



**City of Menifee  
Youth Advisory Committee Meeting  
Meeting Agenda  
Tuesday, October 24, 2017**

**City Hall Council Chambers  
29714 Haun Road  
Menifee, CA 92586**

**4:00p.m. Regular Meeting**

THE PURPOSE OF THE YOUTH ADVISORY COMMITTEE MEETINGS ARE TO CONDUCT THE CITY'S BUSINESS  
PLEASE SEE OUR DECORUM POLICY NOTES AT THE END OF THIS AGENDA

## AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. FLAG SALUTE**
- 4. PRESENTATIONS**
- 5. APPROVAL OF MINUTES**
  - 5.1. Review minutes from meeting of September 26, 2017**
- 6. AGENDA APPROVAL OR MODIFICATION**
- 7. PUBLIC COMMENTS (non-agenda items only)**
- 8. Discussion Items**
  - 8.1. Annual Committee Officer Elections**
    - Conduct election for Committee Chair
    - Conduct election for Committee Vice-Chair
    - Conduct election for Committee Secretary
  - 8.2. Facility Tour Selections**
    - Discuss and select locations for two facility tours.

### **8.3. Health Initiative Discussion**

- Continue discussion on Youth Advisory Committee Health Initiative.

### **8.4. Discuss Fundraising Options**

- Discuss fundraiser options to raise funds for Youth Advisory Committee activities.

## **9. COMMUNITY SERVICES SUPERVISOR COMMENTS**

### **9.1. Department Update**

- Fall Festival
- Veterans Day Celebration
- Healthy Menifee
- Youth Basketball League
- YAC Teambuilding Activity

## **10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES**

## **11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:**

### **Items Scheduled for Future Agendas:**

- Food Drive
- Spark of Love Toy Drive
- Blood Drive
- Homeless and foster care outreach
- YAC polo shirts

## **12. ADJOURNMENT**

### **Decorum Policy Notes**

*Please use a speaker request form when you wish to address the Committee*

*The Committee anticipates and encourages public participation at its Committee meeting, both on agenda items and during the public comments period. Please use respect by not having your cell phones on, refrain from talking in the audience or outbursts that may be disruptive. While we encourage participation, we ask there be a mutual respect for the proceedings.*

### **Staff Reports**

*Materials related to an item on this Agenda, including those submitted to the Committee after distribution of the agenda packet, and are available for public inspection by contacting Jen Allen, Deputy City Clerk, at (951) 672-6777 during normal business hours.*

### **Compliance with the Americans with Disabilities Act**

*If you need special assistance to participate in this meeting, you should contact Jennifer Allen, Deputy City Clerk, at (951) 672-6777. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.*

**City of Menifee  
Youth Advisory Committee Meeting  
Meeting Minutes  
Tuesday, September 26, 2017**

**1. CALL TO ORDER**

Community Services Coordinator, Michael Rinehart called the meeting to order at 4:12 PM.

**2. ROLL CALL**

Present were: Committee member Alexander Schmitz, Committee member Alex Siez, Committee member Ayanna Clyburn, Committee member Caroline Nguyen, Committee member Pablo Orozco, Committee member Shamariya Harrell, Committee member Skylar Duron, Committee member Tabetha Tusant, Committee member Uriel Martinez, Committee member alternate Alison Thomas, Committee member alternate Isabel Casas, Committee member alternate Kathleen Phan, Community Services Supervisor Jason Hendrix, Community Services Coordinator Michael Rinehart, and City Clerk Sarah Manwaring.

**3. FLAG SALUTE**

**4. PRESENTATIONS**

**4.1. Staff Introductions**

- Robert Lennox – Community Services Director

Robert Lennox was not present at the meeting. Interim City Manager Ronald Bradley briefly introduced himself and thanked the Youth Advisory Committee for their commitment to the community.

**5. APPROVAL OF MINUTES**

None.

**6. AGENDA APPROVAL OR MODIFICATION**

As posted.

**7. PUBLIC COMMENTS (non-agenda items only)**

**8. Discussion Items**

**8.1. Brown Act Training**

- Sarah Manwaring – Menifee City Clerk

City Clerk Sarah Manwaring swore in the new Youth Advisory Committee Members and gave an overview of the Brown Act requirements.

**8.2. Annual Committee Officer Elections**

- Conduct election for Committee Chair

Committee member Tabetha Tusant nominated herself for Committee Chair.

Committee member Caroline Nguyen nominated Esmeralda Morales for Committee Chair.

A vote of the committee members resulted in a six to six tie.

Community Services Coordinator motioned to table the vote for Committee Chair until the next meeting.

- Conduct election for Committee Vice-Chair

Committee member Pablo Orozco nominated himself for Committee Vice-Chair.

Committee member Ayanna Clyburn nominated herself for Committee Vice-Chair.

A vote of the committee members resulted in 9 votes for Pablo Orozco and 3 votes for Ayanna Clyburn.

- Conduct election for Committee Secretary

Committee member Caroline Nguyen nominated herself for Committee Secretary.

Committee member Isabel Casas nominated herself for Committee Secretary.

A vote of the committee members resulted in 8 votes for Caroline Nguyen and 4 votes for Isabel Casas.

### **8.3. Events and Meeting Calendars**

- Review and discuss the 2017-18 Events Calendar
- Review and discuss the 2017-18 Meeting Calendar, including excursions.

Community Services Coordinator Michael Rinehart gave a staff report on the Youth Advisory Committee Meeting Calendar as well as the City of Menifee Special Events Calendar, including two facility tours that they will be taking throughout the year. He explained that Committee Members would have a role in all of the large city events throughout the year and that new events could be added throughout the year.

### **8.4. Focus Topic Selection**

- Discuss and select a focus topic for the 2017-2018 school year

Community Services Coordinator Michael Rinehart gave a staff report encouraging committee members to select a topic they felt was important to youth in our community today.

Each committee member briefly explained a cause or topic they felt was important for them to address this year as a committee. Committee members discussed a variety of ideas and topics and ended up combining a few different ideas into one focus topic.

Committee members decided on a Health Initiative with components of 'Healthy Eating', 'Physical Health' (Exercise), 'Mental Health' and 'Healthy World' (Recycling).

Community Services Coordinator Michael Rinehart motioned to approve a 'Healthy Initiative' as the Focus Topic Selection for the 2017-2018 term.

Tabetha Tusant seconded the motion to approve the selection.

The motion was approved by the following votes:

Ayes: 11

Noes: 0

Abstain: 0

Absent: 0

## **9. COMMUNITY SERVICES SUPERVISOR COMMENTS**

### **9.1. Department Update**

#### ➤ Fall Festival

Community Services Coordinator Michael Rinehart gave an overview of the upcoming Fall Festival and thanked the committee members who have signed up for volunteer shifts.

#### ➤ Healthy Menifee

Community Services Coordinator Michael Rinehart told committee members that a Healthy Menifee program would be soon coming to the City of Menifee and noted that it could be tied in with the focus topic they selected.

#### ➤ Youth Basketball League

Community Services Coordinator Michael Rinehart told committee members about the new Youth Basketball League starting in the City of menifee and encouraged them to volunteer and spread the word.

## **10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES**

None.

## **11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:**

### **Items Scheduled for Future Agendas:**

#### ➤ Fundraising Opportunities

Committee member Tabetha Tusant suggested that we do another Comedy Show Fundraiser and plan a teen lock in event as a fundraiser.

Committee Member Alison Thomas suggested a Youth Advisory Committee bonding activity to get to know each other better.

Committee Members also suggested getting more involved with homeless and foster care support, food drive, blood drive, and a toy drive.

## **12. ADJOURNMENT**

Committee member Tabettha Tusan made a motion to adjourn the meeting.

Motion was seconded by Committee member Caroline Nguyen.

Motion was approved by all committee members.

Meeting was adjourned at 5:15pm.

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Michael Rinehart, Community Services Coordinator

## **CITY OF MENIFEE**

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SUBJECT: ANNUAL COMMITTEE OFFICER ELECTIONS

MEETING DATE: October 24, 2017

TO: Committee Chair and Committee Members

PREPARED BY: Michael Rinehart, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Gina Gonzalez, Economic Development Manager

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### **RECOMMENDED ACTION**

Conduct annual elections pursuant to Resolution No. 14-361:

1. Conduct election for Committee Chair; and
2. Conduct election for Committee Vice-Chair; and
3. Conduct election for Committee Secretary

### **DISCUSSION**

On April 2, 2014, City Council adopted Resolution No. 14-361 establishing the Youth Advisory Committee (YAC). Exhibit A, Section 3.C of the resolution identifies the "Procedure for the Youth Advisory Committee Officers". It requires that annual elections for the offices of Committee Chair, Vice-Chair, and Secretary occur in September of each year:

1. *Chairperson: shall be elected by the Youth Advisory Committee members each September to begin office on October 1, annually; The Chair shall facilitate the meetings of the Committee and shall insure committee items are placed on the agenda.*
2. *Vice Chair: shall be elected by the Youth Advisory Committee members each September to begin office on October 1, annually; The Vice-Chair shall assist the Chair as requested and facilitate the meetings in the absence of the chairperson.*
3. *The Secretary: shall be elected by the Youth Advisory Committee members each September to begin office on October 1, annually; The secretary will record the minutes of the Youth Advisory Committee meetings. Format and send meeting minutes to staff liaison for distribution to committee approval. The City Clerk will maintain records related to the Youth Advisory Committee.*

As the first meeting of September, staff recommends that the Committee conduct annual elections for Committee Chair, Vice Chair, and Secretary Offices pursuant to Resolution No. 14-361.

**FISCAL IMPACT**

None

**ATTACHMENTS**

Resolution No. 14-361



## **CITY OF MENIFEE**

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SUBJECT: FACILITY TOUR SELECTIONS

MEETING DATE: October 24, 2017

TO: Committee Chair and Committee Members

PREPARED BY: Michael Rinehart, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Gina Gonzalez, Economic Development Manager

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### **RECOMMENDED ACTION**

Discuss and select locations for two facility tours.

### **DISCUSSION**

Each year the Youth Advisory Committee (YAC) takes several facility tours in order to explore the various resources available to them in their community. This year two pre-selected dates have been chosen for YAC Facility Tours. The first facility tour will be on Tuesday, January 23, 2018 and the second one will be on Tuesday, April 25, 2018.

In previous years, YAC members have toured various facilities such as; Meniffee Fire Station #76, EMWD Water Reclamation Facility, Riverside Perris Sheriff Station, and San Jacinto Animal Campus. Other locations that can also be taken into consideration for this year include Loma Linda University Medical Center and Meniffee Valley Community Cupboard. Additionally, YAC members may suggest any other locations they feel would be beneficial.

YAC Members will discuss the various facility tour location options and select two for this school year's calendar of events.

### **FISCAL IMPACT**

None

### **ATTACHMENTS**

None

## **CITY OF MENIFEE**

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SUBJECT: HEALTH INIATIVE DISCUSSION

MEETING DATE: October 24, 2017

TO: Committee Chair and Committee Members

PREPARED BY: Michael Rinehart, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Gina Gonzalez, Economic Development Manager

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### **RECOMMENDED ACTION**

Continue discussion on Youth Advisory Committee Health Initiative.

### **DISCUSSION**

At the September 26, 2017 Youth Advisory Committee (YAC) Meeting, YAC members selected a Health Initiative as their focus topic for the school year. Selected components of the Health Initiative include Healthy Eating, Exercise, Mental Health, and Healthy Earth (Recycling).

YAC members will continue their discussion on the Health Initiative and start brainstorming events, activities, and outreach opportunities. Additionally, YAC members will start developing a marketing strategy for the Health Initiative including a brand and logo specific to the Health Initiative.

### **FISCAL IMPACT**

None

### **ATTACHMENTS**

None

## **CITY OF MENIFEE**

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SUBJECT: DISCUSS FUNDRAISING OPTIONS

MEETING DATE: October 24, 2017

TO: Committee Chair and Committee Members

PREPARED BY: Michael Rinehart, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Gina Gonzalez, Economic Development Manager

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### **RECOMMENDED ACTION**

Discuss fundraiser options to raise money for Youth Advisory Committee activities.

### **DISCUSSION**

The Youth Advisory Committee (YAC) will be fundraising for the 2017/2018 school year. The proceeds from any fundraisers will be utilized for YAC selected initiatives and events. Additionally, funds will be used for training opportunities and travel expenses for YAC Members.

YAC Members will discuss various fundraising options, such as: Comedy for Causes, Teen Lock-In, Dine-In restaurant fundraisers, and more.

### **FISCAL IMPACT**

None

### **ATTACHMENTS**

None