



**Youth Advisory Committee Meeting
Meeting Agenda
Tuesday, May 22, 2018**

**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 April 24, 2018**
- 6. AGENDA APPROVAL OR MODIFICATION**
- 7. PUBLIC COMMENTS (non-agenda items only)**
- 8. Discussion Items**
 - 8.1. Youth Advisory Committee Restructure**
 - Review and discuss the proposed Youth Advisory Committee structure.
 - Make a recommendation to City Council to dissolve Resolution No. 14-361 and adopt the proposed Youth Advisory Committee structure.
 - 8.2. Youth Advisory Committee Recruitment Plan for 2018-2019 School Year**
 - Discuss a plan to recruit new Youth Advisory Committee applicants for the 2018-2019 school year.
- 9. COMMUNITY SERVICES SUPERVISOR COMMENTS**
 - 9.1. Department Update**
 - Memorial Day Ceremony at Wheatfield park – Saturday, May 28th
 - City of Menifee Summer Activities

- Independence Day Float
- YAC Banquet at BJ's Restaurant – Tuesday, June 26th at 4:30pm
- Multi-Cultural Fair – Saturday, October 20th

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:

Items Scheduled for Future Agendas:

- Homeless and foster care outreach

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.

**Youth Advisory Committee Meeting
Meeting Minutes
Tuesday, April 24, 2018**

1. CALL TO ORDER

Youth Advisory Committee Chair, Esmeralda Morales, called the meeting to order at 4:03pm.

2. ROLL CALL

Present were: Committee member Alexander Schmidt, Committee member Alex Siez, Committee member Alison Thomas, Committee member Ayana Clyburn, Committee member Esmeralda Morales, Committee member Isabel Casas, Committee member Pablo Orozco, Committee member Shamariya Harrell, Committee member Skylar Duron, Committee member Spencer Temple, Committee member Tabetha Tusan, Committee member Uriel Martinez, Community Services Coordinator Michael Rinehart, Community Services Director Jonathan Nicks.

Absent were: Committee member Caroline Nguyen, Committee member Kathleen Phan.

3. FLAG SALUTE

4. PRESENTATIONS

4.1. Student Nest – Life Skills Training

A representative from Student Nest spoke to the Youth Advisory Committee members about free services that are offered to youth in Riverside County. He spoke about after-school programs and mentorship opportunities as part of their Life Skills Training.

5. APPROVAL OF MINUTES

5.1. Review minutes from meeting of March 27, 2018

Committee member Alexander Schmitz motioned to approve the minutes. Motion was seconded by Committee member Ayanna Clyburn. Motion was approved by all committee members.

6. AGENDA APPROVAL OR MODIFICATION

As posted.

7. PUBLIC COMMENTS (non-agenda items only)

Senior Advisory Committee member, Anne-Marie Novack, talked about starting a technology class where high school students would help teach seniors basics of phones and computers.

8. Discussion Items

8.1. Independence Day Celebration Parade Float

- Discuss and select a theme for the Independence Day Celebration Float

Committee members decided on a three part float incorporating the history of America. Water section will be a boat sailing to North America, Earth section will be the signing of the Declaration of Independence, and the Space section will be the Space Race. Committee member Skylar Duron volunteered to take the lead on the Float Decorating project. Members will meet several time before the event to plan and prep for the float.

8.2. Youth Advisory Committee Restructure

- Discuss restructuring Youth Advisory Committee to provide more flexibility, increase participation, and potentially promote more mentorship and job training opportunities.

Committee members discussed the possibility of changing the Youth Advisory Committee format for the next school year in order to have more flexibility and opportunities. Some changes that were discussed included lowering the age limit and adding junior members, increasing the number of members, and meeting more frequently. Committee members expressed their approval of a new format and asked for a proposed set of guidelines to review at the next Youth Advisory Committee meeting.

9. COMMUNITY SERVICES SUPERVISOR COMMENTS

9.1. Department Update

- Fundraising Update – Comedy Show and Dinner

The Youth Advisory Committee sold 42 tickets to the Comedy Show and Dinner Fundraiser. After expenses were paid, \$315.00 was the final amount earned.

- Menifee Better Together

Community Services Coordinator Michael Rinehart let committee members know that the Menifee Better Together Event was this upcoming Saturday, April 28th and encouraged YAC members to attend.

- City of Temecula's Youth Emergency Preparedness Program

The City of Temecula invites local youth to participate in an Emergency Preparedness Program in Temecula for four days during July.

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

10.1. Escape Room Team Building

Committee members discussed their time at the Youth Advisory Committee Team Building Activity at Brainy Actz Escape Room. It was mentioned that next year they would like to have more team building outings.

10.2. Comedy Show and Dinner Fundraiser

Committee members discussed their Comedy Show and Dinner Fundraiser. It was mentioned that it would be a good idea to think of another fundraising event that caters more towards the youth in the community.

11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:

Items Scheduled for Future Agendas:

- Homeless and foster care outreach
- Recruitment of members for 2018-2019 term

Committee members requested the proposed Youth Advisory Committee restructure be added to the next agenda with how the new format would look like.

12. ADJOURNMENT

Committee member Ayanna Clyburn motioned to adjourn the meeting at 5:07pm. The motion was seconded by Alexander Schmitz. The motion was approved by all committee members.

CITY OF MENIFEE

SUBJECT: YOUTH ADVISORY COMMITTEE RESTRUCTURE

MEETING DATE: May 22, 2018

TO: Committee Chair and Committee Members

PREPARED BY Michael Rinehart, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Jonathan Nicks, Community Services Director

RECOMMENDED ACTION

1. Review and discuss the proposed Youth Advisory Committee Structure; and
2. Make a recommendation to City Council to dissolve Resolution No. 14-361 and adopt the proposed Youth Advisory Committee structure.

DISCUSSION

On April 2, 2014, City Council adopted Resolution No. 14-361 establishing the Youth Advisory Committee (YAC). The purpose of the Committee is to serve as an advisory body to the City Council, empower youth, create opportunities for their input into community projects, programs, and events, and provide a vehicle by which youth can become involved in a process which enables them to have an influence and impact on issues and decisions they care about.

At the previous YAC meeting on April 24, 2018, committee members discussed possible changes for a new YAC structure in order to be a more effective group. Benefits of a restructured Youth Advisory Committee include an increase in committee members, providing more meeting opportunities for events and outreach, opening a mentorship program, and creating job training program that could lead to future employment in local government. Some of the changes committee members discussed included an increase in member size, adjustment of the age requirements, eliminating the Brown Act meeting requirements, and an increase in meeting dates.

YAC Members will review and discuss the attached proposed YAC structure. Committee members can make any changes they feel necessary before giving the final approval with a vote. YAC Members will make a recommendation to City Council to dissolve the current Resolution No. 14-361 and adopting the new Youth Advisory Committee structure.

FISCAL IMPACT

None

ATTACHMENTS

Proposed Youth Advisory Committee Structure

CITY OF MENIFEE

YOUTH ADVISORY COMMITTEE

The purpose of the Youth Advisory Committee (YAC) is to provide a voice for the youth in our community and serve as an advisory body to City Council on youth related topics. Committee members will serve the community, create opportunities, and empower youth through a variety of programs and events. Committee members will be an integral part of City events and take part in job training opportunities that could lead to future employment in local government.

Committee Member Requirements

-) Be between the ages of 13 and 21. (*Age determined as of September 1st Each School Year*)
-) Live and/or attend school in the City of Menifee.
-) Be available to meet on the 2nd and 4th Tuesday of each month.
-) Be available to volunteer on Special Projects and at City Events. (*Including weekends and weekdays after school*)
-) Commit to a minimum of 25 hours of community services through YAC Events and Programs during the year.
-) Have a positive attitude and a desire to make a positive difference in the community!

Committee Member Duties and Responsibilities

-) Promote community involvement, with, for, and by youth.
-) Propose, plan, and implement activities, programs, and events to benefit the youth in our community.
-) Partner with local organizations that focus on youth related topics.
-) Promote youth involvement in community events, programs, or volunteer projects through public educations, the schools, and community organizations.
-) Act in an advisory capacity to City Council, as requested, in any matters pertaining to youth.
-) Take part in department trainings specific to future municipal employment.

Committee Member Positions

Officer positions will be up for election at the first Youth Advisory Committee of each school year. Any member not holding an officer position will be a 'Regular Member'. The YAC can consist of up to twenty (20) members.

-) **President** – The official spokesperson for the Youth Advisory Committee. Assist City Staff Liaison with meeting agendas. Attends and facilitates each meeting. Works closely with the Committee Vice-President.
-) **Vice President** – Works closely with the Committee President and assists with responsibilities as requested. Performs all duties of the Committee President in their absence.
-) **Secretary** – Records written notes from each meeting. Formats and sends meeting notes to City Staff Liaison. Maintains a directory of all YAC Members and is responsible for all mailings and group communication. Keeps track of attendance.
-) **Treasurer** – Maintains accurate financial records. The lead committee member on all fundraising opportunities.
-) **Historian** – Maintains a record of activities and accomplishments throughout the year. Responsible for taking photos throughout the year. The lead committee member on putting together end of the year slide show.
-) **Volunteer Coordinator** – Seeks out volunteer opportunities for committee members. Recruits and keeps track of volunteers for any YAC related volunteer opportunities.
-) **Regular Member** – Attends regularly scheduled committee meetings. Presents ideas and gives input for committee activities. Volunteers for various events throughout the year.

Meetings

-) YAC Meetings will take place on the second and fourth Tuesday of each month at the City of Menifee North Annex (29995 Evans Road, Menifee)
-) Meetings will begin at 4:00pm and last approximately one (1) hour.
-) Meeting agendas will be put together from the direction of the Committee President.
-) Sub-Committees may be formed throughout the year for various projects or activities. Sub-Committee meetings can be held on various days, times, and locations.
-) YAC Members are expected to be present at regularly scheduled meetings unless excused with prior notice to City Staff Liaison or Committee President. A committee member with three (3) unexcused absences in one school year may be replaced at the discretion of the Staff Liaison.

CITY OF MENIFEE

SUBJECT: YOUTH ADVISORY COMMITTEE RECRUITMENT
PLAN FOR 2018-2019 SCHOOL YEAR

MEETING DATE: May 22, 2018

TO: Committee Chair and Committee Members

PREPARED BY Michael Rinehart, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Jonathan Nicks, Community Services Director

RECOMMENDED ACTION

Discuss a plan to recruit new Youth Advisory Committee applicants for the 2018-2019 school year.

DISCUSSION

Applications for the new term of the Youth Advisory Committee will be accepted from July 1, 2018 to August 24, 2018. Interviews will be held in the beginning of September with the new term for the Youth Advisory Committee beginning on September 25, 2018. The recruitment for new Youth Advisory Committee applicants will begin in May 2018.

Youth Advisory Committee members will discuss a plan to effectively recruit applicants for the 2018-2019 school year. During recruitment various student groups and clubs at local High Schools will be visited. Youth Advisory Committee Members will develop a presentation that can be utilized to inform students about the Youth Advisory Committee and get students excited about joining.

FISCAL IMPACT

None.

ATTACHMENTS

None.