

MINUTES

REGULAR YOUTH COMMISSION MEETING
TOWN COUNCIL CHAMBERS
110 E. MAIN ST.
MINUTES OF OCTOBER 11, 2005

MEETING CALLED TO ORDER:

Capt. David Gravel called the meeting to order at 7:05 p.m.

ROLL CALL:

Commissioners Present: Reeta Banerjee, Hallie Barnes, Jonathan Berthet, Olivia Colliver, Peter Hadar, Zach Hershberger, Jordan Kahler, Liz Mellema, Nicky Robinson, Ellen Rockdale, Stanford Stickney, Bronwyn Stone, Jan Van Bruggen, Ashley Yuki, Amy Zhang

Alternates Present: Rachel Carson, Kelsey Hall, Susan Kahng, Jason Louie, Lindsay Trone

Staff: Pamela Jacobs, Asst. Town Manager
Captain Dave Gravel
Mike Loya, LGS Rec. Dept./A Place for Teens
Irene Shrier, Exec. Asst./Recording Secretary
Jackie Rose, Deputy Clerk

OATH OF OFFICE

Deputy Clerk Jackie Rose administered the oath of office to the 5 new commissioners and 5 new alternates.

ACTION ITEM

Nominations were taken for the Chair and Vice Chair. Each commissioner nominated had a chance to explain why they were a good candidate. A vote was taken by secret ballot and the Commission elected Reeta Banerjee, Chair, and Jordan Kahler, Vice Chair, for the 2006-2007 year. Our newly elected Chair, Reeta, presided over the remainder of the meeting.

APPROVAL OF MINUTES

The minutes of the September meeting were amended and Katie Saunders was removed from "Alternates Absent". Liz Mellema made a motion, seconded by Jordan Kahler, to approve the minutes of the May 9, 2006 meeting. **(Passed 15-0)**

VERBAL COMMUNICATION

Ray Davis spoke and commended the students on their election of officers. He offered a brief history of his background in public affairs. He explained that he was there to help the commissioners grow through the learning process and encouraged them to do their best in the world of adult politics.

ITEMS OF DISCUSSION

Commission Policies and Procedures

Assistant Town Manager Pamela Jacobs explained and highlighted information on policies and procedures of a Town commission, as well as roles and responsibilities. She explained the role of the youth commission, as defined by the Town Council, as being an advisory role to the Council on issues affecting the youth of Los Gatos. Some of the ways this can be done is by research, analysis, committees, discussion information and making recommendations. Revisions to the Commissioner's Handbook will be done in January 2007. All town commissions need to adhere to the policies and procedures that are spelled out in the handbook.

Ms. Jacobs explained the purpose of the Brown Act and the rules of meeting associated with this act. She cautioned that only those items on the agenda may be discussed at the meeting. At no time, can 8 or more commissioners or alternates discuss youth commission business unless it is at a public meeting. This includes emails, phone conversations, etc. Subcommittees can work on youth commission business if there are not more than 7 commissioners/alternates present. Commission agendas need to be publicly posted 72 hours in advance of the meetings. Special meetings require a 24 hour notice. If you have questions on any of the policies and procedures, please be sure to ask a staff member.

The commission was encouraged to read the section on gifts, gratuities and rewards and the rules governing these.

Commission Effectiveness

Some best practices will be added to the handbook under this section. It is important to clearly understand your role to the Town Council who make policy decisions. Your input is always taken into consideration. Your contribution to issues that affect youth is encouraged rather than becoming event focused. There are guidelines for being an effective commissioner in the handbook. Some of these include treating everyone with respect and dignity, seeking advice from staff as needed and encouraging participation. Remember that you are a role model and you represent the town.

Ray Davis related that this is a good opportunity to grow as a public-minded individual especially in the arena of public speaking. He commended the group on their ability to do so.

The rules of attendance state that a commissioner who is absent 4 times in a 12 month period shall be released from their duties as a commissioner/alternate. Commissioners/alternates need to contact the Chair or Irene Shrier at 354-6840 if they are unable to attend a meeting.

General Discussion of Work Plan Development and Specific Activities

Screen on the Green

Mike Loya presented the idea of selling snacks and drinks for the Screen on the Green event on Friday, September 29 from 6-10 p.m. at Oak Meadow Park. He would need 5 or 6 volunteers to help with this. A motion by Olivia Colliver, seconded by Amy Zhang, to provide snacks and drinks for this event with profits going to the Los Gatos Youth Commission was made. The motion passed **(15-0)**. Potential volunteers were Jordan Kahler, Zack Hershberger, Jan Van Bruggen, Lindsay Trone and Susan Kahng.

2006 Council/Youth Commission Matrix

Captain Gravel stated that this matrix was the outcome of the yearly retreat with the Town Council and the Youth Commission representatives. The last item on the matrix addressed the role of the Youth Commission as an advisory role versus planning events.

Work Plan

Website – The commission agreed that the website needed to be updated. Liz Mellema agreed to be the webmaster and Nicky Robinson offered his help.

Skate Park – There were pros and cons about whether to keep this item on the work plan. Some saw the skate park as vital to the teens in the community but others thought that not all teens would use the park.

Movie Night – It was suggested that movie night, even with limited attendance, was a success in that more teen movies are being shown. It was suggested that we take an advisory role and possibly coordinate with other teen organization who might want to sponsor a movie night.

Additional Youth Activities - It was suggested that we put the movie night and publicity under this category. It was again stated that we need to take an advisory role instead of planning events.

Youth Forums – It was suggested that we have one youth issue that we deal with at each meeting (or once every 3 months) and publicize it well and invite the teen community to attend and give their input. The commission was very pleased with our “speak out” forum last year.

Publicity – The commission would like to wear their Youth Commission t-shirts the day of every meeting as a means of publicity. Mike Loya will order more shirts for those who don't have them.

Healthy Youth – This is an important issue to teens. They felt that they have become more educated on the food service organizations at the local school because of last year's efforts. Perhaps this could be an item of discussion for a youth forum.

Forum/Advisory Group – The commission thought visits to other youth commissions were very enlightening and helpful.

Youth and Police Sub-Committee – The commission really liked the Police Department presentation at the orientation. They would like to leave event planning in this area up the Police Department but they will offer their input on ways for cops and kids to bond. Remove from the work plan.

Mini Grants – It was suggested that our time would be better spent on teen issues. There was concern about how to raise money for this type of interest. It was also mentioned that this type of support would span all areas of interest for teens.

Retail Opportunities – Please work with Capt. Gravel or Irene if you want to continue with this issue. It was suggested that Danielle Surdin attend one of our meetings for follow up.

ITEMS OF DISCUSSION

Meeting Schedule Handout

The schedule of meetings of the Youth Commission for the coming year was handed out.

Youth Commission Terms

The terms of all of the commissioners and alternates was distributed.

National League of Cities Conference

Captain Gravel gave a brief description of the conference which will be held in Reno, Nevada on Dec. 7-9, 2006. The entire commission is invited to attend. Reeta and Jordan gave input on last year's convention in North Carolina and encouraged all to come as it was a great educational opportunity and experience.

ADJOURNMENT

A motion was made by Jordan Kahler, seconded by Liz Mellema, that the meeting be adjourned at 9:10 p.m. **(Passed 15-0)**

NEXT MEETING

The next meeting is scheduled for **October 10, 2006 at 7:00 p.m.** in the Town Council Chambers at 110 E. Main Street.