

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, March 14, 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 February 8, 2012
5. Correspondence
6. New Business
 - a. Discuss and select the Youth Advisory Commission's volunteer project for National Volunteer Week, April 15-21, 2012
 - b. Discuss and select two Dream Projects and select date to have them completed
7. Old Business
 - a. Discuss the status of the 2011/2012 Youth Advisory Commission Goals and Work Plan
 - b. Discuss the status of YAC's participation in the "Don't Text and Drive" campaign and assign commissioners to promote the campaign at their respective high school
8. Items from Staff
 - a. Review events calendar
 - b. Spring break calendars
 - c. Follow up on Annual Retreat
 - d. Review website
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on April 11, 2012

POSTED: March 8, 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 Youth Advisory 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.

February 8, 2012

1. **CALL TO ORDER:** The meeting was called to order by Chair Shelton at 6:03 p.m.

2. **ROLL CALL:**
 - a. **Present:** Arganbright, Gill, Goulart, Hong, McGuiness, Mizuno, Muscat, Shah A., Shah K., Shelton
 - b. **Absent:** Shibata
 - c. **Adult Commissioners Present:** Shelton, Huffman
 - d. **Staff Present:** 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 November 9, 2011**
 - a. **Motion to Approve:** Gill
 - b. **Second:** Goulart
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote.

5. **CORRESPONDENCE:**

Commissioner Shelton handed out the research she compiled of what other cities are doing for youth and teen activities. Staff Johnston told the commission to overlook the list of activities. If a commissioner wants to use one of the ideas to form the activity in Tracy they need to contact Staff Johnston with their concept for the activity.

6. **NEW BUSINESS:**
 - a. **Select and approve summer teen camp program and develop timeline**

Staff Johnston read a list of proposed summer camps for youth and teens in the community developed by the staff. After going over each camp the commission discussed the camp ideas. The commission decided the "College Prep" camp idea would not be used as a camp but as a workshop. The commission also had an in-depth discussion of the "Talent Camp" and the "Play 24/7" fitness camp. The other camps were lightly discussed. Staff Johnston informed the commission that the City of Tracy would be conducting two camps on the list already because they have been successful in past years. She also encouraged the commission to help out during those camps if they were interested. The commission voted on the proposed camps to decide which two they would like to endorse. They choose the "Talent Camp" and the "Play 24/7". Two sub committees were formed to make a timeline for the camps. The "Talent Camp" subcommittee consists of commissioners Arganbright, Gill, Hong, and Shelton. The "Play 24/7" subcommittee consists of commissioners Goulart, K. Shah, A. Shah, and Shelton. Both subcommittees will meet Monday February 13, 2012 at 4:30pm at the Park and Community Service desk in City Hall.

 - b. **Discuss and approve utilizing the City of Tracy website to market YAC activities and upcoming activities and events**

Staff Johnston suggested that the commission use the already existing City of Tracy YAC page as a marketing tool. The commission voted to send Staff Johnston a short biography of two to three sentences and picture of themselves for the website by the next YAC meeting.

 - Motion to Approve:** Gill
 - Second:** McGuiness
 - Abstain:** None
 - Vote:** Approved by majority vote

 - c. **Discuss and approve ideas, programs and events for the Don't Text & Drive Campaign and appoint commissioners to subcommittee**

Staff Johnston asked that the commission form a subcommittee that will start to work with the school's in getting the approval of the City of Tracy's YouTube PSA about texting and driving. Commission Huffman volunteered to take the link to the Tracy Unified School District for approval. The commissioners were asked to speak to their activity directors for the schools they are assigned to and to find out if there is anything else they need to do to get approval to show the PSA at that school. Staff Johnston also mention the campaign that All State is doing for the "Don't text and Drive" movement. They have a poster you can get and have everyone put their thumb print on it pledging not to text and drive and after they make their pledge they would receive a "thumbie".

d. Discuss the purpose of the YAC annual retreat to be held March 5 and assign two commissioners to a subcommittee to plan the retreat

Staff Johnston informed the commission that the retreat has moved from February 27th, 2012 to March 5th, 2012. Staff Johnston asked for the commission to form a subcommittee to plan retreat. The retreat will be an afternoon long event lasting from 2pm-5pm. The subcommittee needs to plan the theme, icebreakers, activities, and an agenda for the afternoon. Two commissioners were needed for the subcommittee. Commissioners Shelton and Hong as well as Adult Commissioner Shelton formed the subcommittee. The subcommittee will meet Wednesday February 29th, 2012 at 4:30pm. The purpose of the retreat is to start to plan for the next year.

e. Discuss the Youth Advisory Commission's commitment to host a volunteer project during National Volunteer Week, April 15-21, 2012

Staff Johnson requested that the commission approve their commitment to hosting an event during this time period. Nation Volunteer week is a Sunday thru a Saturday. The commission does not have to host an event that will last all week; they just need to host an event during that week.

Motion to Approve: Goulart
Second: Gill
Abstain: None
Vote: Approved by majority vote

7. 7. Old Business

a. Discuss the status of the 2011/2012 Youth Advisory Commission Goals and Work Plan

Staff Johnston led the commission thru the 2011/2012 Youth Advisory Commission Goals and Work Plan to discuss the status of where the commission is in completing them.

2.B.1. Survey questions

Have you been to a YAC sponsored event before?
What parts of the event did you like?
What could we improve on to make the event more enjoyable?
Would you be interested in attending another event in the future?
What types of events would you be interested in attending in the future?
Which commissioner if any encouraged you to take this survey?

Adult Commissioner Huffman also suggested maybe having a drawing as an incentive for people to complete the survey. He also suggested the last question as an incentive for the commission to go out and get teens and youth to complete the survey.

2.B.2. Marketing Places

Commissioner Goulart compiled a list of places and ways to market to youth in the city. His ideas are to promote through West Valley Mall, Facebook, schools, face to face and city events. Staff Johnston also suggested promoting at the Sutter Tracy Health Fair in May and at the Farmers Market. Staff Johnston also thought that the commission might be able to hold communities drive at the Farmers Markets during

the National volunteer week.

Action Step	Update	Commissioners
1.A.1.	In progress- Play 24/7 Camp/ Healthy Choices Camp	Shelton
1.A.2.	In progress	Subcommittee
1.A.3.	June 2012	YAC
1.B.1.	In progress- College Prep Workshop and Other ideas	A Shah., Gill
1.B.2.	Next Meeting	
1.B.3.	Next Meeting	YAC
1.C.1.	Complete	McGuiness, Shibata
1.C.2.	In Progress	Subcommittees
1.C.3.	July 2012	YAC/ Staff
2.A.1.	Complete	K. Shah
2.A.2.	Next Meeting	
2.A.3.	Next Meeting	
2.B.1.	Complete- Made Survey- Put survey on YAC website	
2.B.2.	Complete- Compiled list	Goulart
3.A.1.	In progress	Subcommittee for YAC Retreat
3.A.2.	In progress	Subcommittee for YAC Retreat
3.A.3.		YAC
3.B.1.	March Date decided at Retreat	YAC and Staff

8. Items from Staff

a. Review events calendar

The YAC retreat was moved from February 27th, 2012 to March 5, 2012.

b. Dinner and a Movie... Just for Teens update

Staff Johnston informed the commission that the event was cancelled for now. There was not enough time to development the marketing material and no one was registered yet.

c. Spring break calendars

The April YAC meeting is during spring break. The commission needs to contact Staff Johnston if they cannot attend. If there are not enough commissioners who cannot attend the meeting the commission can hold a "Special Meeting" the week before or the week after.

d. Letters of recommendation

Staff Johnston informed the commissioners that if they need letters of recommendations they need to let her of Staff Jauregui know at least two weeks prior to when the letter is needed. The letters of recommendation will also only cover commissioners' involvement in YAC and YAC sponsored activities.

9. Items from the Commission

Commissioners Mizuno, Shelton and K. Shah are excited about the summer camps and all the possibilities the commission is coming up with this year.

Commissioner Gill would like the commission to participate in helping promote the Ping Pong Tournament for the Tracy Unified School district. It would be a YAC and Tracy unified School District Sponsored event. Only two commissioners are needed to help out with this event. The two chosen commissioners will help determine the date the event will take place along with the School district.

Commissioner A. Shah mentioned the "Teens for Jeans" drive that Kimball High School is participating in to try to get more people to get involved and donate.

Commissioner Huffman offered a flier for the "Tracy's Got Talent" show put on by the Tracy Educational Foundation. He also found a place that will sponsor a project so he encouraged the commissioners to

submit their ideas.

10. Items from the Audience

None.

11. Adjournment to next Regular Meeting on March 14, 2012

a. Motion to Adjourn: Goulart

b. Second: Gill

c. Vote: Approved by majority vote

d. Time: 7:15 p.m.

DRAFT

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 14, 2012**

AGENDA ITEM 6.a.

REQUEST

**DISCUSS AND SELECT THE YOUTH ADVISORY COMMISSION'S VOLUNTEER
PROJECT FOR NATIONAL VOLUNTEER WEEK, APRIL 15-21, 2012**

DISCUSSION

In support of the Youth Advisory Commission Goal #3.A.1-3.A.3, staff is recommending that the Youth Advisory Commission host a volunteer project during National Volunteer Week, April 15-21, 2012. YAC currently has a list of potential projects created at last year's YAC Retreat and from their Dream Projects to select from. Other project ideas may include collecting donations for local charities, community beautification, and park clean ups.

The YAC Chair will need to appoint a subcommittee to work with staff and schedule the subcommittee's first meeting with staff to plan the event.

RECOMMENDATION

That the Commission discusses and select a volunteer project for National Volunteer Week and designate a subcommittee to plan the event with staff.

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Supervisor

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 14, 2012**

AGENDA ITEM 6.b.

REQUEST

**DISCUSS AND SELECT TWO DREAM PROJECTS, ASSIGN A SUBCOMMITTEE AND
SELECT DATE TO HAVE THEM COMPLETED**

DISCUSSION

To meet Goal #3.A.3 "Community Service: Develop or implement a project: Implement the selected project" of the Youth Advisory Goals for the 2011/2012 fiscal year, it is recommended that the commission select two of the Dream Projects created by commissioners to be completed by June 30, 2012. A subcommittee consisting of at least 3 commissioners but no more than 4, led by the selected Dream Project's commissioner, will organize the project with staff.

RECOMMENDATION

That the Commission discuss and select two of the Dream Projects, select a date to have them completed and assign a subcommittee consisting to plan and organize the projects.

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Supervisor

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 14, 2012**

AGENDA ITEM 7.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

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 14, 2012**

AGENDA ITEM 7.b.

REQUEST

DISCUSS THE STATUS OF THE YOUTH ADVISORY COMMISSION'S PARTICIPATION IN THE "DON'T TEXT AND DRIVE" CAMPAIGN AND ASSIGN COMMISSIONERS TO PROMOTE THE CAMPAIGN AT THEIR RESPECTIVE HIGH SCHOOLS

DISCUSSION

A "Don't Text & Drive" subcommittee met on Friday, February 24 to discuss YAC's role in promoting the campaign at the Commissioners' respective schools. Barring approval from the school districts, YAC will air a 30-second You Tube video in junior and senior English classes. YAC's goal is to have at least 1,000 hits by the end of the campaign. Tables will be set up at each high school during Safe Driving weeks promoting the campaign with flyers and banners, asking all students to make a pledge with their thumb prints on the banner. Students will be able to win prizes for taking the pledge and can walk away with giveaways including thumblets, coupons to various "teen-friendly" businesses and other giveaways.

Posters depicting the "Don't Text & Drive" logos will be displayed at all campuses promoting the upcoming campus visits. YAC members will distribute the posters on campus upon approval and will invite school leadership clubs to help promote. YAC commissioners will be responsible for setting up their tables, banners and prizes at each school.

RECOMMENDATION

That staff update the Commission on the status of the subcommittee meeting and establish a promotion task list for each Commissioner at their respective high school.

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.A. Plan and conduct one healthy choice event	1.A.1. Select one new program from the recommendation list	1/12	Shelton
			1.A.2. Develop a timeline to complete project	3/12	Goulart/Shibata
			1.A.3. Host an event	6/12	YAC
		1.B. Provide at least one educational program	1.B.1. Research ways to integrate educational aspects into programs	1/12	A. Shah/Gil
			1.B.2. Formulate one new project idea that addresses an educational aspect	3/12	
			1.B.3. Sponsor or Co- Sponsor a project idea	7/12	YAC
		1.C. Plan and implement one new summer teen camp	1.C.1. Research ideas to develop one new teen summer camp and compile a list	12/11	McGuinness/Shibata
			1.C.2. Select a new camp and develop a timeline	1/12	McGuinness/Shibata/Staff
			1.C.3. Host and lead the summer teen camp	7/12	YAC/Staff

These goals have been updated as of 2/3/2012



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.A. Utilize the Marketing Plan	2.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 COMPLETE each commissioner is assigned
			2.A.2. Develop a marketing timeline to promote each teen program and event	ongoing	
			2.A.3. Monthly reports from commissioners on their assigned schools and how the marketing process is working	ongoing	
		2.B. Ensure a consistent process of : Plan-Monitor- Survey	2.B.1. Create a general survey to be utilized at selected programs and events	2/11	Mizuno/Shibata
			2.B.2 Utilize identified places to market all teen programs and events	12/11	Goulart

These goals have been updated as of 2/3/2012



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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.A. Develop or implement a project	3.A.1. Utilize the list created at the YAC retreat and Commissioner's Dream Projects	1/12	Shelton
			3.A.2 Develop a timeline to complete project	2/12	lead person's project
			3.A.3. Implement the selected project	4/12	YAC
		3.B. Host at least three park clean ups	3.B.1. Select park clean ups	3/12, 6/12	Staff
			3.B.2 Organize and market, and host event	3/12, 6/12	YAC/Staff
		3.C. Continue to endorse the Don't Text and Drive campaign	3.C.1. Formulate a list of possible campaign ideas, programs and events	2/12	YAC/Staff
			3.C.2 Select and host a kick off event	4/12	YAC
			3.C.3 Monitor campaign on a quarterly basis for at least on year	ongoing	YAC/Staff

These goals have been updated as of 2/3/2012