

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, September 10, 2014, 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 August 13, 2014
5. Correspondence
6. Old Business
 - a. Subcommittee discuss the status of the upcoming YAC annual retreat and choose a date to hold the retreat
 - b. Subcommittee discuss the status of the 2014 Make a Difference Day project and assign Commissioners to tasks
 - c. Subcommittee discuss the status of the 2014/2015 YAC Annual Report and seek input from the Commission
7. New Business: None
8. Items from Staff
 - a. Introductions of new Commissioners
 - b. Arrange meetings with city staff and school activities coordinators
 - c. Review 2014-2015 calendar
 - I. Health Fair – September 27, 9am-1pm
 - d. Review bylaws and Parliament Procedures
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on October 8, 2014

POSTED: September 4, 2014

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.

**YOUTH ADVISORY COMMISSION
REGULAR MEETING MINUTES
August 13, 2014**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner B. Hall at 6:02 p.m.
2. **ROLL CALL:**
 - a. **Present:** Cho, Yang, Gonzaleaz, B. Hall, Oliveri, Elmore
 - b. **Absent:** None
 - c. **Tardy:** None
 - d. **Adult Commissioners Present:** Huffman
 - e. **Staff Present:** Jolene Jauregui, Recreation Coordinator II
 - f. **Recorded by:** Justin Geibig, Recreation Leader III
3. **ITEMS FROM THE AUDIENCE**

Dr. Franco introduced himself and his role at TUSD to help the Youth Advisory Commission.
4. **APPROVAL OF MINUTES FROM REGULAR MEETING ON June 11, 2014**
 - a. **Motion to Approve:** Elmore
 - b. **Second:** Oliveri
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote
5. **CORRESPONDENCE: None**
6. **Election of Chair and Vice-Chair**

By a majority of the vote from the Youth Advisory Commissioners, Commissioner Elmore was elected Chair and Commissioner Cho elected Vice-Chair.
7. **New Business:**
 - a. **Discuss the purpose of the YAC Annual Retreat to be held in September and assign two Commissioners to be on the subcommittee to plan the retreat**

Commissioners Hall and Oliveri volunteered to lead the subcommittee to plan for the Annual Retreat that will take place in October. Staff Geibig and Commissioners Hall and Oliveri agreed to meet on Wednesday, August 20th at 4:30pm at City Hall, to discuss the agenda and plan activities for the Annual Retreat. Staff Jauregui reminded Commissioners to email Staff or the Commission with suggestions.
 - b. **Discuss and approve the Youth Advisory Commission's participation in a Make a Difference Day project on October 25, 2014 and select a project that benefits the Tracy community**

Commissioners Elmore and Cho volunteered to lead the subcommittee for planning a Make a Difference Day project. Staff Geibig and Commissioners Cho and Elmore agreed to meet on Thursday, August 21 at 4:30 at City Hall, to discuss potential Make a Difference Day projects. Staff Jauregui mentioned that the Commission can partner with other organizations such as churches or service clubs and to check the HandsOn Network for resources. Commissioner Cho mentioned she has ideas to contribute from last year. Commissioner Cho motioned to approve the Youth Advisory Commission to participate in a Make a Difference Day and Commissioner Oliveri seconded that motion.
 - c. **Appoint a subcommittee to begin drafting the 2014/2015 YAC annual report that will be presented to the Parks and Community Services Commission and the Tracy City Council**

Commissioners Elmore and Yang volunteered to lead the subcommittee to begin drafting the Youth Advisory's 2014-15 Annual Report to present to Parks and Community Services Commission and City Council. Staff Geibig will schedule a meeting with the subcommittee and contact them via email. Staff Jauregui mentioned that at the last Park and Community Services Commission meeting they had discussed a big park clean-up event, and if the Commission would be interested in partnering with the school district to host a ping pong tournament. Dr. Franco mentioned that chess is a new trend forming around schools and maybe the Commission would be interested.

8. ITEMS FROM STAFF

Staff Geibig gave an update of the four new Youth Advisory Commissioners that will be appointed by City Council on September 2. The new Commissioners first Youth Advisory Commission meeting will be on September 10. Staff Geibig introduced 2 new Commissioners, Pallavi Adapa and Param Garewal, who attended as members of the audience. Staff Jauregui asks the Commissioners to get information from their school's activities coordinator so Staff Geibig can communicate with them for upcoming events. Adult Commissioner Huffman mentions he will work on building that connection with the Tracy Unified School District office. Staff Geibig gave each of the Commissioners a copy of the bylaws to review.

- a. **ITEMS FROM THE COMMISSION:** Commissioner Elmore asked if the Commission will run the Rock-A-Palooza again. Staff Jauregui mentioned that is something the Commission can look at and plan for the near future. Adult Commissioner Huffman welcomed the new Commissioners and is excited for the next Youth Advisory Commission meeting. Dr. Franco mentioned he is excited to work with the Commission and volunteers, and to help the Commission as much as possible with events, goals, and activities.

9. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT: Next meeting on ***September 10, 2014 at 6:00pm***

- a. **Motion to Adjourn:** Oliveri
- b. **Second:** Cho
- c. **Vote:** Approved by majority vote
- d. **Time:** 6:43pm

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
September 10, 2014**

AGENDA ITEM 6.a.

REQUEST

**SUBCOMMITTEE DISCUSS THE STATUS OF THE UPCOMING YAC ANNUAL
RETREAT AND CHOOSE A DATE TO HOLD THE RETREAT**

DISCUSSION

As discussed at the August 13 meeting, each year the Youth Advisory Commission presents their goals and objectives to both the Parks Commission and the City Council for the upcoming fiscal year. These presentations are scheduled to take place in November and December. The purpose of the retreat is to measure the Youth Advisory Commission's progress, prepare and plan for upcoming events and activities, and provide team building and leadership opportunities between the Commissioners.

A subcommittee consisting of Commissioners Hall and Oliveri met with staff on August 20, 2014, to create the agenda and plan activities for the Annual Retreat. The subcommittee will provide an update on the following items:

- September 27, 10am-1pm, Transit Station
- Timeline
- Ice breakers
- Brainstorm goal ideas
- Assign objective assignments
- Supplies needed, etc.

RECOMMENDATION

That the subcommittee discusses the status of the upcoming YAC Annual Retreat and choose a date to hold the retreat.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
September 10, 2014**

AGENDA ITEM 6.b.

REQUEST

**SUBCOMMITTEE DISCUSS THE STATUS OF THE 2014 MAKE A DIFFERENCE DAY
PROJECT AND ASSIGN COMMISSIONERS TO TASKS**

DISCUSSION

At the Youth Advisory Commission meeting held August 13, 2014, Commissioners voted to approve YAC's participation in the upcoming Make A Difference Day, the largest national day of community service. Make A Difference Day is a celebration of neighbors helping neighbors. This year, National Make A Difference Day will be held on October 25, 2014.

A subcommittee consisting of Commissioners Cho and Elmore, and Pallavi Adapa as a volunteer met with staff on August 18, 2014 to select a project for the event. The subcommittee will provide an update to the Commission with the project ideas below and possible tasks to implement to the project.

- Pay it Forward
- Toy/Book Drive
- Coat Drive
- Costume Drive
- Park Clean-Up

RECOMMENDATION

That the subcommittee discusses the status of the 2014 Make a Difference Day project and assign Commissioners to tasks.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
September 10, 2014**

AGENDA ITEM 6.c.

REQUEST

**SUBCOMMITTEE DISCUSS THE STATUS OF THE 2014/2015 YAC ANNUAL
REPORT AND SEEK INPUT FROM THE COMMISSION**

DISCUSSION

With the end of the 2014 fiscal year, 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, 2013 to June 30, 2014 and proposed goals for the 2015 calendar year.

A subcommittee consisting of Commissioners Yang and Elmore met with staff on August 26, 2014 and updated the YAC PowerPoint with the 2014 accomplishments and goals. The subcommittee will provide the Commission an update on the next steps regarding the presentations.

RECOMMENDATION

That the subcommittee discusses the status of the 2014-2015 YAC Annual Report and seek input from the Commission.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II