

NOTICE OF REGULAR MEETING

Pursuant to Section 54954.2 of the Government Code of the State of California, a Regular meeting of the **YOUTH ADVISORY COMMISSION** is hereby called for:

Date/Time: **Wednesday, January 11, 2012, 6:00 p.m.**
(or as soon thereafter as possible)

Location: **City Hall Conference Room 203**
333 Civic Center Plaza, Tracy

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Commission on any item, before or during consideration of the item, however, no action shall be taken on any item not on the agenda.

MEETING AGENDA

1. Call to Order
2. Roll Call
3. Items from the Audience – *In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2008-140, any item not on the agenda brought up by the public at a meeting shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Commission Member to sponsor the item for discussion at a future meeting.*
4. Approval of Minutes from Regular Meeting on November 9, 2011
5. Presentation – Bullying-Zane Johnston
6. Correspondence
7. New Business
 - a. Discuss and approve YAC's marketing responsibilities with the "Dinner and a Movie... Just for Teens" event at the Grand Theatre
8. Old Business
 - a. Discuss the status of the 2011/2012 Youth Advisory Commission Goals and Work Plan
9. Items from Staff
 - a. Calendars
10. Items from the Commission
11. Items from the Audience
12. Adjournment to next Regular Meeting on February 8, 2012

POSTED: January 5, 2012

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall at (209) 831-6000 at least 24 hours prior to the meeting. Any materials distributed to the majority of the Commission regarding any item on this agenda will be made available for public inspection in the Parks and Community Services Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

November 9, 2011

1. **CALL TO ORDER:** The meeting was called to order by seated Chair Shelton at 6:04 p.m.
2. **ROLL CALL:**
 - a. **Present:** Arganbright, Gill, Goulart, Muscat, McGuiness, Mizuno, Shah A., Shah K., Shelton, Shibata
 - b. **Absent:** Hong
 - c. **Adult Commissioners Present:** Shelton
 - d. **Staff Present:** Jolene Jauregui, Recreation Coordinator; Laura Johnston, Recreation Coordinator
 - e. **Recorded by:** Stephanie Arganbright, Recreation Leader III
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF MINUTES FROM REGULAR MEETING ON October 12, 2011**
 - a. **Motion to Approve:** Arganbright
 - b. **Second:** McGuiness
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote.
5. **CORRESPONDENCE:** None
6. **NEW BUSINESS:** None
7. **OLD BUSINESS:**
 - a. **Discuss the status of the 2011/2012 Youth Advisory Commission Goals and Work Plan and assign Commissioners to tasks**

Commissioner Shelton led the discussion of planning out the deadlines and assigning commissioners to the different goals.

 - 1.1.A.1. Select one new program from the recommendation list: Completion date January 2012; Commissioner Shelton assigned to task.
 - 1.1.A.2. Develop a timeline to complete project: Completion date March 2012; Commissioners Arganbright and Goulart assigned to task.
 - 1.1.A.3. Host an event: Completion date June 2012; All commissioners assigned to task.
 - 1.1.B.1. Research ways to integrate educational aspects into programs: Completion date January 2012; Commissioners Gill and A. Shah assigned to task.
 - 1.1.B.2. Formulate one new project idea that addresses an educational aspect: Completion date March 2012; All commissioners assigned to task
 - 1.1.B.3. Sponsor or Co- Sponsor a project idea: Completion date July 2012; All commissioners assigned to task.
 - 1.1.C.1. Research ideas to develop one new teen summer camp and compile a list: Completion date December 2012; Commissions Shibata and McGuiness assigned to task.
 - 1.1.C.2. Select a new camp and develop a timeline: Completion date January 2012; All commissioners assigned to task
 - 1.1.C.3. Host and lead the summer teen camp: Completion date July 2012: All commissioners assigned to task
 - 2.1.A.1. Re-assign commissioners to each school in the Tracy community to act as a liaison for YAC to market teen programs and events (School announcements, leadership, flyers, etc) Including K-8 schools: Completion date December 2012. Commissioner K. Shah Assigned to task.
 - 2.1.A.2. Develop a marketing timeline to promote each teen program and event: Completion date ongoing; Depends on the event.
 - 2.1.A.3. Monthly reports from commissioners on their assigned schools and how the marketing process is working: Completion date ongoing

2.1.B.1. Create a general survey to be utilized at selected programs and events: Completion date February 2012 Commissioners Mizuno and Shibata assigned to task. Staff will assist with task.

2.1.B.2. Utilize identified places to market all teen programs and events: Completion date December 2012. Commissioner Goulart assigned to task. Staff will assist with task

3.1.A.1. Utilize the list created at the YAC retreat and Commissioner's Dream Projects: Completion date January 2012; Commissioners Shelton and A. Shah assigned to task.

3.1.A.2. Develop a timeline to complete project: Completion date February 2012; whichever commissioners project is chosen will be the project leader.

3.1.A.3. Implement the selected project: Completion date by the 3rd week in April 2012; All commissioners assigned to task.

3.2.B.1. Select park clean ups: Hoyt Dry climate park unless the City asks for another park to be cleaned up. Completion dates October 22, 2011, January 2012, March 2012, and June 2012: All commissioners assigned to task with the help of staff

3.2.B.2. Organize, market and host event: Completion date ongoing. All commissioners assigned to task.

3.2.C.1. Formulate a list of possible campaign ideas, programs and events: Staff Jauregui suggested that the commission develop an activity for the campaign. Commissioner Shelton suggested linking our campaign with the current campaign at the school. The campaign will be universal for all of the schools. Completion date February 2012

3.2.C.2. Select and host a kickoff event: Completion date ongoing throughout April 2012: Commissioner assigned to each school will complete the task.

3.2.C.3. Monitor campaign on a quarterly basis for at least one year: Completion date ongoing.

8. ITEMS FROM STAFF

a. Calendars

Staff Jauregui told the commissioners about the calendars they were given at the start of the meeting. She also explained to the commissioners that they will be created quarterly and will follow the events in the City's Parks and Community Service activity guide.

Staff Jauregui informed the commission about a partnered meeting that will take place in January with the Transportation Advisory Commission about student ridership.

b. YAC Rosters

Staff Jauregui explained the updated roster. Commissioner McGuinness made one other correction to the roster for her email address irisknight1@gmail.com. All commissioners made the correction to their own rosters.

c. Update from Annual Report to City Council – October 18, 2011 @ 7pm

Staff Jauregui explained to the commissioners that the city council meeting went over very well. Some of the compliments from the presentation were that all of the members of YAC were present and that they came together as a team. Since all the members were present, it made a big impact on the city council. They also complimented the presenters, Commission Shelton and A. Shah on a great presentation. Mayor Ives recommended the commission develop a fourth goal to recommend ideas and give input to City Council on teen issues and how to shape the City of Tracy in the future.

9. ITEMS FROM THE COMMISSION:

Adult Commission Huffman emailed staff and recommended that each commissioner share a community project idea at the November meeting. Each commissioner shared their best idea for a community project. During their presentation, each commissioner was asked to address the following;

Explain your activity; how would you implement it, how would you market it, when & where, how would it benefit the community.

Commissioner McGuinness- None

Commissioner Gill- Promote a healthy and active lifestyle for younger kids. Use the older teens to show the youth different activities and that can help them be fit and active.

Commissioner Shibata- A runaway youth diversion program. She would like to form a social network of police and social services to prevent kids from running away. At-risk kids develop an agreement with the social team and if they break it, they are assigned to a community service activity.

Commission Goulart- Go door-to-door and thank the veterans in Tracy for their duty.

Commissioner K. Shah- Host a drive for food, clothing, blankets, toys and anything for those in need (McHenry house or a soup kitchen). This project could be completed at any time. There could be drop-off sites located at the schools and in city hall.

Commissioner Arganbright- Host community talent show. She recommended an entrance fee and proceeds could benefit a local non-profit.

Commissioner Muscat- Would like to have a clothing drive similar to Commission K. Shah's idea.

Commissioner Mizuno- Conduct a college awareness program for freshman and sophomores in high school. Her emphasis is to make them aware that their first two years of high school are important when applying to college. It would also cover topics of financial aid, grades, as well as the SAT and ACT tests.

Commissioner A. Shah- Conduct a month long program with an SAT prep company that would provide the students the opportunity to learn the skills necessary to successfully complete the SAT at little to no cost.

Commissioner Shelton- Develop a staple project that YAC can do every year. She would like to develop a program for young teens over the summer that ends with a big party/debutant ball. To qualify for the party, participants must complete the program. The program would have a minimal fee which would be used to fund the party.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT: Next regular meeting on **DECEMBER 14, 2011**

- a. **Motion to Adjourn:** Goulart
- b. **Second:** Shibata
- c. **Vote:** Approved by majority vote
- d. **Time:** 7:19 p.m.

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
January 11, 2012**

AGENDA ITEM 7.a.

REQUEST

DISCUSS AND APPROVE THE YOUTH ADVISORY COMMISSION'S MARKETING RESPONSIBILITIES WITH THE DINNER AND A MOVIE... JUST FOR TEENS EVENT AT THE GRAND THEATRE

DISCUSSION

In order to increase participation in teen programs hosted by the Parks & Community Services Department and to assist the Youth Advisory Commission in meeting Goal #2.1.A.1., the Youth Advisory Commission is asked to assist staff in marketing the "Dinner and a Movie... Just for Teens" event. The Commissioners responsibility will be to market this event to local high school students via flyers, campus visits and social media. The Parks & Community Services Department will be hosting this night out for teens ages 13-17 years old Friday, February 24 from 6pm to 9pm at the Grand Theatre Center for the Arts.

Staff will create a timeline to assist with marketing the event.

RECOMMENDATION

That the Commission discusses their marketing ideas for the spring event and approve the Youth Advisory Commission's responsibilities.

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Supervisor

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
January 11, 2012**

AGENDA ITEM 8.a.

REQUEST

**DISCUSS THE STATUS OF THE 2011/2012 YOUTH ADVISORY COMMISSION
GOALS AND WORK PLAN**

DISCUSSION

YAC determined their top three priority goals they would like to work on as a Commission over the next 2011/2012 fiscal year. (See Attachment "A") YAC Commissioners were assigned to each priority goal and action step at the November 9 YAC meeting. Each Commissioner will report on the status of their assignments at upcoming, regularly scheduled meeting.

RECOMMENDATION

That the Commission discusses the status of their respective goals and all upcoming goals.

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Supervisor

Attachement "A"

Tracy Parks and Community Services Department



Think Inside the Triangle

YOUTH ADVISORY COMMISSION GOALS - FISCAL YEAR 2011-2012

Item	Goal	Objective	Action Steps	Completion Date	Status (Assignment)
1	INCREASE PARTICIPATION IN TEEN PROGRAMS ----- Increase participation and revenue in teen services	1.1.A. Plan and conduct one healthy choice event	1.1.A.1. Select one new program from the recommendation list	1/12	Shelton
			1.1.A.2. Develop a timeline to complete project	3/12	Goulart/Shibata
			1.1.A.3. Host an event	6/12	YAC
		1.1.B. Provide at least one educational program	1.1.B.1. Research ways to integrate educational aspects into programs	1/12	A. Shah/Gil
			1.1.B.2. Formulate one new project idea that addresses an educational aspect	3/12	
			1.1.B.3. Sponsor or Co- Sponsor a project idea	7/12	YAC
		1.1.C. Plan and implement one new summer teen camp	1.1.C.1. Research ideas to develop one new teen summer camp and compile a list	12/11	McGuinness/Shibata
			1.1.C.2. Select a new camp and develop a timeline	1/12	McGuinness/Shibata/Staff
			1.1.C.3. Host and lead the summer teen camp	7/12	YAC/Staff



Think Inside the Triangle

Tracy Parks and Community Services Department

YOUTH ADVISORY COMMISSION GOALS - FISCAL YEAR 2011-2012

Item	Goal	Objective	Action Steps	Completion Date	Status (Assignment)
2	COMMUNICATION & MARKETING ----- Implement efficient ways to make the commission visible, and to receive and utilize feedback from the youth in the community.	2.1.A. Utilize the Marketing Plan	2.1.A.1. Re-assign commissioners to each school in the Tracy community to act as a liaison for YAC to market teen programs and events (School announcements, leadership, flyers, etc) Including K-8 schools	12/11	Staff/K. Shah
			2.1.A.2. Develop a marketing timeline to promote each teen program and event	ongoing	
			2.1.A.3. Monthly reports from commissioners on their assigned schools and how the marketing process is working	ongoing	
		2.1.B. Ensure a consistent process of : Plan-Monitor- Survey	2.1.B.1. Create a general survey to be utilized at selected programs and events	2/11	Mizuno/Shibata
			2.1.B.2 Utilize identified places to market all teen programs and events	12/11	Goulart



Think Inside the Triangle™

Tracy Parks and Community Services Department

YOUTH ADVISORY COMMISSION GOALS - FISCAL YEAR 2011-2012

Item	Goal	Objective	Action Steps	Completion Date	Status (Assignment)
3	COMMUNITY SERVICE ----- Conduct and encourage community service projects that benefit the community of Tracy	3.1.A. Develop or implement a project	3.1.A.1. Utilize the list created at the YAC retreat and Commissioner's Dream Projects	1/12	Shelton
			3.2.A.2 Develop a timeline to complete project	2/12	lead person's project
			3.3.A.3. Implement the selected project	4/12	YAC
		3.2.B. Host at least three park clean ups	3.2.B.1. Select park clean ups	3/12, 6/12	Staff
			3.2.B.2 Organize and market, and host event	3/12, 6/12	YAC/Staff
		3.2.C. Continue to endorse the Don't Text and Drive campaign	3.2.B.1. Formulate a list of possible campaign ideas, programs and events	2/12	YAC/Staff
			3.2.B.2 Select and host a kick off event	4/12	YAC
			3.2.B.3 Monitor campaign on a quarterly basis for at least on year	ongoing	YAC/Staff