



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



MONDAY, AUGUST 26, 2024 | 6:00 PM

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

Chair: Jaimee Nguyen | **Vice Chair:** Vacant
Treasurer: Aiden Francis

Commissioners: Biruh Abandeh, Maya Beyret, Aiden Francis, Gianna Garcia, Alfred James, Emily Lai, Anna Nguyen, Jaimee Nguyen, Jacob Ortega, Karin Sandoval Rodriguez, Thanmay Sarath

Staff Liaison: LeeAnn McPhillips, Assistant City Administrator and 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. May 13, 2024
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
7. **PRESENTATION**
 - 7.1. Orientation for 2024-25 Youth Commission
8. **NEW BUSINESS**
 - 8.1. Elections for Chair, Vice Chair, and Treasurer for 2024-2025 Youth Commission
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Select a Chair, Vice Chair, and Treasurer for the 2024-2025 school year.
9. **OLD BUSINESS**
 - 9.1. Approve Changes to the Youth Commission Bylaws
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Staff recommends the Youth Commission motion to approve adopting the proposed changes to the current Youth Commission Bylaws that were brought forth at the May 2024 meeting.
10. **STAFF/COMMISSIONER COMMENTS**
11. **ADJOURNMENT**

City of Gilroy
Youth Commission Regular Meeting Minutes
Monday, May 13, 2024 | 6:00 PM

1. **CALL TO ORDER**

Chair Nguyen called the meeting to order at 6:01 p.m.

2. **FLAG SALUTE**

Chair Nguyen led the pledge of allegiance.

3. **ROLL CALL**

Attendance	Attendee Name
Present	Maya Beyret, Commissioner Sophie Gong, Commissioner Alfred James, Commissioner Saed Mustafa, Commissioner (late, arrived at 6:05 p.m.) Thanmay Sarath, Commissioner Aiden Francis, Treasurer Melanie Reynolds, Vice Chair Jaimee Nguyen, Chair Biruh Abaneh, Voting Member Emily Lai, Voting Member Gianna Garcia, Voting Member
Absent	None

4. **SECRETARY'S REPORT**

The meeting agenda was posted on May 10, 2024.

5. **APPROVAL OF MINUTES**

5.1. April 8, 2024

RESULT: Pass

MOVER: Aiden Francis, Treasurer

SECONDER Biruh Abaneh, Voting Member

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

ABSTAIN: Commissioner Mustafa

Commissioner Francis motioned to approve the Monday, March 11, 2024 minutes. Commissioner James seconded the motion. Motion passed with a 10-0-1 vote (Mustafa absent)

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 2024.**

The proposed meeting date change from August 12 to August 26 was presented to the Commission. Commissioner James motioned for approval to change the meeting date to August 26, 2024. Commissioner AbaneH seconded. Motion passed 11-0-0.

RESULT: Pass

MOVER: Alfred James, Commissioner

SECONDER Biruh AbaneH, Voting Member

AYES: Commissioner Beyret, Commissioner Gong, Commissioner James, Commissioner Mustafa, Commissioner Sarath, Treasurer Francis, Vice Chair Reynolds, Chair Nguyen, Voting Member AbaneH, Voting Member Lai, Voting Member Garcia

8.2. **Proposed Changes to the Youth Commission Bylaws**

Henig reviewed the proposed changes to the existing bylaws. Commissioner Francis had a question about Section 6, #3, regarding if it applied to City Council. Since the verbiage includes "policy bodies," Henig said it would. Henig also stated that even if this item is removed, commissioners can still attend meetings and report back, however, it would not be in an official capacity. If the Commission approves the changes, it will adopt them at their next meeting and will take effect.

Commissioner Gong motioned to approve the recommended changes as outlined in the attachment of the staff report. Vice Chair Reynolds seconded. Motion passed 11-0-0.

RESULT: Pass

MOVER: Sophie Gong, Commissioner

SECONDER Melanie Reynolds, Vice Chair

AYES: Commissioner Beyret, Commissioner Gong, Commissioner James, Commissioner Mustafa, Commissioner Sarath, Treasurer Francis, Vice Chair Reynolds, Chair Nguyen, Voting Member AbaneH, Voting Member Lai, Voting Member Garcia

9. **OLD BUSINESS**

9.1. **Review End of Year Presentation to City Council**

The Commission reviewed the presentation, which was delivered by Chair Nguyen. There was a recommendation that she mention the raffle prizes when discussing the OpportunitTEEN Fair slide. Henig asked Nguyen if she would like to practice it in the Chambers prior to the actual presentation. She agreed to and they will setup a time to meet.

9.2. **Review FY2024 and FY25 Youth Commission Work Plan**

The Commission reviewed its work plan and there was no update. Henig encouraged them to attend the upcoming creek clean-up on Saturday, May 18 at Christmas Hill Park.

10. **AGENDA ITEMS FOR NEXT MEETING**

It was recommended at the August meeting the Commission focus on welcoming new commissioners by reviewing the Brown Act, Commission bylaws, and other pertinent information about serving as a Youth Commissioner.

12. **STAFF/COMMISSIONER COMMENTS**

Henig reminded commissioners who's terms are ending in 2024 they will need to reapply if they want to continue to serve on the Commission. He also asked commissioners to promote the vacancies to their classmates.

13. **ADJOURNMENT**

Chair Nguyen adjourned the meeting at 6:30 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.

Adam Henig,
Secretary



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Elections for Chair, Vice Chair, and Treasurer for 2024-2025 Youth Commission

Meeting Date: August 26, 2024

From: Adam Henig, Recreation Manager

RECOMMENDATION

Select a Chair, Vice Chair, and Treasurer for the 2023-2024 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.

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.

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.

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 themselves 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.



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Approve Changes to the Youth Commission Bylaws
Meeting Date: August 26, 2024
From: Adam Henig, Recreation Manager

RECOMMENDATION

Staff recommends the Youth Commission approve the proposed changes to the current Youth Commission Bylaws that were brought forth at the May 2024 meeting.

BACKGROUND

The Youth Commission Bylaws were originally adopted in 2010. In 2023, the Commission approved amending portions of the bylaws to update it to reflect current practices. In May 2024, Staff requested additional amendments be made to the bylaws. Staff is recommending the following sections be modified:

- 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

At the May 2024 meeting, the Commission motioned to approve the recommended changes, passing 11-0-0. For the purpose of this meeting, the Commission can adopt these changes, which will now take effect.

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. Gilroy Youth Commission Bylaws - Approved but not adopted as of May 13, 2024

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.