



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



MONDAY, AUGUST 28, 2023 | 6:30 PM

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

Chair: Lavender Hwang

Vice Chair: Winston James

Treasurer: Aiden Francis

Commissioners: Maya Beyret, Sophie Gong, Alfred James, Saed Mustafa, Jaimee Nguyen, Crystal Pablo, Melanie Reynolds, Thamay Sarath

Staff Liaison: LeeAnn McPhillips, Assistant City Administrator, Vince Bautista, Jr., Recreation Coordinator, and Adam Henig, Recreation Manager



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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.

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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 agenda for this Youth Commission Special Meeting is as follows:

1. **CALL TO ORDER**

2. **FLAG SALUTE**

3. **ROLL CALL**

4. **SECRETARY'S REPORT**

5. **APPROVAL OF MINUTES**

5.1. May 8, 2023

5.2. July 5, 2023

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

7. **PRESENTATION**

7.1. 2023-2024 Youth Commission Orientation

8. **NEW BUSINESS**

8.1. Proposal to Change September Meeting Date

1. Staff Report: Vince Bautista Jr.

2. Public Comment

3. Possible Action: Motion to change the current September meeting date that will accommodate both commissioners and staff.

8.2. Elections for Chair, Vice Chair, and Treasure for 2023-2024 Youth Commission term

1. Staff Report: Vince Bautista Jr.

2. Public Comment

3. Possible Action: Motion to approve selection of Chair, Vice Chair, and Treasurer for the 2023-2024 Youth Commission term.

9. **OLD BUSINESS**

9.1. 2023-2024 Youth Commission Tentative Work Plan

1. Staff Report: Adam Henig

2. Public Comment

3. Possible Action: Receive and comment on current work plan.

10. **AGENDA ITEMS FOR NEXT MEETING**

11. **STAFF/COMMISSIONER COMMENTS**

12. **ADJOURNMENT**

City of Gilroy
Youth Commission Regular Meeting Minutes
Monday, May 8, 2023 | 6:00 PM

1. **CALL TO ORDER**

The regular meeting of the Youth Commission was called to order by Chair L. Hwang at 6:00 p.m.

2. **FLAG SALUTE**

Flag salute was led by Chair L. Hwang.

3. **ROLL CALL**

Attendance	Attendee Name
Present	James Dinh, Commissioner Aiden Francis, Commissioner Sophie Gong, Commissioner Isaac Hwang, Commissioner Ezequiel Lopez, Commissioner Jaimee Nguyen, Commissioner Melanie Reynolds, Commissioner Winston James, Vice Chair Lavender Hwang, Chair
Absent	Alfred James, Commissioner Alexis Miller, Commissioner

4. **SECRETARY'S REPORT**

The Youth Commission meeting packet and agenda was posted online and at the City Hall kiosk on Friday, May 5, 2023.

5. **APPROVAL OF MINUTES**

5.1. Monday, April 10, 2023

RESULT: Pass

MOVER: Winston James, Vice Chair

SECONDER Ezequiel Lopez, Commissioner

AYES: Commissioner Dinh, Commissioner Francis, Commissioner Gong, Commissioner Hwang, Commissioner Lopez, Commissioner Nguyen, Commissioner Reynolds, Vice Chair James, Chair Hwang

ABSENT: Commissioner James, Commissioner Miller

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

No public comment.

7. **NEW BUSINESS**

7.1. **Proposed Start Date to Monday, August 21, 2023.**

Staff recommended the date change to Monday, August 21, 2023 since the meeting occurs two days prior to the first day of school (August 16) for Gilroy Unified School District students. Staff mentioned potential conflicts for commissioners including student orientation, back to school tasks, and summer vacation.

Motion was made by Commissioner Francis to extend the start date to Monday, August 21, 2023. Motion was seconded by Vice Chair W. James. The Youth Commission voted unanimously with a 9-0-2 (absent: Commissioner Miller and Commissioner A. James.)

RESULT: Pass

MOVER: Aiden Francis, Commissioner

SECONDER Winston James, Vice Chair

AYES: Commissioner Dinh, Commissioner Francis, Commissioner Gong, Commissioner Hwang, Commissioner Lopez, Commissioner Nguyen, Commissioner Reynolds, Vice Chair James, Chair Hwang

ABSENT: Commissioner James, Commissioner Miller

8. **OLD BUSINESS**

8.1. **Updates on the Youth Commission Work Plan.**

The Commission discussed the following topics from the current work plan:

- **Day of the Child/Kids Discover Art:** Event took place on Saturday, April 29 from 1-4 pm at San Ysidro Park. 9 out of 11 Commissioners were present.
 - a. Pros (what went well):
 - Served over 300 participants.
 - The youth enjoyed the face paint station.
 - Commissioners were able to assist other crafts.
 - Successful event.
 - b. Deltas (suggestions and things to improve upon):
 - Beads were messy and a challenge to clean.
 - Overestimating the youth's ability to make a bracelet/necklace.
 - Keeping the waiting line and flow of traffic more organized.
- **Royal Red Carpet:** Event is set for Saturday, May 13, 2023, from 9:30-12pm at Wheeler Community Center. Staff will arrive at 7:45 a.m. Volunteers will arrive at 8:00 a.m. All materials have been delivered. Commissioners recommended to purchase additional table covers, utensils, and food including bananas, muffins, waters, and oranges. A layout will be created to distribute to volunteers and Commissioners.

8.2. **Review the May 15, 2023 Youth Commission Presentation to City Council.**

The Youth Commission updated the PowerPoint presentation to City Council. The presentation includes Holiday Posada, Kids Discover Art, Royal Red Carpet, Proposed Youth and Teen Center, and future opportunities/updates.

Chair L. Hwang and Vice Chair W. James will meet with staff and finalize the presentation and white paper about the proposed youth and teen center on Thursday, May 11, 2023.

9. **AGENDA ITEMS FOR NEXT MEETING**

The following items will be added to the August regular meeting agenda:

1. Review the Brown Act Bylaws.
2. Youth Commission goals for the upcoming term.
3. Discuss the OpportuniTEEN event.
4. Review official meeting dates for the term.
5. Discuss and organize a Youth Commission Retreat.

10. **STAFF/COMMISSIONER COMMENTS:** None

11. **ADJOURNMENT**

Chair L. Hwang adjourned the meeting at 7:04 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 Special Meeting Minutes
Wednesday, July 5, 2023 | 4:30 PM

CALL TO ORDER

The regular meeting of the Youth Commission was called to order by Chair L. Hwang at 4:32 p.m.

ROLL CALL

Attendance	Attendee Name
Present	Alexis Miller, Youth Commissioner Aiden Francis, Youth Commissioner Ezequiel Lopez, Youth Commissioner Lavender Hwang, Youth Commissioner- Chair James Dinh, Youth Commissioner Melanie Reynolds, Voting Member Winston James, Voting Member
Absent	Sophie Gong, Youth Commissioner Jaimee Nguyen, Youth Commissioner Isaac Hwang, Youth Commissioner Alfred James, Youth Commissioner

SECRETARY'S REPORT

The Youth Commission meeting packet and agenda was posted online and at the City Hall kiosk on Friday, June 30, 2023.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None.

NEW BUSINESS

Consent Changes to the Youth Commission Bylaws

RESULT: Pass

MOVER: Aiden Francis, Commissioner

SECONDER: Winston James, Vice Chair

AYES: Commissioner Dinh, Commissioner Francis, Commissioner Lopez, Commissioner Miller, Commissioner Reynolds, Vice Chair W. James, Chair L. Hwang

Absent: Commissioner Gong, Commissioner Nguyen, Commissioner I. Hwang, Commissioner A. James

The Youth Commission Bylaws were originally adopted in 2010. At the March 13, 2023 meeting, the Commission approved amending the bylaws. The Youth Commission also approved the proposed change removing Section 8 (#4), City Council approval of any amendments to bylaws. The motion carried with a 7-0-4 vote.

STAFF/COMMISSIONER COMMENTS

Staff thanked the Commission for their attendance and participation in the special meeting.

Also, staff confirmed that four Commissioners are returning for their second term. Seven Commissioner's terms are expiring on September 30, 2023. Those whose terms are expiring and are unable to attend meetings for the remainder of their term will submit a letter of resignation.

The Youth Commission application is available online for new applicants. Staff and the Commission will increase public outreach in the coming weeks.

ADJOURNMENT

Chair L. Hwang adjourned the meeting at 4:39 p.m.



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Proposal to Change September Meeting Date
Meeting Date: August 28, 2023
From: Vince Bautista Jr., Recreation Coordinator

RECOMMENDATION

Motion to change the current September meeting date that will accommodate both commissioners and staff.

BACKGROUND

The Youth Commission is scheduled to meet on the second Monday of every month except during the summer months of June and July. In September, the Commission is expected to meet on Monday, September 11, 2023. However, due to the Labor Day holiday on September 4, the City Council meeting is scheduled for that same day, which will impact city staff's attendance.

Due to this conflict, City staff is requesting the Commission reschedule their September meeting to either Tuesday, September 26 or Thursday, September 28.

ANALYSIS

In addition, per the Commission's Bylaws, Section 4 ("Meetings"), the second meeting, which September would be, "shall be an extended meeting in which issues and concerns are identified, and planning for the year begins." This meeting often serves as a retreat where commissioners can explore and discuss its work plan for the school year. It's also an opportunity for commissioners to get to know each other better. To create this dynamic, past retreats have included potlucks, ice breaker games, and team building activities.

Attachment: Gilroy Youth Commission Bylaws Adopted July 5, 2023.

City of Gilroy Youth Commission

BYLAWS

SECTION 1. **Powers and Duties.** The Youth Commission (Commission) shall be advisory to the City Council (Council) and shall have the following powers and duties:

1. Provide Council advice from the youth of the Gilroy community.
2. Study problems, activities and concerns of the youth; hold forums on these problems, and recommend community programs to the Council which the Commission finds necessary and/or desirable.
3. Involve the youth of Gilroy in their community, and provide information about issues in their city government which pertain to them.
4. Work with other City commissions and City Council in providing input on youth issues in our community.
5. Annually determine the Commission's goals and objectives and report these to the Council.

SECTION 2. **Membership.**

1. Any person who lives in the Gilroy Unified School District and who will be between 13 – 19 years of age during the year following his or her appointment will be eligible for membership on the Commission.
2. There will be eleven (11) members of the Commission. They shall be appointed by the City Council of the City of Gilroy.
 - 2a. Selection of the Commission members will be made by the City Council.
3. Terms of appointments to the Commission shall commence in September of each year and shall be for a term of two years. A commissioner will not serve more than three terms.
4. Vacancies on the Commission during the year shall be filled by City Council.

5. In appointing members of the Youth Commission, every effort will be made to consciously consider ethnicity, gender, school grade, and geographical residence in an attempt to more fully represent all segments of Gilroy's youth population.

SECTION 3. **Officers.**

1. Annually, the Commission shall elect from its membership a Chairperson, Vice Chairperson, Treasurer.

The Chairperson shall preside at all meetings of the Commission, and shall supervise the efficient and responsible operation of the Commission.

The Vice Chairperson shall preside at Commission meetings in the absence of the Chairperson, shall assume specific leadership responsibilities as determined by the Chairperson, and shall assist the Chairperson in fulfilling his or her responsibilities as needed. The Treasurer shall be responsible for maintaining the Youth Commission budget and reporting on said budget balance at each regularly scheduled meeting.

SECTION 4. **Meetings.**

1. The Commission shall meet not less than once each month during the school year.

2. Each Commission meeting shall be open to the public and is subject to the Brown Act, California Government Code Section 54950 et. seq. The Commission shall keep written minutes of all meetings.

3. Special meetings may be called by the Commission provided at least three days' notice is given to all members and to the media, all in accordance with the Brown Act and City Charter Section 904.

4. The Commission shall publish an annual calendar, subject to change, indicating the regularly scheduled meetings for the entire year.

5. The first meeting of each year shall be an orientation meeting that shall include outgoing members of the Commission, and a review of the bylaws. The second meeting shall be an extended meeting in which issues and concerns are identified, and planning for the year begins.

SECTION 5. **Quorum.**

1. A quorum is necessary at a Commission meeting for any action to be taken. A majority of the Commission shall constitute a quorum.

2. In the event that there is no quorum, any discussions which are held by those assembled shall be regarded as informal. No action may be taken.

SECTION 6. **Committees.**

1. Committees shall be formed, as needed, in relation to the responsibilities of the Commission. As needs dictate, these may be standing committees that function throughout the year, or task-oriented committees that function only until the task is completed.
2. Youth who satisfy the membership requirements for membership on the Commission but who are not on the Commission may be appointed to any task-oriented committee by the approval of the Commission.
3. The Commission may appoint representatives of the Youth Commission to serve as liaisons to other policy bodies and groups of the City. Commission representatives shall report out to the full Commission of the actions at said meetings.

SECTION 7. **Attendance.**

1. Commission members are expected to attend all meetings of the Commission.
2. Per City Council Resolution No. 2022-58, *Attendance Policy for City Boards, Commissions and Committees*, a commissioner who is absent in a calendar year for more than 33% of the total Regular Meetings scheduled to be held in that calendar year will be subject to potential termination of membership from the Body, upon action of the City Council.

SECTION 8. **Amendments.**

1. Amendments to these bylaws may be initiated at any Commission meeting, to be voted upon not sooner than the next regularly scheduled meeting.
2. Recommendation of any amendment shall require a two-thirds (2/3) vote of Commission members.
3. These amendments must be submitted to the City Council.



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Elections for Chair, Vice Chair, and Treasurer for 2023-2024 Youth Commission

Meeting Date: August 28, 2023

From: Vince Bautista Jr., Recreation Coordinator

RECOMMENDATION

Select a Chair, Vice Chair, and Treasurer for the 2023-2024 school year.

BACKGROUND

In the Youth Commission Bylaws, Section 3, it states the Commission will elect a Chair, Vice Chair, and Treasurer on an annual basis.

Per the bylaws, the Chair's duties are the following: The Chairperson shall preside at all meetings of the Commission, and shall supervise the efficient and responsible operation of the Commission. In addition, the chair serves as the commission representative. The Chair, for example, is expected to present to the City Council at the commission's annual presentation.

When the chair is absent, the Vice Chair will take on the Chair's duties. Per the bylaws, the Vice Chairperson shall: preside at Commission meetings in the absence of the Chairperson, shall assume specific leadership responsibilities as determined by the Chairperson, and shall assist the Chairperson in fulfilling his or her responsibilities as needed.

The Treasurer, according to the Bylaws, shall be responsible for maintaining the Youth Commission budget and reporting on said budget balance at each regularly scheduled meeting.

ANALYSIS

A commissioner can nominate another commissioner and/or themselves for a position. Once the staff liaison closes the nomination process, each member of the commission will cast their vote for each of the offices. The candidate with the highest votes for that office will

be appointed to the position, which will expire in twelve months. The newly selected officers will take their position following this meeting.



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: 2023-2024 Youth Commission Tentative Work Plan
Meeting Date: August 28, 2023
From: Adam Henig, Recreation Manager

RECOMMENDATION

The Commission will receive and comment on their current 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. For example, last year the Commission set a goal to host the Royal Red Carpet event, which they did at Wheeler Center Gym in May.

ANALYSIS

For this term, the Commission has an opportunity to channel their focus more toward areas of importance to youth and teens and less on event planning. This past spring the Commission was asked to identify an area of importance to young Gilroy residents. It was agreed upon that Gilroy needed a youth center. Commissioners conducted research—about construction costs, what other neighboring cities use, history of youth centers in Gilroy—and reported their findings at a follow-up meeting. Then the information was synthesized and presented by the chair to the City Council during the annual commission presentation.

Staff is recommending that the Commission take on a similar project for this term.

Also, it is recommended that the Commission continue to volunteer at citywide events that focus on serving youth and teens such as the Holiday Posada, Day of the Child, and/or Breakfast with Santa.

Commissioners should begin brainstorming what they would like to focus on for this term. Since September will serve as a retreat-style meeting and will provide an

opportunity for further discussion, the work plan does not need to be adopted at this meeting.

The Commission's previous work plan is attached. It was slightly modified to accommodate City Council's request that it be in conjunction with the biannual budget.

Attachments:

Youth Commission Workplan Draft - FY24 and FY25

<i>FY24 and FY25 Youth Commission Workplan*</i>	
Workplan Item	Description
Research Issues in Support of Gilroy's Youth	Identify areas of need or concern regarding Gilroy's youth that are in the perview of the City of Gilroy; perform research and data collection; prepare report to share information with City Council, City staff, or others as appropriate. As an example, provide input to City Council and City staff when requested related to a future Community/Youth Center.
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.
Holiday Parade	Participate in the Gilroy Holiday Parade by pushing Santa's sleigh or assist with another float.
Holiday Posada Event	Participate in the Holiday Posada event at San Ysidro Park and help kids do arts and crafts and write letters to Santa.
Kids Discover Art/Day of the Child	Commissioners volunteer with setup and cleanup as well as have own booth and do face painting, self-made bracelets and guided games.
Royal Red Carpet	Hold a special event to pamper young residents of Gilroy. Provide face painting, wands, color pages, hair, nails, games, and snacks.

**DRAFT - to be reviewed by Youth Commission when meetings resume in August, 2023.*