



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



APRIL 8, 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. March 11, 2024
6. **INTRODUCTIONS**
7. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
8. **NEW BUSINESS**
 - 8.1. Discussion of End of Year Presentation to City Council
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Discuss and recommend ideas for the Youth Commission's end-of-year presentation to City Council.
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 debrief the OpportuniTEEN Fair event.
 - 9.2. Treasurer's Report for the Youth Commission as of April 3, 2024.
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Review and accept Treasurer's reports as of April 5, 2024.

10. **AGENDA ITEMS FOR NEXT MEETING**
11. **STAFF/COMMISSIONER COMMENTS**
12. **ADJOURNMENT**

City of Gilroy
Youth Commission Regular Meeting Minutes
Monday, March 11, 2024 | 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	Alfred James, Commissioner Saed Mustafa, Commissioner (late, 6:15 pm) Thanmay Sarath, Commissioner Jaimee Nguyen, Chair Biruh Abaneh, Commissioner Gianna Garcia, Commissioner Sophie Gong, Commissioner Aiden Francis, Treasurer (late, 6:36 pm) Emily Lai, Commissioner
Absent	Melanie Reynolds, Vice Chair Maya Beyret, Commissioner

4. **SECRETARY'S REPORT**

The meeting agenda was posted on March 8, 2024.

5. **APPROVAL OF MINUTES**

5.1. February 12, 2024

RESULT: Pass

MOVER: Alfred James, Commissioner

SECONDER Biruh Abaneh, Voting Member

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

ABSENT: Commissioner Beyret, Vice Chair Reynolds

Commissioner James motioned to approve the Monday, February 12, 2024 minutes. Commissioner Abaneh seconded the motion. Motion passed with a 7-0-4 vote.

6. **INTRODUCTIONS**

None.

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

None.

8. **NEW BUSINESS**

None.

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. Each of the three committees—Marketing, Event Details, and Vendors—provided an update since their last meeting. The following topics were discussed:

- Vendors
 - Gap was added.
 - National Honor Society, SBARI, and YMCA were confirmed.
 - Those vendors that haven't confirmed, commissioners and staff need to follow up.
- Marketing
 - Henig submitted the flyer through GUSD's Peachjar, which will get distributed to all the household with students from GPS, GHS, and CHS.
 - Garcia will distribute flyers to Starbucks.
 - Reynolds started the Instagram countdown
- Event Details
 - Commissioners will arrive at 8:30am.
 - There will be 2 emcees: Reynolds and Nguyen
 - There will be 3 commissioners at the registration booth at one time, rotating each hour.
 - There will be 3 floaters, checking in with vendors and participants.
 - There will be 3 greeters at the three entrances.
 - Raffles will occur every 30 minutes beginning at 12:15pm
 - Garcia will take pictures throughout the event.
 - Raffle tickets – Two tickets will be given to each participant who turns in a passport. They keep one and the other one they submit with their name/cell phone #.
 - Balloon Arch – created day of event (green and gold balloons)
 - Thank you cards for vendors with flowers, bottle water, and snack bag.
 - Send final email reminder to vendor on Wednesday, March 20.

10. **AGENDA ITEMS FOR NEXT MEETING**

Henig recommended discussing what will be covered for the annual presentation to City Council. McPhillips recommended also adding the Commission's participation in Bike to Wherever Day on May 18 and the annual Creek Clean-up on May 20.

11. **STAFF/COMMISSIONER COMMENTS**

11.1. Review of YAC Attack Conference

Commissioners who attended the YAC Attack Conference shared their experiences with the entire commission. They attended workshops about hosting intergenerational events and self defense; heard listened to a panel of local government leaders; and connected with the Morgan Hill Youth Council.

12. **ADJOURNMENT**

Chair Nguyen adjourned the meeting at 6:52 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:	Discussion of End of Year Presentation to City Council
Meeting Date:	April 8, 2024
From:	Adam Henig, Recreation Manager

RECOMMENDATION

Discuss and recommend ideas for the Youth Commission's end-of-year presentation to City Council.

BACKGROUND

Every year, the Gilroy Youth Commission chair delivers an end-of-the-year presentation to the City Council. This year it will be held on Monday, May 20 in the Council Chambers. Although the Chair will be delivering the presentation, all commissioners are expected to attend and show their support.

Using a PowerPoint presentation, the presentation is a recap of their work plan achievements during this past school year:

- OpportuniTEEN Fair 2024
- Digital Assistance
- Participate in youth-focused community events (e.g., Breakfast with Santa)

In addition, the Commission should include that they attended the 2024 Youth Advisory Council/Commission conference (aka YAC Attack) in Burlingame and what they learned from other commissions.

Staff will show last year's Youth Commission presentation made by Chair Hwang.

ANALYSIS

The Commission will have the opportunity to present five slides in five minutes. It is recommended the events that took more time and effort (such as the OpportuniTEEN Fair) be given more time than others events. Following the meeting, the chair will meet with staff and, based on the input she receives, develop a slideshow to present to the Commission at their next meeting (and in advance of the May 20 Council meeting).



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Review FY2024 Youth Commission Work Plan
Meeting Date: April 8, 2024
From: Vince Bautista Jr., Recreation Coordinator

RECOMMENDATION

Review the Fiscal Year 2024 Youth Commission Work Plan and debrief 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.

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. They are also encouraged to support Bike to Wherever Day on May 16 and the annual creek clean-up at Christmas Hill Park on May 18.

The OpportuniTEEN Fair was held on Saturday, March 23, 2024, at Wheeler Center Gym. The Commission will debrief the pros and cons of the event.

ANALYSIS

Overall, the OpportuniTEEN Fair was a success. More than 100 high school age students attended the event. Due to expected inclement weather, staff made the decision to move the event indoors to Wheeler Center Gym. Incidentally, having it indoors enabled the commissioners to setup the day before and had many other benefits. In addition, all but one vendor was present. Vendors received a thank you gift from the Commission for their time and effort. Many vendors walked away having signed up or making contact with several prospective job applicants or potential volunteers/interns.

Commissioners should discuss what worked, what didn't, and what they would do differently next time.

Chair Nguyen and Treasurer Francis compiled data received from attendees and was able to analyze the results. They will share their findings with the Commission.

Attachments:

1. Attachment 1 - 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 Bike to Wherever Day and/or Creek Clean-up in May

Revised March 29, 2024



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Treasurer's Report for the Youth Commission as of April 5, 2024.

Meeting Date: April 8, 2024

From: Adam Henig, Recreation Manager

RECOMMENDATION

Review and accept Treasurer's reports as of April 5, 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. Earlier this year, the Commission selected Aiden Francis to serve as the treasurer. As of the most recent financial report, the Commission had \$1,543.66 in its account.

ANALYSIS

The following were expenses made since the previous financial report:

3/19/2024	Amazon	Supplies for Balloon Arch	\$ 29.44
3/19/2024	Amazon	Supplies for Balloon Arch	\$ 29.44
3/19/2024	Amazon	Gift basket for vendors	\$ 42.55
3/20/2024	Yogofino	Gift card for event	\$ 20.00
3/20/2024	Tea Leaf	Gift card for event	\$ 20.00
3/20/2024	Togos	Gift card for event	\$ 20.00
3/20/2024	Yogofino	Gift card for event	\$ 20.00
3/20/2024	Brew City	Gift card	\$ 20.00
3/20/2024	Smart & Final	Giveaways for vendors & participants	\$ 117.42
3/20/2024	Staples	Box of pens for participants at Opportuniteen	\$ 15.91
3/21/2024	Target	Table cover for event	\$ 1.19

3/22/2024	Fifth Street Coffee	Gift card	\$ 20.00
3/23/2024	Domino's Pizza	Lunch for vendors & staff	\$ 108.42
3/23/2024	Super Donut	Treats for vendors/volunteers	\$ 60.00

In sum, the Commission spent \$474.93 on OpportuniTEEN Fair and has a balance of \$1,068.73.

If the Commission intends to do OpportuniTEEN Fair again and if it averages approximately \$500 in expenses per event, the Commission will exhaust its budget within two years.

Attachments:

1. Attachment 1 -Youth Commission Treasurer's Report as of April 5, 2024

801 FUND ANALYSIS

PERIOD ENDING: 6/30/2024

ACCOUNT DESCRIPTION: "Youth Commission"

PREPARER: Vince Bautista, Jr. DATE: 4/5/2024

ACCOUNT # 801-2400-D140-3899

MUNIS: 8005000-47830 80050D140-DEPOSITS

TRANS DATE	DEPOSITOR/ VENDOR	DESCRIPTION	BEGINNING BALANCE +/-	Deposits +	Expenditure -	ENDING BALANCE +
7/1/2021	BEGINNING BALANCE		\$4,858.78			
4/5/2022	One Life Print	Youth commission apparel - sweatshirts/shirts			675.48	\$4,183.30
4/24/2022	Amazon	Pampered Princess supplies			17.42	\$4,165.88
4/24/2022	Amazon	Pampered Princess supplies			327.85	\$3,838.03
12/6/2022	Amazon	Holiday Posada Crafts			258.74	\$3,579.29
12/6/2022	Cal Silk	Youth Commission apparel- sweatshirts/shirts			947.21	\$2,632.08
12/17/2022	Dollar Tree	Jingle bell crafts			42.49	\$2,589.59
12/17/2022	Walmart	Jingle bell crafts			48.58	\$2,541.01
12/9/2022	Amazon	Arts and crafts			32.67	\$2,508.34
12/6/2022	Amazon	Ribbons			8.68	\$2,499.66
12/9/2022	Amazon	Letters to Santa			52.16	\$2,447.50
12/13/2022	Amazon	Christmas stickers			30.44	\$2,417.06
5/1/2023	Amazon	Red Carpet event supplies			73.04	\$2,344.02
5/1/2023	Amazon	Red Carpet event supplies			246.47	\$2,097.55
5/1/2023	Amazon	Red Carpet event supplies			192.13	\$1,905.42
5/2/2023	Amazon	Nail coat- Amazon			17.66	\$1,887.76
5/10/2023	Amazon	YC backdrop for Red Carpet event.			21.81	\$1,865.95
5/12/2023	Walmart	YC Décor and set up			59.22	\$1,806.73
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 Opportunitéen			\$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	Supplies for Balloon Arch			29.44	\$1,111.28
3/29/2024	Amazon	Gift basket for vendors			42.55	\$1,068.73