commissioner Karin Rodriguez Sandoval, Commissioner Anna Nguyen, Commissioner Sofia Romero , Commissioner Maya Beyret, Vice Chair Ethan Diep, Commissioner
Absent	Emily Lai, Treasurer Gianna Garcia, Commissioner Thanmay Sarath, Commissioner

4. **SECRETARY'S REPORT**

Meeting agenda was posted on May 9, 2025.

5. **APPROVAL OF MINUTES**

5.1. April 14, 2025

Motion to approve the minutes was made by commissioner Nguyen.
 Commissioner Sandoval Rodriguez seconded. Motion passed 8-0-0

RESULT: Pass

MOVER: Anna Nguyen, Commissioner

SECONDER Karin Rodriguez Sandoval, Commissioner

AYES: Commissioner James, Commissioner Abaneh, Commissioner Ortega,
 Commissioner Rodriguez Sandoval, Commissioner Nguyen, Commissioner
 Diep, Commissioner Beyret, Commissioner Romero,

ABSENT: Commissioner Sarath, Commissioner Garcia, Commissioner Lai

6. **INTRODUCTIONS**

None.

7. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

None.

8. **NEW BUSINESS**

8.1. Change Youth Commission Meeting Schedule in August 2025.

Henig presented the staff report. Motion to approve the meeting date change from August 11, 2025 to August 25, 2025 was made by commissioner Sandoval Rodriguez. Commissioner Nguyen seconded. Motion passed 8-0-0

RESULT: Pass

MOVER: Karin Rodriguez Sandoval, Commissioner

SECONDER: Anna Nguyen, Commissioner

AYES: Commissioner James, Commissioner Abaneh, Commissioner Ortega, Commissioner Rodriguez Sandoval, Commissioner Nguyen, Commissioner Diep, Commissioner Beyret, Commissioner Romero

ABSENT: Commissioner Sarath, Commissioner Garcia, Commissioner Lai

8.2. Reflection of the 2024-2025 term

Henig presented the staff report. The commissioners broke into small groups and a representative from each group was selected to share feedback:

- All commissioners felt the OpportuniTEEN Fair went well and should continue to be offered.
- Sandoval-Rodriguez: would like to expand senior tech week and lead a legislative issue annually.
- James: Recommended more outreach for recruiting vendors at OpportuniTEEN Fair.
- Nguyen: Also recommended contacting vendors sooner; extend senior tech week to more days throughout the year.
- Henig and McPhillips: Incorporate the Commission's recommendations at City Hall (e.g., planting the Loma Prieta flower on city grounds), planting at city parks, and encourage developers to plant the flower on future developments.

9. **OLD BUSINESS** – none.

10. **STAFF/COMMISSIONER COMMENTS**

10.1. Upcoming Civic Center Master Plan workshop, Tuesday, May 20 at Wheeler Gym.

10.2. Congratulations to outgoing seniors: Alfred, Karin, Maya, and Sofia!

11. **ADJOURNMENT**

Meeting adjourned at 5:19 p.m.

I HEREBY CERTIFY that the foregoing minutes were duly adopted at a regular meeting of the Youth Commission of the City of Gilroy.

/s/ Adam Henig
Secretary



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Elections for Chair, Vice Chair, and Treasurer for 2025-2026 Youth Commission

Meeting Date: August 25, 2025
From: Adam Henig, Recreation Manager
Department: Youth Commission
Submitted by:
Prepared by: Adam Henig, Recreation Manager

RECOMMENDATION

Select a Chair, Vice Chair, and Treasurer for the 2025-2026 school year.

BACKGROUND

In the Youth Commission Bylaws, Section 3, it states the Commission will elect a Chair, Vice Chair, and Treasurer on an annual basis. None of the current commissioners were officers during the past term.

Chair

Per the bylaws, the Chair's duties are the following: The Chairperson shall preside at all meetings of the Commission, and shall supervise the efficient and responsible operation of the Commission. In addition, the Chair serves as the commission representative. The Chair, for example, is expected to present to the City Council at the commission's annual presentation.

Vice-Chair

When the Chair is absent, the Vice Chair will take on the Chair's duties. Per the bylaws, the Vice Chairperson shall: preside at Commission meetings in the absence of the Chairperson, shall assume specific leadership responsibilities as determined by the Chairperson, and shall assist the Chairperson in fulfilling his or her responsibilities as needed.

Treasurer

The Treasurer, according to the Bylaws, shall be responsible for maintaining the Youth

Commission budget and reporting on said budget balance at each regularly scheduled meeting.

ANALYSIS

A commissioner can nominate another commissioner and/or themself for a position. Once the staff liaison closes the nomination process, each member of the commission will cast their vote for each of the offices. The candidate with the highest votes for that office will be appointed to the position, which will expire in twelve months. The newly selected officers will take their position following this meeting.

ALTERNATIVES

None.

FISCAL IMPACT/FUNDING SOURCE

None.

Attachments:

1. Gilroy Youth Commission Bylaws – Revised August 26, 2024

City of Gilroy Youth Commission Bylaws

SECTION 1. **Powers and Duties.** The Youth Commission (Commission) shall be advisory to the City Council (Council) and shall have the following powers and duties:

1. Provide Council advice from the youth of the Gilroy community.
2. Study problems, activities and concerns of the youth; hold forums on these problems, and recommend community programs to the Council which the Commission finds necessary and/or desirable.
3. Involve the youth of Gilroy in their community, and provide information about issues in their city government which pertain to them.
4. Work with other City commissions and City Council in providing input on youth issues in our community.
5. Annually determine the Commission's goals and objectives and report these to the Council.

SECTION 2. **Membership.**

1. Any person who lives in the Gilroy Unified School District and who will be between 13 – 19 years of age during the year following his or her appointment will be eligible for membership on the Commission.
2. There will be eleven (11) members of the Commission. They shall be appointed by the City Council of the City of Gilroy.
 - 2a. Selection of the Commission members will be made by the City Council.
3. Terms of appointments to the Commission shall commence on the first of July of each year and end on June 30. Terms shall be for two years. A commissioner will not serve more than two terms.
 - 3a. For those graduating high school during their first year of their two-year term and leaving the area for college or other reason, the commissioner shall notify the staff liaison no later than May 1 of that year whether they are going to continue to serve on the Commission during the second year of their term.

4. Vacancies on the Commission during the year shall be filled by City Council.
5. In appointing members of the Youth Commission, every effort will be made to consciously consider ethnicity, gender, school grade, and geographical residence in an attempt to more fully represent all segments of Gilroy's youth population.

SECTION 3. **Officers.**

1. Annually, the Commission shall elect from its membership a Chairperson, Vice Chairperson, and Treasurer.

The Chairperson shall preside at all meetings of the Commission and shall supervise the efficient and responsible operation of the Commission.

The Vice Chairperson shall preside at Commission meetings in the absence of the Chairperson, shall assume specific leadership responsibilities as determined by the Chairperson, and shall assist the Chairperson in fulfilling his or her responsibilities as needed.

The Treasurer shall be responsible for maintaining the Youth Commission budget and reporting on said budget balance at the in August, December, and April meetings.

SECTION 4. **Meetings.**

1. The Commission shall meet not less than once each month during the school year.
2. Each Commission meeting shall be open to the public and is subject to the Brown Act, California Government Code Section 54950 et. seq. The Commission shall keep written minutes of all meetings.
3. Special meetings may be called by the Commission provided at least three days' notice is given to all members, and in accordance with the Brown Act and City Charter Section 904.
4. The Commission shall publish an annual calendar, subject to change, indicating the regularly scheduled meetings for the entire year.
5. The first meeting of each year shall be an orientation meeting, and a review of the bylaws. The second meeting shall be an extended meeting in which issues and concerns are identified, and planning for the year begins.

SECTION 5. **Quorum.**

1. A quorum is necessary at a Commission meeting for any action to be taken. A majority of the Commission shall constitute a quorum.
2. In the event that there is no quorum, any discussions which are held by those assembled shall be regarded as informal. No action may be taken.

SECTION 6. **Committees.**

1. Committees shall be formed, as needed, in relation to the responsibilities of the Commission. As needs dictate, these may be standing committees that function throughout the year, or task-oriented committees that function only until the task is completed.

SECTION 7. **Attendance.**

1. Commission members are expected to attend all meetings of the Commission.
2. Per City Council Resolution No. 2022-58, *Attendance Policy for City Boards, Commissions and Committees*, a commissioner who is absent in a calendar year for more than 33% of the total Regular Meetings scheduled to be held in that calendar year will be subject to potential termination of membership from the Body, upon action of the City Council.

SECTION 8. **Amendments.**

1. Amendments to these bylaws may be initiated at any Commission meeting, to be voted upon not sooner than the next regularly scheduled meeting.
2. Recommendation of any amendment shall require a two-thirds (2/3) vote of Commission members.
3. These amendments must be submitted to the City Council.