



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



THURSDAY, SEPTEMBER 28, 2023 | 6:00 PM

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

Chair: Jaimee Nguyen

Vice Chair: Winston James

Treasurer: Aiden Francis

Commissioners: Maya Beyret, Sophie Gong, Lavender Hwang, Alfred James, Saed Mustafa, Crystal Pablo, Melanie Reynolds, Thanmay Sarath

Staff Liaisons: 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 regular meeting is as follows:

- 1. **CALL TO ORDER**
- 2. **FLAG SALUTE**
- 3. **ROLL CALL**
- 4. **SECRETARY'S REPORT**
- 5. **APPROVAL OF MINUTES**
 - 5.1. Monday, August 28, 2023
- 6. **INTRODUCTIONS**
- 7. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
- 8. **NEW BUSINESS**
 - 8.1. Treasurer's Report for the Youth Commission as of September 22, 2023.
 - 1. Staff Report: Aiden Francis
 - 2. Public Comment
 - 3. Possible Action: Review and accept Treasurer's reports as of September 22, 2023.
- 9. **OLD BUSINESS**
 - 9.1. Election for Vice Chair on 2023-2024 Youth Commission
 - 1. Staff Report: Vince Bautista Jr.
 - 2. Public Comment
 - 3. Possible Action: Motion to approve selection of Vice Chair for the 2023-2024 Youth Commission term.
 - 9.2. Discuss and Adopt FY2024 and FY2025 Youth Commission Work Plan
 - 1. Staff Report: Adam Henig
 - 2. Public Comment
 - 3. Possible Action: The Commission will discuss and motion to approve the Fiscal Year 2024 and 2025 work plan.

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

**City of Gilroy Youth
Commission August 28, 2023
Special Meeting Minutes**

1. CALL TO ORDER

The special meeting of the Youth Commission was called to order by Chair L. Hwang at 6:32 p.m.

2. FLAG SALUTE

3. ROLL CALL

Attendance	Attendee Name
Present	Aiden Francis, Commissioner Sophie Gong, Commissioner Alfred James, Commissioner Jaimee Nguyen, Commissioner Melanie Reynolds, Commissioner Lavender Hwang, Chair Maya Beyret, Commissioner Thanmay Sarath, Commissioner Crystal Pablo, Commissioner Saed Mustafa, Commissioner
Absent	Winston James, Vice Chair

4. SECRETARYS REPORT

The Youth Commission meeting packet and agenda was posted online and at the City Hall kiosk on Friday, August 25, 2023.

5. APPROVAL OF MINUTES

5.1. May 8, 2023

RESULT: Pass

MOVER: Aiden Francis, Commissioner

SECONDER Sophie Gong, Commissioner

AYES: Commissioner Francis, Commissioner Gong, Commissioner James, Commissioner Nguyen, Commissioner Reynolds, Chair Hwang, Commissioner Beyret, Commissioner Sarath, Commissioner Pablo

ABSTAIN: Commissioner Mustafa

ABSENT: Vice Chair James

5.2. July 5, 2023

RESULT: Pass

MOVER: Jaimee Nguyen, Commissioner

SECONDER Crystal Pablo, Commissioner

AYES: Commissioner Francis, Commissioner Gong, Commissioner James, Commissioner Nguyen, Commissioner Reynolds, Chair Hwang, Commissioner Beyret, Commissioner Pablo

ABSTAIN: Commissioner Sarath, Commissioner Mustafa

ABSENT: Vice Chair James

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

7. PRESENTATION

7.1. 2023-2024 Youth Commission Orientation: Staff presented an overview of the Gilroy Youth Commission's roles and responsibilities. The following topics were discussed:

- *What is the Youth Commission?* – staff provided an overview of the body, including the qualifications to serve, staff, meeting times, etc.
- *What is the Brown Act?* – staff provided the history of the Brown Act and how it relates to the Youth Commission.
- *Meetings* – information on how meetings are run using Robert's Rules of Order.
- *Absences* – Staff reviewed the City's commission absence policy.
- *Communication* – Staff went over ways to communicate.
- *Youth Commission Bylaws* – Staff reviewed the main topics listed in the Bylaws.
- *End of year presentation to City Council* – a video was showed of the 2022-23 Youth Commission presentation.

8. NEW BUSINESS

8.1. Proposal to Change September 2023 Meeting Date

Staff requested due to scheduling conflicts that the September 11 meeting date be changed to either September 26 or September 28. The Commission supported holding their next meeting, which will focus on revising their 2023-24 work plan, on September 28.

RESULT: Pass

MOVER: Sophie Gong, Commissioner

SECONDER Saed Mustafa, Commissioner

AYES: Commissioner Francis, Commissioner Gong, Commissioner Nguyen, Commissioner Reynolds, Chair Hwang, Commissioner Beyret, Commissioner Sarath, Commissioner Pablo, Commissioner Mustafa

ABSTAIN: Commissioner W. James

ABSENT: Vice Chair James

8.2. Elections for Chair, Vice Chair, and Treasurer for 2023-2024

Youth Commission

Since it was the first meeting of the school year, the Commission had the opportunity to select a Chair, Vice Chair, and Treasurer for the 2023-2024 term. Each Commissioner voted on paper and returned his/her nominations to City staff. The results were:

- Chair: Commissioner Nguyen was selected as chair with a 6-4-1 vote over Commissioner Gong, who was nominated by Commissioner Reynolds.
- Vice Chair: There were four commissioners who ran for the office of Vice Chair—Commissioners James, Mustafa, Pablo, and Reynolds (nominated by Gong). Pablo and Reynolds remained as a tie after two rounds of elections. The Youth Commission will vote again at the September 28 meeting.
- Treasurer- Commissioner Francis was the only nomination. The Commission voted unanimously to support Francis.

Since the selection of the Vice Chair was unresolved, the Commission did not officially approve the new officers. That will take place at the September meeting.

9. OLD BUSINESS

9.1. 2023-2024 Youth Commission Tentative Work Plan

Staff went over the Commission's current work plan and informed them that the meeting in September will be focused on revising the current work plan so it will be in alignment with City Council's direction. The following was discussed.

- **Research Issues in Support of Gilroy's Youth:** Staff explained the background of this topic and emphasized how Council wants them to focus on an issue affecting Gilroy's youth and teens. During the discussion the following were mentioned as possible topics: Violence in schools; Slur (racial, gender, etc.); Health and wellness; Impact of social media.
- **OpportuniTEEN Fair:** An opportunity to host a resource fair for youth and teen residents.
- **Participate in Community Events:** These could include the annual Downtown Gilroy Holiday Parade, the Holiday Posada event, Day of the Child event, and Breakfast with Santa.

10. AGENDA ITEMS FOR NEXT MEETING

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

1. Brainstorm and adopt 2023-24 Youth Commission Work Plan
2. Youth Commission Apparel
3. Elections for Vice Chair for 2023-2024 Youth Commission

11. STAFF/COMMISSIONER COMMENTS

The Youth Commission is invited to attend the City of Gilroy Commission Dinner on Thursday, November 9, 2023 at Old City Hall at 6:00 p.m.

12. ADJOURNMENT

Chair L. Hwang adjourned the meeting at 8:29 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: Treasurer's Report for the Youth Commission as of September 22, 2023.

Meeting Date: September 28, 2023

From: Aiden Francis, Youth Commission Treasurer

RECOMMENDATION

Review and accept Treasurer's reports as of September 22, 2023.

BACKGROUND

When the Youth Commission approved the most recent amendment of their bylaws, it included reactivating the Treasurer position. At the August meeting, the Commission selected Aiden Francis to serve as the treasurer. According to the Bylaws, the treasurer is responsible for maintaining the Youth Commission budget and reporting on said budget balance at each regularly scheduled meeting.

ANALYSIS

The following are the most recent expenses made by the Youth Commission:

- Royal Red Carpet supplies (i.e. nail polish, backdrop, arts & crafts): **\$551.11**
- Holiday Posada supplies (stickers, ribbons, etc.): **\$288.06**
- Commission Apparel (sweatshirts): **\$947.21**

The Commission should discuss possible upcoming expenditures in order to be able to budget accordingly. Potential expenses include commission apparel and supplies for research project.

Attachments:

1. Youth Commission Treasurer's Report as of September 22, 2023.

801 FUND ANALYSIS

PERIOD ENDING: 6/30/2024

ACCOUNT DESCRIPTION: "Youth Commission"

PREPARER: Carina Baksa DATE: 9/25/2023

ACCOUNT # 801-2400-D140-3899

MUNIS: 8005000-47830 80050D140-DEPOSITS

TRANS DATE	DEPOSITOR/ VENDOR	DESCRIPTION	BEGINNING BALANCE +/-	Deposits +	Expenditures -	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

\$2,992.83



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Election for Vice Chair on 2023-2024 Youth Commission
Meeting Date: September 28, 2023
From: Vince Bautista Jr., Recreation Coordinator

RECOMMENDATION

Motion to approve selection of Vice Chair for the 2023-2024 Youth Commission term.

BACKGROUND

At the August meeting, the Commission held elections for three offices: Chair, Vice Chair, and Treasurer. These officers will serve during the 2023-2024 term. Commissioners successfully elected the chair, Jaimee Nguyen, and treasurer, Aiden Francis.

However, there was no consensus for Vice Chair, which was between commissioners Pablo and Reynolds. They were tied after two rounds of elections. It was decided that the runoff for Vice Chair would be tabled for the September meeting.



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Discuss and Adopt FY2024 and FY2025 Youth Commission Work Plan

Meeting Date: September 28, 2023

From: Adam Henig, Recreation Manager

RECOMMENDATION

The Commission will discuss and motion to approve the Fiscal Year 2024 and 2025 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. At the August meeting, the Commission reviewed its work plan. Staff informed the Commission that their current work plan will need to be revised so it is in alignment with City Council's direction—focusing more on in-depth issues and/or policies affecting youth and less on organizing events.

During the previous term, the Commission identified an area of importance to Gilroy's youth and teen 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, culminating in a presentation 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. At the August meeting, when the Commission discussed this idea, they brought up the following as possible topics:

- Prevention of violence in schools
- Reducing slurs amongst youth (racial, gender, etc.);
- Youth health and wellness;
- Care of the environment
- Impact of social media on youth

In addition, the Commission had previously voted to support organizing a teen-focused fair on volunteer, resource, and job opportunities. The event would be held on the Civic Paseo and was tentatively called, OpportuniTEEN Fair.

Another area for the work plan consideration is identifying some professional development and leadership speakers that could provide inspiration for the Youth Commission. Included in this speaker series may be local government professionals who can share their journey and career choice in public service along with understanding all the possible career choices in public service.

Lastly, the Commission may continue to support existing events such as the Day of the Child event and/or Breakfast with Santa, which is hosted by Gilroy Recreation and being brought back for the first time since the pandemic.

ANALYSIS

Commissioners should brainstorm what they would like to focus on for this term. If the Commission is successful in developing a work plan that meets the above recommendations, they can propose to adopt it at this meeting.

Attachments:

1. Youth Commission Workplan Draft - FY24 and FY25
2. Youth Commissions and Councils Promote Leadership and Participation - Institute for Local Government

FY24 and FY25 Youth Commission Workplan*

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 appropraite. 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 and then adopted by Youth Commission at September 2023*



Youth Commissions and Councils Promote Leadership and Participation

City and county youth commissions and councils provide opportunities for youth service and development and offer young people a means for their voices to be heard in local government decision-making. According to information gathered by the Institute for Local Government's Public Engagement program, more than 100 such commissions are at work throughout California.

Youth commissions' work spans a wide range, as the following examples illustrate.

In **La Cañada Flintridge**, the youth council makes recommendations to the city council on youth-related issues. Its members serve as liaisons to community groups and contribute to a monthly column in the local newspaper. The youth council established objectives for a citywide youth master plan intended to encourage additional avenues for youth participation, and in 2007 members surveyed local businesses regarding tobacco sales to minors.

In **Fremont**, the youth advisory commission advises the city council on policy issues affecting young people and has worked with the Police Department on a proposed curfew ordinance. Each year, the commission also organizes a one-day Junior High Leadership Conference that helps junior-high school students prepare for the transition to high school.

In **San Carlos**, youth advisory council members are participating in the city's general strategic planning process as well as health and wellness programming and are preparing for "Youth Vote" during the November 2008 election. They have raised funds for a number of charitable activities, including a new youth center, and organize volunteer events to involve other youth in the community. San Carlos businesses that welcome young people receive a "Young Consumer Champion" award from the council.

The **Pomona Youth Advisory Committee** (PYAC) is working with the city and agencies serving youth to advocate for the development of a youth and family master plan to promote youth health and safety. In support of this work, PYAC hosts an annual mentor-protégé dinner to engage youth and adult leaders to partner on local issues. PYAC also partners with the City Clerk's Office and Los Angeles County Registrar-Recorder Voter Education Division to expand the Student Poll Worker Training to six local high schools. Youth commissioners also organize an annual "Rock the Vote" voter education event and have developed the Pomona Youth Leadership Network, composed of major youth-serving leadership groups, to bring more youth voices into city decision-making.

In **El Dorado County**, the youth commission helped write a Green Resolution and supported its successful passage. The resolution sets forth goals to lessen the environmental footprint of county residents in areas including waste and energy usage reduction, planning, construction and air quality. Members are presently engaged in developing partners and offering input related to possibly reopening the local skate park. The commission and University of California Cooperative Extension have also received grant funding to create maps of youth skills and resources in El Dorado County using GPS systems and mapping software. The maps will be used to create a guide for young people seeking school activities, clubs, health care, counseling and other resources. The commission hosted its first annual Youth Fest in July 2008, an all-day event for middle- and high-school youth.

The **San Francisco Youth Commission** is collaborating with the city's school district, Department of Elections and others on YouthVOTE, an election and civic engagement project that gives high-school students an opportunity to voice their opinions about current youth issues, ballot measures and candidates.

Impacts on Communities

Effective youth commissions and councils empower young people to bring about change in their communities. These forums can help identify the issues that are most important to these often overlooked members of the community and facilitate bringing youth ideas and recommendations to the attention of local policy-makers on a regular basis.

Youth councils and commissions can:

- Initiate educational campaigns;
- Encourage other young people to participate in local civic and political activities; and
- Create new community resources for residents of all ages.

Successful commissions and councils also provide an arena where youth voices are nurtured and the skills and habits of civic engagement and citizenship are acquired. For many youth commissioners, this experience is their first exposure to local government's role and function.

Key Elements of Successful Commissions

Each youth commission or council responds to community needs and the issues that led to its creation. While many factors contribute to their success, a few are particularly important.

Staffing. Commissions need staff who have the time to work with them and understand youth leadership, development and empowerment. Young people brought into such leadership and service roles need appropriate support, skills, confidence, networks and access to decision-makers, all of which require the time, commitment and consistent attention of skilled staff.

Diversity of Membership. As appropriate to each city or county, youth members should vary by geographic region, ethnicity, socioeconomic background and gender. Inclusiveness encourages equality, gives credibility

to the commission and provides opportunities for youth to work toward a common purpose with others of different backgrounds and experiences.

An Appropriate Budget. Youth commissions require adequate resources to become active and effective and fulfill the purposes for which they were established. In addition to support for staff, resources may also include the costs of stipends for youth; meeting expenses, transportation and other costs associated with membership, meetings and participation; training and skills development to build commission competence and confidence; support for communication, education and outreach to increase youth and other public awareness of the commission; and expenses related to the specific projects and activities of the commission or council.

Youth Should “Own” It. Unless the budget, project selection and the commission meeting agenda are appropriately “owned” by the youth members, participation will often be lax and less focused. This doesn’t mean members should work without guidance from staff or that encouraging greater ownership always succeeds. However, the best results usually occur when youth have had their own “Ah ha!” moment, have decided what needs to be done, and are carrying the work forward with support — not direction — from staff.

Access to Public Agency Decision-Makers. Creating an environment where youth voices are heard and respected is fundamental. When youth commissions are asked to provide input into actions or decisions of their local government, they must have regular access to appropriate information and the officials with whom they must communicate. Local agency commissions, councils and boards should provide information to youth commissioners and invite their participation.

The staff of departments whose work may be of particular interest to youth commissions should attend and report to commission meetings on a regular basis, and they should invite youth commission participation in their own meetings and decision-making process.

When creating public engagement processes for new local plans, budgets or other initiatives, youth commissions should be asked to help design vehicles to ensure youth participation.

Enhancing Youth Commission Capacity. Each youth member will bring his or her own strengths and interests to a youth commission or council. However, not everyone has the skills or experience necessary for successful participation. Provide an orientation, information-sharing sessions or training for youth appropriate to the commission’s focus. Topics may include understanding local government, media advocacy, meeting facilitation, public speaking, community mapping, community dynamics, youth-adult partnerships and youth-led evaluation and research.

Focus Beyond Youth Commission Members. Although a youth commission may be composed of a diverse group of young people who act as the community’s “youth voice,” the experiences and opinions of one group cannot speak for all its peers. In order to represent the needs and concerns of its peers, a youth commission can conduct community-wide surveys and evaluations to determine the initiatives it will undertake. Broad outreach is an important component of youth commission success. Holding open forums

to invite additional youth participation and input is a great way to strengthen and increase the commission's effectiveness.

Resources

The Institute for Local Government (ILG) is collecting youth commission-related stories from throughout California and posting them on its website along with a number of youth engagement and development resources (www.ca-ilg.org/youthengagement). An ILG guide to developing effective youth commissions is forthcoming.

This is an excerpt reprinted with permission from the September 2008 issue of Western City magazine, the monthly publication of the League of California Cities. For related information, visit www.westerncity.com.