

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, April 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 March 14, 2012
5. Correspondence
6. New Business
 - a. Appoint a subcommittee to begin drafting the 2011/2012 YAC Annual Report that will be presented to the Parks and Community Services Commission and the Tracy City Council.
7. Old Business
 - a. Discuss the Youth Advisory Commission's volunteer project for National Volunteer Week, April 15-21, 2012
 - 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
 - c. Discuss the status of the 2011/2012 Youth Advisory Commission Goals and Work Plan
8. Items from Staff
 - a. Review events calendar
 - b. Website update
 - c. Cool California Challenge
 - d. YAC Shirts
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on May 9, 2012

POSTED: April 5, 2012

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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.

March 14, 2012

1. **CALL TO ORDER:** The meeting was called to order by Chair Shelton at 6:08 p.m.
2. **ROLL CALL:**
 - a. **Present:** Gill, Hong, Muscat, McGuinness, Mizuno, Shah A., Shah K., Shelton, Shibata
 - b. **Absent:** Arganbright, Goulart
 - c. **Adult Commissioners Present:** Shelton
 - d. **Staff Present:** Laura Johnston, Recreation Coordinator
 - e. **Recorded by:** Beatrice Amezquita, Recreation Leader III
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF MINUTES FROM REGULAR MEETING ON February 8, 2012**
 - a. **Motion to Approve:** Gill
 - b. **Second:** McGuinness
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote.
5. **CORRESPONDENCE:** None
6. **NEW BUSINESS:**
 - a. **Discuss and select the Youth Advisory Commission's volunteer project for National Volunteer Week, April 15-21, 2012**

Staff Johnston asked the commission to propose and select a volunteer project that would be done April 15-21. Commissioner Shelton proposed to assist the Tracy High School KEBO club. Commissioner Gill proposed to visit the various Boys and Girls Club locations. Commissioner Shelton also proposed that YAC support her "No Worries Now" charity. Staff Johnston stated that Commissioner K. Shah's dream project, to hold a food drive and donate to a foundation in need, was a possibility as well. Commissioners had a majority vote to support the Tracy High School KEBO club. Commissioners Shelton and Gill and Adult Commissioner Shelton formed the subcommittee. The subcommittee will meet Wednesday March 21st, 2012 at 4:30pm in City Hall.
 - b. **Discuss and select two Dream Projects and select date to have them completed.**

The goal to complete a Dream Project was set for April but can be completed as late as June 30th, 2012. Staff Johnston read the Dream Projects and had the respective Commissioner speak for 1 minute about their project. Commissioners voted for 2 of the Dream Projects. Commissioner McGuinness's coordination with the Military Moms of Tracy and Commissioner Hong's accelerated reader and incentive program were chosen by majority vote. The subcommittee for Military Moms consists of Commissioner Gill, McGuinness, and Commissioner Shelton will sit in. They will meet on March 28th at 4:30pm. The subcommittee for the Book Club will consist of Commissioner K. Shah, A. Shah, and Hong.
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.
 - 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**

Staff Johnston, Commissioner Shelton, Commissioner Hong and Adult Commissioner Shelton met. There is a Public Service Announcement on YouTube and our goal is to have at least 1,000 views by the end of the "Don't Text and Drive" campaign. Staff Johnston is hoping that with the new Facebook page up, the word will spread further. It is also planned to have the video played in all English classes and have a

pledge poster where students will pledge with their thumbs prints and be rewarded with prizes such as Slurpee's and iTunes's gift cards. It will be held one day at each of the high schools lunch period where a possible lunch truck would be available to encourage students to stay on campus and get information on "Don't Text and Drive".

8. Items from Staff

a. Review events calendar

New calendars were handed out. Recruitment of new YAC members begins in April and Commissioners were asked to help spread the word to their fellow students. April 30th is the last day that applications for YAC can be turned in and interviews will be held the second week of May.

b. Spring break calendars

The April YAC meeting is during spring break. The commission needs to contact Staff Johnston if they cannot attend.

c. Follow up on Annual Retreat

The Commissioners that did attend Annual Retreat shared their experience with the staff as well as their fellow Commissioners. They discussed that they started to script a small commercial, which would be played on our local channel 26, to promote YAC. They also reviewed the goals for the current year as well as next year's. Staff Johnston shared that it was a good event with lots of ideas and great bonding.

d. Review website

Staff Johnston informed the commissioners that their bios, photo and photo release form all need to be turned in.

9. Items from the Commission

Commissioners Gill, K Shah, and A Shah all had a lot of fun at the retreat and are excited about all that was completed.

Commission Mizuno liked Commissioner Hong's Book Club idea and feels it is a very important topic to teach and encourage to young children.

Commission Gill feels that YAC is starting to make a difference and that the next couple of months will be difficult but that they need to work together.

Commissioner Shibata- no report.

Commissioner McGuiness was sorry she didn't make the retreat and was excited for the work that was done.

Commissioner Muscat- no report.

Commissioner Hong, K Shah and Shelton were excited to be moving forward into the action stage and out of the planning stage.

Adult Commissioner Shelton was proud of the Commissioners and was very happy for the work that Staff Johnston has been doing.

10. Items from the Audience

None.

11. Adjournment to next Regular Meeting on April 11th, 2012

a. Motion to Adjourn: Shibata

b. Second: A. Shah

c. Vote: Approved by majority vote

d. Time: 7:05 p.m.

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

AGENDA ITEM 6.a.

REQUEST

APPOINT A SUBCOMMITTEE TO BEGIN DRAFTING THE 2011/2012 YAC ANNUAL REPORT THAT WILL BE PRESENTED TO THE PARKS AND COMMUNITY SERVICES COMMISSION AND THE TRACY CITY COUNCIL.

DISCUSSION

With the end of the fiscal year approaching, it is necessary to report to the City Council the accomplishments, goals and any information pertinent regarding YAC. A year-end report is appropriate and should include an update and status on the following: YAC goals and accomplishments for last year's period covering July 1, 2011 to June 30, 2012 and proposed goals for 2012/2013 fiscal year.

A subcommittee will need to be formed to begin drafting YAC's 2011/2012 Annual Report and schedule their first meeting by the end of April 2012.

RECOMMENDATION

That the Commission appoint a subcommittee and begin drafting YAC's Annual Report that will be presented to the Parks and Community Services Commission and the City Council.

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Manager

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

AGENDA ITEM 7.a.

REQUEST

**DISCUSS THE STATUS OF 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 recommended that the Youth Advisory Commission host a volunteer project during National Volunteer Week, April 15-21, 2012.

YAC Commissioners voted to support the Tracy High Schools KEBO club in raising funds for a young cancer victim at Bohn Elementary School. Commissioners Shelton and Gill and Adult Commissioner Shelton formed the subcommittee.

RECOMMENDATION

Discuss the status of the support of the Tracy High School KEBO club in raising funds to support the young cancer victim at Bohn Elementary School during National Volunteer Week.

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Manager

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
April 11, 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 Commissioners discuss the status of their respective school's participation in the upcoming "Don't Text & Drive Campaign".

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Manager

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

AGENDA ITEM 7.c.

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, 2011 YAC meeting. Each Commissioner will report on the status of their assignments at upcoming, regularly scheduled meetings.

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 Manager



Attachement "A"

Tracy Parks and Community Services Department

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	"Play 24/7" camp will be held at Eagal Lakes, June 19-21- COMPLETE
			1.A.2. Develop a timeline to complete project	3/12	Staff created timeline- COMPLETE
			1.A.3. Host an event	6/12	YAC/Teen Staff/Eagal Lakes Staff
		1.B. Provide at least one educational program	1.B.1. Research ways to integrate educational aspects into programs	1/12	A. Shah/Gil recommended SAT prep course offered through MCYSN in the early fall and will be promoted on campuses in August-September, Staff will work with commissioners in June to create the fall program- Idea COMPLETE
			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	SAT Preparation workshop in early fall
		1.C. Plan and implement one new summer teen -----	1.C.1. Research ideas to develop one new teen summer camp and compile a list	12/11	Fitness camp and arts-educational camp programmed for summer 2012. Timeline- COMPLETE
1.C.2. Select a new camp and develop a timeline	1/12				



Tracy Parks and Community Services Department

YOUTH ADVISORY COMMISSION GOALS - FISCAL YEAR 2011-2012

Item	Goal	Objective	Action Steps	Completion Date	Status (Assignment)
		camp	1.C.3. Host and lead the summer teen camp	7/12	YAC/Staff will host camps in July



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.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	Commissioners assigned to schools- COMPLETE (see attachment A.1)
			2.A.2. Develop a marketing timeline to promote each teen program and event	ongoing	ongoing with each event
			2.A.3. Monthly reports from commissioners on their assigned schools and how the marketing process is working	ongoing	ongoing at each meeting
		2.1.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	Survey created and posted on Survey Monkey- COMPLETE
			2.B.2 Utilize identified places to market all teen programs and events	12/11	List created for future reference- COMPLETE (see attachment A.2)



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	Dream Projects were shared at March meeting and were voted- COMPLETE
			3.A.2 Develop a timeline to complete project	2/12	YAC selected a volunteer project to assist Tracy High School KEBO club with fundraiser during National Volunteer Week- COMPLETE
			3.A.3. Implement the selected project	4/12	In progress- event scheduled during April 15-21
		3.B. Host at least three park clean ups	3.B.1. Select park clean ups	3/12, 6/12	COMPLETE 10/11 Additional park clean up scheduled for 6/12
			3.B.2 Organize and market, and host event	3/12, 6/12	In Progress- YAC/Staff will recruit additional volunteers at their high school for community service hours
		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	A subcommittee met to discuss the event, event will include giveaways and pledges from students, each commissioner was assigned to reach out at their schools- COMPLETE



Tracy Parks and Community Services Department

YOUTH ADVISORY COMMISSION GOALS - FISCAL YEAR 2011-2012

Item	Goal	Objective	Action Steps	Completion Date	Status (Assignment)
		campaign	3.C.2 Select and host a kick off event	4/12	in progress- event scheduled in April at YAC
			3.C.3 Monitor campaign on a quarterly basis for at least on year	ongoing	Ongoing- YAC/Staff discuss campaign progress at each meeting