

**DRAFT-MINUTES OF THE SPECIAL YOUTH COMMISSION MEETING OF THE
CITY OF LOS ALTOS, HELD ON MONDAY, JUNE 22, 2020, AT 4:00 P.M.
TELECONFERENCE**

ROLL CALL

PRESENT: Chair Kolla, Vice Chair Erogbogbo, Commissioners Hong, Harpez, Rajagopalan,
Tulu, Young

ABSENT: Commissioners Bharati, Montgomery-Eder, Gujral, Reddy

PUBLIC COMMENTS

None

ITEMS FOR CONSIDERATION/ACTION

1. Item 1: Commission Minutes
Action: The minutes for the meeting that took place on January 06, 2020 were approved by the entire commission.
2. Item 2: Reviewed Survey Results
Staff Liaison Matheson reviewed the survey results that discussed ways the Youth Commission could improve and how staff can make the entire experience better.

Action: Vice Chair Erogbogbo wanted to suggest that the Commission could meet when needed, instead of not meeting at all during the summer months. Commissioner Rajagopalan talked about participation and how over the last 4 years it has decreased. She mentioned that therefore it is hard to get anything done. Commissioner Rajagopalan felt that participation should be stressed more and that there should be at least a 70% attendance rate at the meetings. Many of the commissioners stressed this same point. Council Liaison Fligor asked the Commission what would help with obtaining more participation? Commissioner Rajagopalan suggested that staff reach out to the Commissioner that has not been attending and see what the issue is. She said that if you put people on the spot, they may become more accountable. A question was also asked by Commissioner Rajagopalan, is there a rule that there needs to be a certain percentage to be in good standings? Donna Legge, Director of The Recreation Department did mention to the Commission that Council has asked for the attendance. Council Liaison Fligor did mention that 75% of attendance is required. In the past a Chair will bring to the Council's attention if there is an issue with attendance. The protocol is that the Chair would talk to the Commissioner first and if there is still a problem, then the Mayor will talk to the Commissioner that is having attendance issues. When candidates are interviewed for a second term or if they are a new candidate, attendance is a huge concern to the Council. The Council does have the authority to remove a Commissioner from the Commission but have not seen this in recent times.

Staff Liaison Matheson will re-send the Commission Handbook out to everyone, so that they will have a chance to revisit rules and policies. Donna Legge, Director of the Recreation Department mentioned that currently, Recreation has staff liaisons on 4 Commissions. Staff is currently looking at all the Commissions to see how they are being run. Staff is looking at commonality and how there can be improvement with communication. Donna mentioned that once the new candidates have been appointed to this Commission, then staff can check on everyone's availability and do a social type of meeting to get to know everyone. This will help build and encourage teamwork. Commissioner Hong asked if there could be a different type of a communication platform outside of the Youth Commission meetings? Is there a better platform besides emails, etc.? Staff would need to double check with IT, but there needs to be transparency to the public. Therefore, the communication is set up the way it is. One idea to consider, is when the Commission has sub-committees, then there is the ability to communicate as much as possible. A sub-committee can consist of less than half of the original Commission. Then the meetings that the sub-committees hold can be shared at the next Commission meeting. Council Liaison Fligor, wanted to let the Commissioners know that communication that takes place between the sub-committee members, can still be accessed by the public if needed. It is important to be mindful of what is being said.

Once the new Commission is all set, then staff will call for sub-committee work during the summer.

Public Comment:

None

3. Item 3: Discussed Teen Program Ideas

Staff Liaison Matheson reviewed potential teen program ideas with the Commissioners and encouraged them to express their ideas and thoughts.

Action:

The Youth Commission Expressed interest in the following:

Vice Chair Erogbogbo remembered talking about regular volunteer opportunities when things open again. Commissioner Tulu asked about the UC system idea that she had. Staff Liaison Matheson said she reached out to her connection but has not heard back from anyone. Commissioner Tulu and other members of the Commission said that a UC orientation would be good for the youth community. Other ideas mentioned were the following:

- Internship resources
- How to write a cover letter
- How to prepare for an interview.

Council Liaison Fligor also wanted to mention that there was a group near Grant Park that was interested in a temporary teen center. Council Liaison Fligor did mention that in two years the Youth Commission has talked about volunteering and then nothing would happen. Are

there different approaches that should be taken into consideration? Staff Liaison Matheson mentioned that staff does frequently reach out to many of the Commissions when help is needed on projects that are already in progress. Commissioner Tulu mentioned that it would be helpful to have meetings more often, twice a month instead of once a month. It was also mentioned about the possibility of having meetings twice a week. Donna had mentioned that if there are sub-committees for certain projects, then meetings could take place more often. Then when the next meeting takes place the sub-committees can update the rest of the Commission. Donna mentioned that it is important to be mindful of staff time. This is a lot of additional work for staff, better to do sub-committee work in between meetings. To figure out when people are available to meet, sub-committee members can use Doodle and set up a time when everyone can meet. Staff Liaison Matheson mentioned that one great way to figure out where the Commission wants to start, is to create a new workplan. This document can help flush out ideas and projects the Youth Commission would like to work on.

Council Liaison Fligor mentioned that the Commission could pick a date for a sub-committee meeting, at the end of their regularly scheduled Youth Commission meetings. Once the new Youth Commission talks about the work plan to identify projects, different sub-committees could be formed.

Vice Chair Erogbogbo asked if messages from sub-committee groups could be relayed to the entire Commission. Staff Liaison Matheson let the Commission know that they can send a message to the liaison and the liaison will then send the message out to the entire Commission.

Public Comment:

Ashlen asked if the Youth Commission would be working on the same projects this year as next year? Staff Liaison Matheson said that it depended on what ends up being decided by the newly formed Youth Commission, pertaining to the workplan.

4. Item 4: Women's Suffrage Celebration Project

Receive proposal by Council Liaison Neysa Fligor regarding Youth Commission participation in the City's Women's Suffrage Celebration

Action: Council Liaison Fligor spoke to the Commission regarding the Women's Suffrage Celebration Project. A committee was formed by Mayor Pepper, Vice Mayor Fligor, Members from the Library and other agencies. The initial scheduled events were from March through November. This was then changed due to COVID. Council Liaison Fligor would like to have a parade in downtown Los Altos sometime in August, but due to uncertainty with COVID this is yet to be determined. Council Liaison Fligor would like to do a youth event but would love to have the Youth Commission form a sub-committee to develop activities for this event. Council Liaison Fligor is looking for volunteers to help with this program. Commissioners would meet only one a month to identify an event geared towards youth to celebrate the Women's Suffrage Celebration project. Commissioners Hung, Rajagopalan, Tulu and Young have volunteered to be on this sub-committee. The next steps will be for Council Liaison Fligor to send an email out to the newly formed sub-committee.

Public Comment:

None

INFORMATIONAL ITEMS

5. Item 5: Response to COVID-19
Receive an update from Recreation Department Staff

Link for the Youth Commission Recording

<https://www.dropbox.com/s/2gim1bzxtl1a74z/2020%2006-22%20Youth%20Commission%20Recording.mp4?dl=0>

COVID-19 Resource Page

<https://www.losaltosca.gov/citymanager/page/covid-19-resource-page>

Virtual Recreation Center

<https://www.losaltosca.gov/recreation/page/virtual-recreation-center>

- Free Fitness Classes
- Family Fun Resources
- Library Resources
- Arts and Crafts

Community Connection Helpline

<https://www.losaltosca.gov/citymanager/page/community-connection>

Monday through Friday, 8am to 5pm at (650) 947-2790

Recreation & Community Services staff are ready to assist members of the Los Altos and Los Altos Hills communities with COVID-19 updates as well as referrals, resources, and information about what services are available while being safe at home.

Resources

Collaboration with a variety of organizations in response to COVID-19:

- Los Altos School District-Posting Hotline Information on their electronic signs
- Helping Hands-A group that helps people connect with resources that they need
- CSA (Community Service Agency)-Food, Rental Assistance, Shower and clothing options, etc.
- Grocery Runs-A service that can pick up and deliver groceries to your door
- Reaching out to a variety of other Recreation Departments to learn what they are doing during COVID-19
- Attending Zoom trainings lead by other Cities and other organizations related to COVID-19

The Summer Clubhouse

Enjoy fun, themed activities in small groups with other kids your age:

Reaching for The Stars

The moon . . . the stars . . . the planets . . . they are out of this world! We will have fun exploring the universe through games, songs, science activities, crafts, and lots of sharing. So, strap yourself in and have a BLAST at our “Reaching for the Stars” summer clubhouse.

World Explorers

Are you a trailblazer? Are you itching to travel? Join us as we roam the globe and discover new faces and new places! The “World Explorers” summer clubhouse is your passport to adventure.

Spotlight U

We are each a one-of-a-kind individual! Let’s share (and show off) what makes us special, what we like to do, and what we dare to dream. Summer is a terrific time to make new friends and by getting to know each other, we’ll do just that. What makes you, YOU? Find out at our “Spotlight U” summer clubhouse:

Camp Sessions: Monday thru Thursday, July 6 to August 13 (6 weeks)

Age	3 & 4 years	5 & 6 years	7 & 8 years	9, 10 & 11 years
Time	10 to 10:30 am	1:30 to 2:30 pm	10:30 to 11:30 am	2:30 to 3:30 pm
Cost per week	R \$51/NR \$59	R \$58/NR \$66	R \$58/NR \$66	R \$58/NR \$66

Public Comment:

None

Council Liaison Fligor, Donna Legge and Staff Liaison Matheson thanked everyone for all their hard work while they have been serving on the Youth Commission. Donna Legge also thanked Commissioner Hong for all her help during the COVID -19 Pop Up Test that took place on Tuesday, June 16, 2020. There were 382 tests processed during this activity.

COMMISSION AND STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

No commission reports mentioned during this meeting.

ADJOURNMENT

The youth commission meeting was adjourned at 5:30pm.