



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



MONDAY, MARCH 11, 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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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. February 12, 2024
6. **INTRODUCTIONS**
7. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
8. **NEW BUSINESS**
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 Fiscal Year 2024 Youth Commission Work Plan and provide an update about the OpportuniTEEN Fair event.
10. **AGENDA ITEMS FOR NEXT MEETING**
11. **STAFF/COMMISSIONER COMMENTS**
 - 11.1. Review of YAC Attack Conference
12. **ADJOURNMENT**

City of Gilroy
Youth Commission Regular Meeting Minutes
Monday, February 12, 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 Alfred James, Commissioner Saed Mustafa, Commissioner Thanmay Sarath, Commissioner Melanie Reynolds, Vice Chair Jaimee Nguyen, Chair Biruh Abaneh, Commissioner Gianna Garcia, Commissioner Emily Lai, Commissioner
Absent	Sophie Gong, Commissioner Aiden Francis, Treasurer

4. **SECRETARY'S REPORT**

The meeting agenda was posted on February 9, 2024.

5. **APPROVAL OF MINUTES**

5.1. Monday, January 8, 2024

Commissioner Mustafa motioned to approve the Monday, January 8, 2025 minutes. Commissioner James seconded the motion. Motion passed with a 9-0-2 vote.

RESULT: Pass

MOVER: Saed Mustafa, Commissioner

SECONDER Alfred James, Commissioner

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

ABSENT: Commissioner Gong, Treasurer Francis

6. **INTRODUCTIONS**

Commissioners Abaneh, Lai, and Garcia introduced themselves. They were recently appointed and this was their first meeting with the Youth Commission.

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

No public comment.

8. **PRESENTATION**

8.1. City of Gilroy Mayor Marie Blankley

Mayor Blankley welcomed the commissioners and invited them to the annual State of the City address on April 29, 2024 at 6pm in the City Council Chambers.

9. **OLD BUSINESS**

9.1. Review FY2024 Youth Commission Work Plan

The Commission focused their discussion on the upcoming OpportuniTEEN Fair, which is scheduled for March 23. Staff informed the Commission that they were nine vendors short of their goal of securing 25 vendors for the event. Staff recommended that the Commission review the current list of vendors and determine whether they were likely to commit. Staff also recommended that all commissioners be involved in securing vendors, not just those serving on the vendor committee.

In addition to updating the list of current vendors, the following prospective vendors were added to the list:

- Oakwood School Summer Camp (Garcia)
- Boys and Girls Club Summer Camp (Beyret)
- Gilroy Movie Theater (Sarath)
- National Honor Society (Mustafa)
- Camp Campbell (Nguyen)
- Walden West (Nguyen)
- Downtown Live/Gilroy Downtown Business Association (James)
- Harvard University Board (Nguyen)
- Fifth Street Coffee (Reynolds)
- Poki Bowl (Nguyen)
- Interact Club (Lai)
- Sea Cadet (James)
- Gilroy Bowling (Mustafa)
- Saved By Nature (Beyret)
- SCC Parks (Mustafa, Reynolds)

Staff recommended commissioners contact the vendor in-person, if possible. Also, staff will resend the template letter for commissioners to use to solicit prospective vendors.

Lastly, because of the lack of vendors committed, staff recommended the Commission select one of the two following options to ensure the event has a sufficient number of vendors present:

1. Delay the event date to April, which would give the Commission more time to plan and secure vendors and donations.
2. Keep the current event date, but host a special meeting in two weeks to report on their progress.

Commissioner Mustafa motioned for Option 2, to keep the current date for the OpportuniTEEN Fair to March 23, but hold a special meeting in two weeks—

Monday, February 26. Vice Chair Reynolds seconded the motion. Motion passed with a 9-0-2 vote.

RESULT: Pass

MOVER: Saed Mustafa, Commissioner

SECONDER Melanie Reynolds, Vice Chair

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

ABSENT: Commissioner Gong, Treasurer Francis

10. **AGENDA ITEMS FOR NEXT MEETING**

Reynolds recommended that the Commission work on an itinerary that can be shared with the vendors so they're aware of what to expect when they arrive to the OpportuniTEEN Fair.

11. **STAFF/COMMISSIONER COMMENTS**

11.1. 2024 Youth Advisory Council/Commission Conference on Saturday, March 9, 2024, in Burlingame

The following commissioners confirmed they'll be able to attend the 2024 Youth Advisory Council/Commission conference in Burlingame on March 9: Mustafa, Garcia, Sarath, Abaneh, Nguyen, James, Lai, Francis (confirmed by email)

12. **ADJOURNMENT**

Chair Nguyen adjourned the meeting at 7:05 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: Review FY2024 Youth Commission Work Plan
Meeting Date: March 11, 2024
From: Adam Henig, Recreation Manager

RECOMMENDATION

Review the Fiscal Year 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 two weeks away, the Commission has met twice since the February 12 regular meeting to finalize details for this event. They met on February 26 for a special meeting and the three committees—Marketing, Vendor Outreach, and Event Details—met individually during the week of March 4.

ANALYSIS

Below are the most recent updates from each committee:

- **Marketing** (Reynolds, Nguyen, Mustafa, Garcia):
 - Printed and distributed flyers to commissioners
 - National Honor Society
 - Google Classroom
 - PeachJar

- Starbucks
 - Promotional videos:
 - Gilroy Gardens – Reynolds, Nguyen
 - First Tee – Reynolds, Nguyen
 - Interact – Nguyen
 - Library – Reynolds, Nguyen
 - ASB - Reynolds, Nguyen
 - Instagram Countdown
 - 15 days, 10, 5, 4, 3, 2,1
- **Vendor Outreach** (Francis, Beyret, Nguyen, Mustafa, Abaneh)
 - Updated spreadsheet (see attachment).
 - Composed and mailed confirmation letter to vendor about what they need to bring and what to expect at the event.
- **Event Details** (James, Gong, Sarath, Reynolds, Lai):
 - Updated the layout of the event map and where vendors will be placed.
 - Organized the participant passport system. Passport will consist of 10 squares that students will need to have stamped by a vendor and take 3 selfies with the vendor in order to be eligible for a raffle prize. Passport will have the event map on the backside.
 - Music will be provided by Reynolds and emcees will be James and Nguyen.
 - Raffle prizes will be gift cards to local businesses.
 - Commissioners will need to arrive at 8:00 a.m. for setup of the event. This will include moving chairs, tables, providing decorations, and so forth.

Attachments:

1. Attachment 1 - FY24 Youth Commission Workplan
2. Attachment 2 - OpportuniTEEN Fair MAP
3. Attachment 3 - OpportuniTEEN Fair VENDORS

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: 25 vendors have been confirmed for the event. The <i>Marketing Committee</i> is distributing flyers and making videos for to promote the event. The <i>Event Details</i> committee has finalized the layout map, created a passport stamp system for participants, and finalized other details leading up to the event.
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.

Revised March 6, 2024

OpportuniTEEN Fair

March 23, 2024
Gilroy Youth Commission

Legend

 City of Gilroy

 Gilroy Library

 Sound Permit



	Name of Business/Organization	Type of Opportunity	Commissioner	Status	Follow-up Confirmation
1	Academic & Wellness Center	Volunteer	Maya	Confirmed	
2	Boy Scouts	Volunteer	Alfred	Confirmed	
3	City of Gilroy Emergency Services	Volunteer	Adam	Confirmed	Received
4	City of Gilroy Police Department (Explorers)	Volunteer	Adam	Confirmed	
5	City of Gilroy Recreation & HR	Job, Volunteer, Internship	Adam/Vince	Confirmed	
6	Community Solutions	Volunteer	Jaimee	Confirmed	
7	Digital Nest	Volunteer, Internship	Aiden	Confirmed	
8	Diversity Our Narrative- Gilroy Chapter	Volunteer	Jaimee	Confirmed	
9	First Tee	Volunteer	Jaimee	Confirmed	
10	Gilroy Foundation	Volunteer	Melanie	Confirmed	
11	Gilroy Library	Volunteer	Melanie	Confirmed	
12	Gilroy Gardens	Job	Maya	Confirmed	
13	Harvard University	Volunteer, Internship	Jaimee	Confirmed	
14	Interact Club	Volunteer	Emily	Confirmed	
15	Miss CEO	Internship	Jaimee	Confirmed	
16	National Honor Society	Volunteer, Internship	Saed	Confirmed	
17	Pinnacle Bank		Jaimee	Confirmed	
18	Sixth Street Art Studio	Job	Saed	Confirmed	
19	South County Task Force	Volunteer, Internship	Vince	Confirmed	
20	Swan Aquatics	Job	Adam	Confirmed	
21	TeraBats- Coding Club	Volunteer	Biruh	Confirmed	
22	TownCats	Volunteer	Melanie	Confirmed	
23	YMCA Youth Board of Mount Madonna	Volunteer	Jaimee	Confirmed	
24	Youth Alliance	Job	Biruh	Confirmed	
25	SBARI	Volunteer	Thanmay	Confirmed	
				Confirmed: 25	