



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



MONDAY, SEPTEMBER 9, 2024 | 6:00 PM

GILROY SENIOR CENTER
7371 HANNA STREET
GILROY, CA 95020

Chair: Alfred James | **Vice Chair:** Maya Beyret
Treasurer: Emily Lai

Commissioners: Biruh Abandeh, Aiden Francis, Gianna Garcia, Anna Nguyen, Jaimee Nguyen, Jacob Ortega, Karin Sandoval Rodriguez, Thanmay Sarath

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



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Recreation Division at least 72 hours prior to the meeting at (408) 846-0460 or rec@cityofgilroy.org to help ensure that reasonable arrangements can be made.



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.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE, TO RECEIVE A FREE COPY OF THE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION STAFF AT (408) 846-0204

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. August 26, 2024
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
7. **NEW BUSINESS**
 - 7.1. Treasurer's Report for the Youth Commission as of September 1, 2024.
 1. Staff Report: Emily Lai, Treasurer
 2. Public Comment
 3. Possible Action: Review and accept Treasurer's reports as of September 1, 2024.
 - 7.2. Discuss and Adopt FY2025 (July 1, 2024 - June 30, 2025) Youth Commission Work Plan
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: The Commission will discuss and motion to approve the Fiscal Year 2025 work plan.
9. **STAFF/COMMISSIONER COMMENTS**
10. **ADJOURNMENT**
11. **FUTURE MEETINGS**

City of Gilroy
Youth Commission Regular Meeting Minutes
Monday, August 26, 2024 | 6:00 PM

1. **CALL TO ORDER**

Acting Chair James called the meeting to order at 6:02 p.m.

2. **FLAG SALUTE**

3. **ROLL CALL**

Attendance	Attendee Name
Present	Maya Beyret, Commissioner Sophie Gong, Commissioner Alfred James, Commissioner Thanmay Sarath, Commissioner Biruh Abaneh, Commissioner Emily Lai, Commissioner Gianna Garcia, Commissioner Jacob Ortega, Commissioner Karin Sandoval Rodriguez, Commissioner
Absent	Aiden Francis, Treasurer Jaimee Nguyen, Chair

4. **SECRETARY'S REPORT**

The meeting agenda was posted on August 23, 2024.

5. **APPROVAL OF MINUTES**

5.1. May 13, 2024

Commissioner Gong motioned to approve the Monday, May 13, 2024 minutes. Commissioner Lai seconded the motion. Motion passed with a 9-0-2 vote (Nguyen and Francis absent).

RESULT: Pass

MOVER: Sophie Gong, Commissioner

SECONDER Emily Lai, Commissioner

AYES: Commissioner Beyret, Commissioner Gong, Commissioner James, Commissioner Sarath, Commissioner Abaneh, Commissioner Lai, Commissioner Garcia, Commissioner Sandoval Rodriguez, Commissioner Ortega

ABSENT: Treasurer Francis, Chair Nguyen

6. PRESENTATION

6.1. Orientation for 2024-25 Youth Commission

Staff presented an overview of the Gilroy Youth Commission's roles and responsibilities. The following topics were discussed:

- **What is the Youth Commission?** – staff provided an overview of the body, including the qualifications to serve, staff, meeting times, etc.
- **What is the Brown Act?** – staff provided an overview of the Brown Act and how it relates to the Youth Commission.
- **Meetings** – information on how meetings are run.
- **Absences** – Staff reviewed the City's commission absence policy.
- **Communication** – Staff went over the various ways commissioners can communicate with staff. Also, reviewed the dos/don'ts of using city email.
- **Youth Commission Bylaws** – Staff reviewed the main topics listed in the Bylaws.
- **End of year presentation to City Council** – a video was showed of the 2023-2024 Youth Commission presentation.

7. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None.

8. NEW BUSINESS

8.1. Elections for Chair, Vice Chair, and Treasurer for 2024-2025 Youth Commission

Henig informed commissioners about the offices that are up for election during the 2024-25 school year. For chair, Commissioner James nominated himself. Commissioner Abandeh nominated Commissioner Sarath, who accepted. Commissioner Sarath nominated Gong, but she declined. James received the most votes to serve as chair.

For Vice Chair, Commissioner Sarath nominated commissioner Beyret, who accepted. Commissioner Abandeh nominated Lai, who accepted. Beyret received the most votes to serve as vice chair.

For Treasurer, Commissioner Gong nominated Commissioner Abandeh, who accepted. Commissioner James nominated Lai, who accepted. Lai received the most votes to serve as treasurer.

Gong motioned to approve the winners of the election: James for Chair, Beyret for Vice Chair, and Lai for Treasurer. Sarath seconded the motion. The motion passed 9-0-2.

RESULT: Pass

MOVER: Sophie Gong, Commissioner

SECONDER Thanmay Sarath, Commissioner

AYES: Commissioner Beyret, Commissioner Gong, Commissioner James, Commissioner Sarath, Commissioner Abandeh, Commissioner Lai, Commissioner Garcia, Commissioner Sandoval Rodriguez, Commissioner Ortega

ABSENT: Treasurer Francis, Chair Nguyen

9. **OLD BUSINESS**

9.1. Approve Changes to the Youth Commission Bylaws

Henig reviewed the staff report. At the previous Youth Commission meeting, the Commission approved the proposed changes to the Youth Commission Bylaws. For this meeting, the Commission would need to adopt them so they can go into effect. Gong proposed to adopt the proposed changes to the current Youth Commission Bylaws that were brought forth at the May 2024 meeting. Abandeh seconded. The motion passed 9-0-2.

RESULT: Pass

MOVER: Sophie Gong, Commissioner

SECONDER Thanmay Sarath, Commissioner

AYES: Commissioner Beyret, Commissioner Gong, Commissioner James, Commissioner Sarath, Commissioner Abandeh, Commissioner Lai, Commissioner Garcia, Commissioner Sandoval Rodriguez, Commissioner Ortega

ABSENT: Treasurer Francis, Chair Nguyen

10. **PUBLIC COMMENT** – Jan Guffey of the American Association of University Women (AAUW) requested the Commission to open up public comment, which they did. She discussed how the AAUW would like to collaborate with the Commission on environmental issues and making the community more sustainable. She offered her contact information to the Commission.

11. **STAFF/COMMISSIONER COMMENTS**

12. **ADJOURNMENT**

Meeting adjourned at 7:36 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
Secretary



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Treasurer's Report for the Youth Commission as of September 1, 2024.

Meeting Date: September 9, 2024

From: Emily Lai, Youth Commission Treasurer

RECOMMENDATION

Review and accept Treasurer's reports as of September 1, 2024.

BACKGROUND

The Treasurer is responsible for maintaining the Youth Commission's financial budget, which is part of a financial account managed by the Recreation Division. For the 2024-25 term, the Commission selected Emily Lai in August to serve as its treasurer.

During the previous term, the Commission spent \$737.90 and currently has \$1,068.83. The expenditures comprised of apparel for the commission and supplies needed for the OpportuniTEEN event, which was held in March 2024 at Wheeler Gym.

Per the Youth Commission's bylaws, the Commission will receive a treasurer's report three times during the term--August, December, and April. Since it was presented at the August meeting, the report is being presented in September.

Attachments:

1. Youth Commission Budget as of August September 1, 2024

801 FUND ANALYSIS

ACCOUNT DESCRIPTION: "Youth Commission"

DATE: 8/23/2024

ACCOUNT # 801-2400-D140-3899

MUNIS: 8005000-47830 80050D140-DEPOSITS

TRANS DATE	DEPOSITOR/ VENDOR	DESCRIPTION	Deposits +	Expenditure -	ENDING BALANCE +
11/14/2023	Mandego Apparel	GYC t-shirts		\$ 263.07	\$ 1,543.66
4/5/2024	Brew City	Gift card		\$ 20.00	\$ 1,523.66
3/23/2024	Dominos Pizza	Lunch for vendors & staff		\$ 108.42	\$ 1,415.24
3/22/204	Fifth Street Coffee	Gift card		\$ 20.00	\$ 1,395.24
3/20/2024	Smart & Final	Giveways for vendors & participants		\$ 117.42	\$ 1,277.82
3/20/2024	Staples	Box of pens for participants at Opportuniteen		\$ 15.91	\$ 1,261.91
3/29/2024	Super Donut	Treats for vendors/volunteers		\$ 60.00	\$ 1,201.91
3/21/2024	Target	Table cover for event		\$ 1.19	\$ 1,200.72
3/20/2024	Tea Leaf	Gift card for event		\$ 20.00	\$ 1,180.72
3/20/2024	Togos	Gift card for event		\$ 20.00	\$ 1,160.72
3/20/2024	Yogofino	Gift card for event		\$ 20.00	\$ 1,140.72
3/19/2024	Amazon	Gift basket for vendors		\$ 42.55	\$ 1,098.17
4/30/2024	Amazon	Décor for OpportuniTEEN fair		\$ 19.63	\$ 1,078.54
4/30/2024	Amazon	Décor for OpportuniTEEN fair		\$ 9.81	\$ 1,068.73
4/30/2024		Refund for bag fee		\$ (0.10)	\$ 1,068.83
				\$ 737.90	



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Discuss and Adopt FY2025 (July 1, 2024 - June 30, 2025)
Youth Commission Work Plan

Meeting Date: September 9, 2024

From: Adam Henig, Recreation Manager

RECOMMENDATION

The Commission will discuss and motion to approve the Fiscal Year 2025 (FY25) Youth Commission work plan.

BACKGROUND

The purpose of the work plan is to provide a guide for the Commission to determine what are their goals and how they will achieve them. At the previous meeting, during its orientation, staff reviewed last year's work plan, which comprised of three areas:

- OpportuniTEEN Fair
- Senior Tech Day/Week
- Participate in youth focused community events

Prior to that, during the 2022-23 term the Commission identified an area of importance to Gilroy's youth and teen residents. It was agreed upon that Gilroy needed a youth center. Commissioners conducted research—construction costs, what other neighboring cities use, history of youth centers in Gilroy—and reported their findings, culminating in a presentation by the chair to the City Council during the annual commission presentation.

ANALYSIS

The work plan provides an opportunity for the Commission to address topics and issues that affect Gilroy's youngest residents. The Commission should, however, be pragmatic when developing its work plan. They should take the following into consideration when coming up with ideas:

- How much time will it require? It needs to be completed within the school year.
- Are there costs that will exceed its budget?
- Will it impact a sizable amount of youth and/or teens in Gilroy?
- Will the City Council support your efforts?

Commissioners should brainstorm what they would like to focus on for this term.

Other Youth Commissions

Around the country, youth commissions like Gilroy have focused on a variety of topics. For example:

- **City of Dallas Youth Commission** is leading a campaign against hate within their community.
- **Nevada County (CA)** is focused on three areas that impact local youth: mental health, career educational development, and emergency preparedness.
- **Multnomah County (Oregon)** is tackling chronic absenteeism through lobbying local and state leaders and issuing a report on their findings.
- **City of Palo Alto Youth Council** hosted a Civic Impact Summit.
- **Santa Clara County** is hosting a Youth Advocacy conference for local teens to learn and address how to eliminate tobacco usage among youth and teens in their community.

In addition, at the previous meeting during public comment, a representative from the American Association of University Women (AAUW) informed the Commission that they would be interested in working with the body to tackle environmental issues like climate change or coming up with a policy that could lead to a change in the city code (e.g., banning plastic straws at restaurants) or a program (e.g., Fight Dirty, a city-organized monthly group clean-up event). Commissioners, for example, would conduct research, form committees, and issue a report at the end of the school year during their presentation to City Council.

It is recommended that the Commission have at least one legislative task within their work plan.

If the Commission is successful in developing a work plan that meets the above recommendations, they can propose to adopt it at this meeting. Or, they can postpone adopting a work plan until the next meeting.

Attachments:

1. Attachment - 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