



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



February 12, 2024 | 6:00 PM

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

Chair: Jaimee Nguyen | **Vice Chair:** Melanie Reynolds
Treasure: 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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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, January 8, 2024
6. **INTRODUCTIONS**
 - Biruh Abaneh
 - Emily Lai
 - Gianna Garcia
7. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
8. **PRESENTATION**

Gilroy Mayor Marie Blankley
9. **OLD BUSINESS**
 - 9.1. Review FY2024 Youth Commission Work Plan
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Review the 2023-2024 Youth Commission Work Plan and consider one of two staff recommendations.
10. **AGENDA ITEMS FOR NEXT MEETING**
11. **STAFF/COMMISSIONER COMMENTS**
 - 11.1. Update on Youth Advisory Council/Commission Conference on Saturday, March 9, 2024, in Burlingame.
12. **ADJOURNMENT**

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

1. **CALL TO ORDER**

The meeting was called to order at 6:02 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 (late) Melanie Reynolds, Vice Chair Jaimee Nguyen, Chair
Absent	Saed Mustafa, Commissioner

4. **SECRETARY'S REPORT** – The meet agenda was posted on January 5. 2024.

5. **APPROVAL OF MINUTES**

5.1. Monday, December 11, 2023

Commissioner James motioned to approve the Monday, December 11, 2023 minutes. Vice Chair Reynolds seconded the motion. Motion passed with a 6-0-2 vote.

RESULT: Pass

MOVER: Alfred James, Commissioner

SECONDER Melanie Reynolds, Vice Chair

AYES: Commissioner Beyret, Commissioner Gong, Commissioner James, Commissioner Sarath, Vice Chair Reynolds, Chair Nguyen

ABSENT: Treasurer Francis, Commissioner Mustafa

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

A staff member from Digital Nest in Gilroy introduced themselves and their organization.

7. **NEW BUSINESS**

None.

8. OLD BUSINESS

8.1. Discuss FY2024 Youth Commission Work Plan

The Commission discussed the following items from their work plan.

1. **OpportuniTEEN Fair**- The committees reported their updates. Treasurer Francis arrived to the meeting.

Vendor Outreach Committee: Aiden, Maya, Jaimee, Saed

- Commission finalized the letter that will be sent to potential vendors and donors.
- Deadline to participate in event is Thursday, February 1, 2024. Then a follow-up reminder will be sent to vendors who did not respond.
- The following changes were made to the vendor outreach:
 - *Downtown Gilroy Business Association* – Alfred is now the contact
 - *Leadership Gilroy* – Jaimee is now the contact
 - *Community Solutions* – Melanie is now the contact
 - *St. Louise Hospital* – Melanie is now the contact
 - *Digital Nest* - Jaimee is now the contact
 - *St. Josephs* – Thanmay is now the contact
 - Adoption Center Pet Volunteer - Thanmay is now the contact
 - Sixth Street Studios - Jaimee is now the contact
 - *Gilroy Fire* – Adam is the contact
 - *Youth Alliance* - Jaimee is now the contact
- Thanmay will reach out to Costco for a potential donation.

Event Details Committee: Alfred, Sophie, Thanmay, Melanie

- For event map, Sophie made changes to the event map and will increase the number of tables.
- No response from Kona Ice
- Sophie is looking into the costs of a possible floral arrangement.
- Colors for the theme will be forest green and gold

Marketing Committee: Melanie, Jaimee, Saed

- Jaimee updated the *Save the Date* event flyer and staff will send out the final copy to commissioners.
- Melanie will create a registration page for participants through Google Documents. She will also look into creating a QR code as well.

2. **Senior Tech Day** - Overall, the commissioners served over twenty seniors at the Gilroy Senior Center during the week of January 2. Commissioners noted that participation increased toward the end of the week. If done again, commissioners will host it in the dining hall where they are easily accessible to the seniors.

9. AGENDA ITEMS FOR NEXT MEETING

The Commission will continue to discuss the 2023-24 Youth Commission Work Plan.

10. **STAFF/COMMISSIONER COMMENTS**

- 10.1. Staff reminded commissioners about the upcoming Youth Advisory Council/ Conference on Saturday, March 9, 2024, in Burlingame. Commissioners RSVP by the next meeting. Aiden and Saed confirmed their attendance.

11. **ADJOURNMENT**

Chair Nguyen adjourned the meeting at 7:11 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: February 12, 2024
From: Adam Henig, Recreation Manager

RECOMMENDATION

Review the 2023-2024 Youth Commission Work Plan and provide an update about the OpportuniTEEN Fair event.

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.

The OpportuniTEEN Fair is scheduled for Saturday, March 23, 2024, at the Gilroy Civic Plaza from 11:30 a.m. - 2:30 p.m. 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.

With the event only six weeks away, the three committees--Marketing, Vendor Outreach, and Event Details—have been tasked with organizing various aspects of the event. Below are the latest updates from each committee:

- **Marketing** (Reynolds, Nguyen, Mustafa): This committee created a “Save the Date” flyer and will be doing extensive outreach in the weeks leading up to the event.
- **Vendor Outreach** (Francis, Beyret, Nguyen, Mustafa) The committee has thus far received 16 commitments from vendors with several more still pending. The goal was to receive 25 confirmations. An updated spreadsheet is attached.
- **Event Details** (James, Gong, Sarath, Reynolds) This committee is responsible for:
 - Securing food trucks for the event
 - Food donations such as from Costco
 - Create a layout map of the event
 - Create a “Save the Date” registration page through Sign-up Genius

- Devise a passport system for attendees.

The newest commissioners (Abaneh, Garcia, and Lai) will need to join a committee.

ANALYSIS

The Commission needs to assess their overall readiness for the OpportuniTEEN Fair. Their goal was to secure a minimum of 25 vendors. As of this staff report, they are nine short of that goal. In addition, there has not been a confirmation of food or gift donations and having a food truck present during the duration of the event.

In moving forward, the Commission should consider the following options:

1. **Move the event date to April.** This will give the Commission more time to plan and secure vendors and donations. However, it could have the unintended consequence of vendors who have already committed to the date being unable to attend.
2. **Host a special meeting.** If the Commission wants to keep the March 23 date, it is recommended that they hold a special meeting before their next regular meeting, which is scheduled for March 11. A special meeting will give the commission an extra opportunity to report on their progress and ensure they have everything needed—vendors, donations, food truck, etc.—to have a successful event. It is recommended that the meeting be held in two weeks.

Attachments:

1. Attachment 1 - FY24 Youth Commission Workplan
2. Attachment 2 - OpportuniTEEN_ Vendor Outreach Spreadsheet
3. Attachment 3 - Event Details Committee

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.	IN PROGRESS: The <i>Vendor Outreach Committee</i> has confirmed 15 vendors for the event. The <i>Marketing Committee</i> has distributed the Save the Date flyer. The <i>Event Details</i> committee is working on a to do list of everything that needs to be completed in advance of the event. The list will be presented at the February meeting.
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).	COMPLETED: Commissioners participated in Breakfast with Santa on December 9 at the Senior Center and served over 100 youth.

Adopted January 2, 2024

Name of Business/Organization	Organization Description	Contact number	Contact #	Commissioner	Status			
Gilroy Gardens				Maya	Confirmed		Bingo	
Academic&wellness Center	Nonprofit Tutoring			Maya	Confirmed		Resume Workshop/ Interview	
YMCA Youth Board of Mount Maddona	Nonprofit Organization			Jaimee	Confirmed		MC- Commissoners	
Gilroy Foundation				Melanie	Confirmed		Showcases at random times	
TeraBats- Coding Club	Robotics Team		N/A	Jaimee	Confirmed			
Miss CEO	Leadership Training Program			Jaimee	Confirmed			
Second Harvest of SV				Aiden	No			
First Tee	<u>Golf Volunteer Program</u>			Jaimee	Confirmed			
Downtown Gilroy Business Association				Alfred	Pending			
Pacific Ocean Water Sports				Aiden	No			
Ciel Tutoring				Maya	Pending			
Leadership Gilroy	Nonprofit Organization			Jaimee	Pending			
Internships- COG HR				Aiden	Pending			
Gilroy Library				Melanie	Pending			
Community Solutions				Melanie	Pending			
Sanit Louise Hospital				Melanie	Pending			
Kaiser				Saed	No			
Kumon				Maya/Emily	Pending			
Boyscouts				Alfred	Confirmed			
Gavilan College				Maya	No			
Google				Maya	No			
Gilroy Center for Arts				Aiden	Pending			
Cyber Security TBD				Aiden	No			
Costco				Saed/Thanmay	Pending			
Starbucks TBD				Saed	No			
Gilroy Police Department				Saed	Pending			
Rebeccas Childrens Services				Aiden	No			
St. Josephs				Thanmay	Pending			
Adoption Center Pet Volunteer				Thanmay	Pending			
Teen only discounts				Saed	Pending			
Jamba Juice				Saed	No			
City of Gilroy				Aiden	Pending			
Nike				Aiden	No			
Barnes and Noble				Maya	Pending			
Sixth Street Art Studio				Jaimee	Confirmed			
Swan Aquatics	Melissa Swanson			Adam	Confirmed			
Togos				Saed	Pending			
Digital Nest				Jaimee	Confirmed			
Pinacle Bank				Jaimee	Confirmed			
Gilroy Emergency Services	Andrew Young			Adam	Pending			
Gilroy PD	Police Explorer Program			Adam	Pending			
Youth Alliance				Jaimee	Confirmed			
City of Gilroy Recreation				Staff	Confirmed			
Diversity Our Narritive- Gilroy Chapter	Nonprofit organization			Jaimee	Confirmed			
Santa Clara County Public Health Department					No			

South County Task Force	Sandra Cruz/Javier Martinez			Vince	Confirmed			
					Confirmed: 16			
					Goal: 25			

Event Details

Food
- Taco truck
- Kona ice
Music
Decorations
Map layout
Balloons/Arch
Flowers
Tables- How many?
Raffle- What format?
Tickets for raffles?
RSVP/Registration
Passports
Snacks for vendors?

Assignments

Alfred
Pending
Pending
Make a group playlist
Everyone
Sophie
Thanmay
Sophie
18
Vendors
Who's purchasing them?
Melanie
Alfred