



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



MONDAY, NOVEMBER 13, 2023 | 6:00 PM

GILROY SENIOR CENTER
7371 HANNA STREET
GILROY, CA 95020

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

Commissioners: Maya Beyret, Sophie Gong, Alfred James, Saed Mustafa, Thanmay Sarath

Staff Liaison: LeeAnn McPhillips, Assistant City Administrator, Vince Bautista, Jr., Recreation Coordinator, 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. Monday, October 9, 2023
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
7. **NEW BUSINESS**
8. **OLD BUSINESS**
 - 8.1. **Discuss FY2024 Youth Commission Work Plan.**
 1. Staff Report: Vince Bautista Jr., Recreation Coordinator
 2. Public Comment
 3. Possible Action: Review FY24 Youth Commission work plan and establish committees for upcoming OpportuniTEEN Fair.
9. **AGENDA ITEMS FOR NEXT MEETING**
10. **STAFF/COMMISSIONER COMMENTS**
11. **ADJOURNMENT**

City of Gilroy
Youth Commission Regular Meeting Minutes
Monday, October 9, 2023 | 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 Aiden Francis, Treasurer Sophie Gong, Commissioner Alfred James, Commissioner Jaimee Nguyen, Chair Thanmay Sarath, Commissioner
Absent	Saed Mustafa, Commissioner Crystal Pablo, Commissioner Melanie Reynolds, Vice Chair Lavender Hwang, Commissioner

4. **SECRETARY'S REPORT**

The meeting packet and agenda was posted at the City Hall Kiosk on Friday, October 6, 2023.

5. **APPROVAL OF MINUTES**

5.1. Thursday, September 28, 2023

Commissioner James motioned to approve the September 28, 2023 minutes. Treasurer Francis seconded the motion. Motion passed with a 6-0-4 vote.

RESULT: Pass

MOVER: Alfred James, Commissioner

SECONDER Aiden Francis, Treasurer

AYES: Commissioner Beyret, Commissioner Francis, Commissioner Gong, Commissioner A. James, Chair Nguyen, Commissioner Sarath

ABSENT: Commissioner Mustafa, Commissioner Pablo, Vice Chair Reynolds, Commissioner Hwang

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

No public comment.

7. **Update on Youth Commission Apparel**

The Commission selected a dark green Youth Commission t-shirt. The t-shirt will include the Youth Commission classic logo on the left chest. The back of the shirt will have a quote, "Be the change you wish to see in the world." Staff will submit the Commission's preferences to a local vendor. Treasurer A. Francis will track the expense on the 801 Commission budget spreadsheet.

8. **OLD BUSINESS**

8.1. **Discuss Adopt FY2024 Youth Commission Work Plan**

Having narrowed the work plan to three options, the Commission chose to focus on organizing the OpportuniTEEN Fair. The one-day event will feature local community-based organizations, promoting teen-focused job opportunities, internships, volunteering, and resources. To encourage participant engagement with vendors, commissioners proposed a passport program, where vendors will stamp guests' passport booklet when they visit a table. Raffle prizes were discussed as a possible incentive.

Commissioner Gong expressed interest in creating a website featuring job and volunteer opportunities for youth and teens in Gilroy. The Commission discussed hosting it in early spring. Commissioners will need to create committees that will focus on specific areas of the event such as marketing, reaching out to vendors, and other logistics.

The Commission also plans to participate in upcoming special events that are sponsored by the City and are youth or community focused: Breakfast with Santa (12/9); Day of the Child/Kids Discover Arts (Spring '24); Bike to Wherever Day (May '24); Uvas Creek Clean-up (May '24)

Lastly, Commissioners expressed interest in participating in a "Senior Tech Day" activity. It would comprise of commissioners signing up for dates of when they could help seniors with their phone or tablet devices. Commissioners will provide an update on their availability at the next meeting.

Chair Nguyen motioned to adopt the proposed work plan of hosting OpportuniTEEN Fair, participating in special events and a tech tutorial for seniors. Treasurer Francis seconded the motion. Motion passed with a 6-0-4 vote.

RESULT: Pass

MOVER: Jaimee Nguyen, Chair

SECONDER Aiden Francis, Treasurer

AYES: Commissioner Beyret, Commissioner Francis, Commissioner Gong, Commissioner A. James, Commissioner Nguyen, Commissioner Sarath

ABSENT: Commissioner Mustafa, Commissioner Pablo, Vice Chair Reynolds, Commissioner Hwang

9. **COMMITTEE REPORTS**

No Committee reports.

10. **AGENDA ITEMS FOR NEXT MEETING**

The following item will be added to the November regular meeting agenda:

1. Continue to discuss the 2023-24 Youth Commission Work Plan

11. **STAFF/COMMISSIONER COMMENTS**

Staff commended the Commissioners for showing up on time and actively participating in the meeting.

12. **ADJOURNMENT**

Chair Nguyen adjourned the meeting at 6:48 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.

Vince Bautista, Jr.
Secretary



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Review FY2024 Youth Commission Work Plan
Meeting Date: November 13, 2023
From: Vince Bautista Jr., Recreation Coordinator

RECOMMENDATION

Review FY24 Youth Commission work plan and establish committees for upcoming OpportuniTEEN Fair.

BACKGROUND

At the previous meeting, the Youth Commission voted unanimously to put forth their efforts toward creating the one-day OpportuniTEEN Fair. The one-day event will feature local community-based organizations, promoting teen-focused job opportunities, internships, volunteering, and resources. To encourage participant engagement with vendors, commissioners proposed a passport program, where vendors will stamp guests' passport booklet when they visit a table. Raffle prizes were discussed as a possible incentive.

The Youth Commission also plans to participate in sponsored special events that include Breakfast with Santa, Day of the Child/Kids Discovery Arts, Bike to Wherever Day, and Uvas Creek Cleanup.

The Commission will also provide time to assist older residents in "Senior Tech Day," where they can assist seniors with using their smart phones and tablets. Commissioners will select a date to offer their assistance.

ANALYSIS

To prepare for the OpportuniTEEN Fair, commissioners need to consider the following when planning:

- **Event date and time** – When will the event be? Should it be hosted indoors or outdoors?
- **Specific location** – Where would be the best facility to host an event for teens? Consider using a city facility such as the Civic Center Paseo or Wheeler Center.

- **Vendors** – Who should be invited? How will you get in touch with potential vendors and resource providers? What will the process for vendor be to participate? What are the parameters?
- **Marketing** – How will Gilroy's teens learn about the event?
- **Event Schedule** – How will the event be organized? Will there be entertainment throughout the day? Will there be food trucks? Will there be music? Will there be a raffle?
- **Donations**– to help pay for the costs of the event, are there businesses willing to donate money or resources? How will they be acknowledged?

Staff advises the commission to organize committees that will meet in between commission meetings and report to the rest of the body on their progress. To avoid any Brown Act violations, a committee should comprise of five or fewer commissioners.

Attachments:

1. Youth Commission Workplan FY24

<i>FY24 Youth Commission Workplan*</i>	
Workplan Item	Description
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.
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
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).

**Adopted at October 9, 2023 meeting*