



**CITY OF GILROY
YOUTH COMMISSION
REGULAR MEETING AGENDA**



MONDAY, MAY 13, 2024 | 6:00 PM

**GILROY SENIOR CENTER
7371 HANNA STREET
GILROY, CA 95020**

Chair: Jaimee Nguyen | **Vice Chair:** Melanie Reynolds
Treasurer: Aiden Francis

Commissioners: Biruh Abaneh, Maya Beyret, Gianna Garcia, Sophie Gong, Alfred James, Emily Lai, Saed Mustafa, Thanmay Sarath

Staff Liaison: LeeAnn McPhillips, Assistant City Administrator, Vince Bautista, Jr., Recreation Coordinator, 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 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 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 meeting portion 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 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 outline for this agenda is as follows:

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **SECRETARY'S REPORT**
5. **APPROVAL OF MINUTES**
 - 5.1. April 8, 2024
6. **INTRODUCTIONS**
7. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
8. **NEW BUSINESS**
 - 8.1. **Change Youth Commission Meeting Schedule in August 2024.**
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Change regular meeting date in August from August 12, 2024 to August 26, 2024.
 - 8.2. **Proposed Changes to the Youth Commission Bylaws**
 1. Staff Report: Adam Henig
 2. Public Comment
 3. Possible Action: Staff recommends the Youth Commission approve the proposed change to the current Youth Commission Bylaws as described in the staff report.
9. **OLD BUSINESS**
 - 9.1. **Review End of Year Presentation to City Council**
 1. Staff Report: Adam Henig
 2. Public Comment
 3. Possible Action: Review and comment about the end-of-year presentation to City Council.

- 9.2. Review FY2024 and FY25 Youth Commission Work Plan
 1. Staff Report: Adam Henig
 2. Public Comment
 3. Possible Action: Review the Fiscal Year 2024 and 2025 Youth Commission Work Plan.

10. **AGENDA ITEMS FOR NEXT MEETING**

11. **STAFF/COMMISSIONER COMMENTS –** Youth Commission applications for 2024-2026 term.

12. **ADJOURNMENT**

City of Gilroy
Youth Commission Regular Meeting Minutes
Monday, April 8, 2024 | 6:00 PM

1. **CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by Chair Nguyen.

2. **FLAG SALUTE**

The flag salute was led by Chair Nguyen.

3. **ROLL CALL**

Attendance	Attendee Name
Present	Maya Beyret, Commissioner Sophie Gong, Commissioner Alfred James, Commissioner Thanmay Sarath, Commissioner Aiden Francis, Treasurer Jaimee Nguyen, Chair Biruh Abaneh, Voting Member Emily Lai, Voting Member
Absent	Saed Mustafa, Commissioner Melanie Reynolds, Vice Chair Gianna Garcia, Voting Member

4. **SECRETARY'S REPORT**

The meeting agenda was posted on April 5, 2024.

5. **APPROVAL OF MINUTES**

5.1. March 11, 2024

Commissioner Francis motioned to approve the Monday, March 11, 2024 minutes. Commissioner Abaneh seconded the motion. Motion passed with a 8-0-3 vote.

RESULT: Pass

MOVER: Aiden Francis, Treasurer

SECONDER Biruh Abaneh, Voting Member

AYES: Commissioner Beyret, Commissioner Gong, Commissioner James, Commissioner Sarath, Treasurer Francis, Chair Nguyen, Voting Member Abaneh, Voting Member Lai

ABSENT: Commissioner Mustafa, Vice Chair Reynolds, Voting Member Garcia

6. **INTRODUCTIONS**

None.

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

None.

8. **NEW BUSINESS**

8.1. Discussion of End of Year Presentation to City Council

The Commission discussed what they would like to include for their end-of-year presentation. The following was mentioned:

- Spend most of the presentation discussing OpportuniTEEN Fair.
- Also, focus on the planning of OpportuniTEEN Fair as well as the outcome of the event.
- Also include Breakfast with Santa, YAC Attack, and plans for the future.

Henig will meet with Chair Nguyen before the next meeting and develop a presentation that may include a short video of OpportuniTEEN Fair.

9. OLD BUSINESS

9.1. Review FY2024 Youth Commission Work Plan

The Commission debriefed the OpportuniTEEN Fair and provided the following feedback:

POSTIVES	IMPROVEMENTS
Attendance was better than expected.	Shorten the length of the event from 3 hours to 2.5 hours.
Other businesses that weren't tabling have expressed interest in wanting to participate if offered again next year.	Instead of setting up the tables into two squares, have one long rectangle to allow for attendees to visit more vendors
The majority of vendors were present.	Recruit more vendors.
Having it indoors made it easier to manage and allowed us to be able to setup the night before	Make the Youth Commission's table more significant. It should be bigger and more prominent.
The Commission did a good job promoting the event in advance.	Survey participants and vendors to see how impactful the event was.

Nguyen and James provided additional analysis based on the data that was collected. They said the majority of attendees visited tables that offered volunteer opportunities.

Henig mentioned that there were two more community events the Commission can participate in: Bike to Wherever Day on May 16 and the Creek clean-up on May 18. The former is on a school day, but starts before school begins. The clean-up is on a Saturday. At the next meeting, commissioners will report on whether or not they can attend.

9.2. Treasurer's Report for the Youth Commission as of April 3, 2024.

Treasurer Francis reported on the Commission's budget, following expenses from the OpportuniTEEN Fair. With just over a thousand dollars left, the Commission is concerned about the sustainability of their budget if they were to offer OpportuniTEEN Fair again, which costs slightly less than \$500 in related expenses.

Henig suggested that, when Council seeks input from the Commission about the next two-year budget cycle, the Commission may want to request funds to sustain this event or events like this one in the future.

10. **COMMITTEE REPORTS**

11. **AGENDA ITEMS FOR NEXT MEETING**

It was requested the Commission discuss the City Council presentation and the two upcoming community events, Bike to Wherever Day and the annual Creek Clean-up. Also, Henig mentioned that the Commission should assist with recruitment of future youth commissioners to broaden the school diversity currently represented.

12. **STAFF/COMMISSIONER COMMENTS**

13. **ADJOURNMENT**

Chair Nguyen adjourned meeting adjourned at 6:33 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: Change Youth Commission Meeting Schedule in August 2024.

Meeting Date: May 13, 2024

From: Adam Henig, Recreation Manager

RECOMMENDATION

Change the regular meeting date in August from August 12, 2024 to August 26, 2024.

BACKGROUND

The commission meeting date in August is scheduled for Monday, August 12, 2023, at 6:00 p.m. Staff is recommending it be changed to August 26, so the meeting lands after the school year is underway.

ANALYSIS

Staff is recommending the date change since the meeting occurs nearly two weeks before the first day of school (August 16) for Gilroy Unified School District students. Potential scheduling conflicts for commissioners include student orientation and being on summer break. The rescheduled meeting will be held at the same time and location, 6:00 p.m. at the Gilroy Senior Center Meeting Room.



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Proposed Changes to the Youth Commission Bylaws
Meeting Date: May 13, 2024
From: Adam Henig, Recreation Manager

RECOMMENDATION

Staff recommends the Youth Commission approve the additional proposed changes to the current Youth Commission Bylaws.

BACKGROUND

The Youth Commission Bylaws were originally adopted in 2010. In 2023, the Commission approved amending portions of the the bylaws to update it to reflect current practices. Staff is recommending the Commission make additional modifications for the same purpose to the following sections:

- **Section 2 (#3)** Terms of appointments (modified)
- **Section 2 (#3a)** Terms of appointments (added)
- **Section 3 (#1)** Treasurer (modified)
- **Section 4 (#3)** Meeting notification (modified)
- **Section 4 (#5)** Outgoing members (modified)
- **Section 6 (#2 and #3)** Remove

ANALYSIS

To ensure vacancies are filled in a timely manner, meetings run smoothly, and the bylaws are consistent with current practices, staff is recommending that additional changes be made to the existing Youth Commission Bylaws, which were last updated in July 2023.

Terms of appointments

Currently, term appointments end in September. Since the terms limits are two years, there is always either five or six commissioners who are terming out annually. Staff is proposing that the term conclude on June 30. It will allow new appointees to take over the seats when the new school year begins in August and avoid mid-term disruption.

In addition, staff is recommending that graduating high school seniors who are in the middle of their two-year term notify the staff liaison no later than May 1 if they will not be able to complete the second year of their term so the City can advertise for an accurate number of vacancies.

Officers

Instead of the Treasurer reporting the budget at every meeting, staff is recommending they do so three times during the school year on the following months: August, December, and April.

Other

The other recommended changes are the following:

- Removing the word "media" when a special meeting is called. This is not currently done, nor does it need to be.
- Removing Section 6 (#2) and (#3) since neither are currently practiced nor are expected to be.

Attachments:

1. Attachment - GYC Bylaws - Proposed Changes

City of Gilroy Youth Commission Bylaws

Proposed Changes in Red

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 in September on the first of July of each year and end on June 30. Terms shall be for a term of two years. A commissioner will not serve more than three-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 at each regularly scheduled meeting 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 to the media~~, all 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 ~~that shall include outgoing members of the Commission~~, 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.

~~2. Youth who satisfy the membership requirements for membership on the Commission but who are not on the Commission may be appointed to any task-oriented committee by the approval of the Commission.~~

~~3. The Commission may appoint representatives of the Youth Commission to serve as liaisons to other policy bodies and groups of the City. Commission representatives shall report out to the full Commission of the actions at said meetings.~~

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.



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Review End of Year Presentation to City Council
Meeting Date: May 13, 2024
From: Adam Henig, Recreation Manager

RECOMMENDATION

Review and comment about the end-of-year presentation to City Council.

BACKGROUND

At the last meeting, the Commission discussed what they would like to include for their end-of-year presentation to City Council on Monday, May 20. It included the following:

- Spend most of the presentation discussing OpportuniTEEN Fair.
- Focus on the planning of OpportuniTEEN Fair as well as the outcome of the event.
- Include Breakfast with Santa, YAC Attack, and plans for the future.

Henig and Bautista met with Chair Nguyen prior to the meeting and developed a draft of the presentation, which will be shown to the commission.

Commissioners can provide feedback to the Chair as she finalizes the slides.

Attachments:

1. Youth Commission- Council Meeting Presentation 2024 4.30.24



Youth Commission Presentation Monday, May 20, 2024



2023-2024 Youth Commissioners

Chair Jaimee Nguyen, Vice Chair Melanie Reynolds, Treasurer Aiden Francis, Alfred James, Sophie Gong, Gianna Garcia, Emily Lai, Maya Beyret, Saed Mustafa, Biruh Abanneh, Thanmay Sarath

1



Winter Events

Breakfast with Santa

- Led arts and craft projects for 200 youth
- Commissioners helped to serve breakfast



Senior Digital Assistance

- Served over 20 seniors at the Senior Center
- Assisted with flip phones, iPhones, iPads, Android

2



YAC Attack

Youth Leadership Conference

- 6 Commissioners attended conference in Burlingame.
- Listened to a panel of local government leaders
- Attended workshops about hosting intergenerational events and self defense for teens



3



OpportuniTEEN Fair

Commissioners worked hard planning this event:

- Began with previous year's commission
- Outreach to dozens of vendors
- Created various promotions through schools and social media
- Worked together to setup the gym
- Assembled "Thank You Baskets" for vendors



4



5



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title:	Review FY2024 and FY25 Youth Commission Work Plan
Meeting Date:	May 13, 2024
From:	Adam Henig, Recreation Manager

RECOMMENDATION

Review the Fiscal Year 2024 and 2025 Youth Commission Work Plan.

BACKGROUND

In October 2023, the Commission approved their FY2024 work plan, which included three items: OpportuniTEEN Fair, Senior Digital Assistance Day, and Special Event support.

Senior Digital Assistance took place at the Gilroy Senior Center from January 2-5, 2024. The Commission supported the arts and crafts station at the annual Breakfast with Santa event in December 2023.

The commission's signature achievement for this school year was the first-ever OpportuniTEEN Fair held on Saturday, March 23, 2024, at Wheeler Center Gym. More than 100 students attended, and 24 vendors were present in connecting young residents with job, internships and volunteer opportunities.

The creek clean-up at Christmas Hill Park Ranch Site on Saturday, May 18 is the final event of the year for commissioners to participate in.

Attachments:

1. Attachment 1 - FY24 Youth Commission Workplan

FY24 Youth Commission Workplan

Workplan Item	Description	Status Update
OpportuniTEEN Fair	Plan a resource fair to conduct outreach and a meet and greet opportunity for City Youth residents. Inform residents about the Commission and the Commissioners' role.	COMPLETED: Approximately 135 students attended the event on March 23, 2024 at Wheeler Center Gym. 24 vendors were on hand. Several students stated they were successful in learning about new job opportunities.
Senior Tech Day	Offer technological assistance for older residents. Commissioners will setup time to support seniors better understand how to use their mobile electronic devices	COMPLETED: Youth Commission hosted Senior Digital Assistance Day at the Senior Center from January 2 - January 5.
Participate in youth-focused community events	Participate in events centered around youth and teens such as Breakfast with Santa (December), Day of the Child (Spring), Bike to Wherever Day (May) and/or Uvas Creek Clean-up (May 2024).	IN PROCESS: Commissioners participated in Breakfast with Santa on December 9 at the Senior Center and served over 100 youth. Commissioners should consider participating in the annual creek clean-up event on May 18.

Revised May 3, 2024