

## **YOUTH COMMISSION AGENDA**

**Wednesday, November 13, 2013  
7:00 P.M.**

***Operations Service Center – 3333 Busch Road***

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### **CALL TO ORDER**

- Pledge of Allegiance
- Roll Call

### **AGENDA AMENDMENTS**

### **MINUTES**

1. Approve regular meeting minutes of October 9, 2013.

### **MEETING OPEN TO THE PUBLIC**

2. Introductions/Awards/Recognitions/Presentations
  - Ptownlife Photography Contest Winner
  - Youth Master Plan Presentations
    - Goal #3: Jonathan Perce
    - Goal #4: Diane Hadley, Katie Olmo, Kaitlyn Mallie, Michael Liamos
    - Goal #5: Taylor Sowers, Yandi Wu
    - Goal #6: Erica Utikal, Lori Franklin
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

### **MATTERS BEFORE THE COMMISSION**

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Approve Youth Funding Criteria for FY 2013/2014 Community Grant Program
5. Approve Youth Master Plan Implementation Work Plan 2013-14

### **COMMUNICATIONS**

None

## **COMMISSION REPORTS**

6. Bicycle, Pedestrian, and Trails Committee
7. Cultural Arts Master Plan Steering Committee
8. Parks and Recreation Master Plan Steering Committee
9. Youth in Government Day Committee
10. Teen Job Fair Committee
11. Brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

## **COMMISSION COMMENTS**

## **STAFF COMMENTS**

12. Community Services Update
13. Library Liaison Update
14. Police Liaison Update

## **ADJOURNMENT**

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### **Notice**

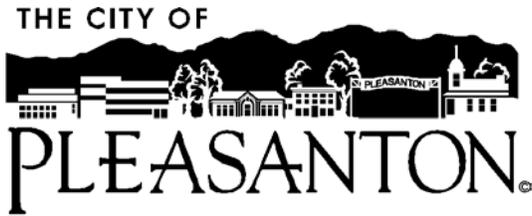
Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet are available for public inspection at the Community Services Department, 200 Old Bernal Avenue, Pleasanton.

### **Accessible Public Meetings**

The City of Pleasanton will provide special assistance for citizens with disabilities to participate in public meetings upon advance notice. If you need an auxiliary hearing aid or sign language assistance at least two working days advanced notice is necessary. Please contact the Community Services Department, PO Box 520, Pleasanton, CA 94566 or (925) 931-5340.

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## Youth Commission Minutes

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**Operations Service Center – 3333 Busch Road, Pleasanton, CA  
October 9, 2013 - 7:00 p.m.**

### **CALL TO ORDER**

The meeting was called to order at 7:07 p.m. by Vice-Chairperson Katie Olmo.

### **Pledge of Allegiance**

The Pledge of Allegiance to the flag was recited.

### **Roll Call**

Commissioners Present: Lori Franklin, Diane Hadley, Michael Lamos, Neha Nirkondar, Katie Olmo, Jonathan Pearce, Taylor Sowers, Erica Utikal, and Chairperson Kaitlyn Mallie.  
(Yandi Wu arrived at 7:06 p.m. and Meghna Sinha arrived at 7:15 p.m.)

Commissioners Absent: Jackson Fialho

Staff Present: Rachel Mariscal, Recreation Coordinator; Becky Hopkins, Recreation Supervisor; Lt. Jeff Bretzing, Police Department; and Edith Caponigro, Recording Secretary.

### **AGENDA AMENDMENTS**

Chairperson Mallie advised that item 6 had been removed from the agenda because selection of commissioners to serve on the Teen Job Fair Committee had been accomplished at the September meeting.

### **MINUTES**

#### **1. Approve Workshop Summary of August 27, 2013 meeting**

Correction to Roll Call: remove the name of Michael Lamos from the Commissioners Present list.

A motion was made by Commissioner Pearce, seconded by Commissioner Lamos, to approve the Workshop Summary Notes from the August 27, 2013 meeting as corrected. **The motion was approved.**

**2. Approve regular meeting minutes of September 11, 2013**

A motion was made by Commissioner Lamos, seconded by Chairperson Mallie, to approve the September 11, 2013 meeting minutes. **The motion was approved.**

**MEETING OPEN TO THE PUBLIC**

**3. Introductions/Awards/Recognitions/Presentations**

Ptownlife Youth Literature Contest Winners

Chairperson Mallie introduced the Commission to Riya Bhatia and Karen Tam, winners of the recent Ptownlife Youth Literature Contest entitled "Bravery". Ms. Tam read her award winning literature to the Commission. Chairperson Mallie offered congratulations from the Commission to both winners and presented them with a Certificate of Recognition from the City of Pleasanton. Photos were taken with Riya and Karen and members of the Commission.

Youth Master Plan Presentations

Ms. Mariscal advised that:

"Goal 1: Prepared Youth" of the Youth Master Plan Goals and Strategies focuses on children and youth being equipped with age-appropriate social, emotional and education skills and tools to manage the transition through their childhood and teen years into responsible young adulthood.

Strategies within the goal should include:

1. Building on and expanding current programs that support services offered by the City, youth focused organizations and schools to provide encouraging environments for children and youth.
2. Promoting and increasing awareness of existing local and regional social and educational services including youth-oriented career programs and job fairs.
3. Providing technical and vocational skill training and support for youth of all abilities entering the workforce.
4. Working with local organizations to develop internships, mentorships, training and employment opportunities for youth of all career tracks, interests and abilities.
5. Supporting efforts to develop programs to stimulate youth interest in business careers.
6. Providing life skills training, emotional supports, and learning opportunities for children and youth of all abilities and encourage a commitment to learning.
7. Providing educational training programs to serve children, youth, and adults of all cultural and ethnic backgrounds, including ESL classes.
8. Developing programs targeted to reach high-risk children and youth who do not participate in existing support services.

The Gap Analysis for this Goal will determine what programs and services are currently being offered as they relate to the Youth Master Plan, will identify unmet needs that can be achieved through the implementation of the Plan's strategies, and will provide direction and priority setting of the plan's strategies.

"Goal 2: Healthy and Safe Youth" was covered by Commissioners Nirkondar and Sinha who advised that this Goal was to focus on providing balanced lives, freedom of expression, and good physical and mental health. Challenges include anxiety/depression, achievement pressures, fear of bullying/discrimination, and risky activity (i.e. drugs, alcohol).

Strategies of this Goal will be to:

1. Encourage development and accessibility of mentoring and counseling programs, especially through Peer advocates at high school.
2. Provide safety and health services to families and children with special needs.
3. Improve accessibility to city-wide programs, agencies, and health organizations.
4. Encourage development of internal and external assets (40 Developmental Assets).
  - External Assets: support, empowerment, boundaries and expectations, constructive use of time.
  - Internal Assets: commitment to learning, positive values, social competencies, positive identities.
5. Promote drug/alcohol abuse education – increase accessibility to substance abuse services and increase awareness
6. Foster friendly communication between the Pleasanton Police Department and youth.
7. Increase awareness among families of health care organizations, i.e. Axis.
8. Create partnerships to establish crisis teams to respond to youth emergencies, i.e. suicide hotlines.
9. Encourage recreation programs to improve self-expression and creativity.
10. Support cultural enrichment activities.

Ms. Mariscal advised that presentations on additional goals will be given at the next Youth Commission meeting.

#### **4. Public Comment from audience regarding items not listed on the agenda**

There were none.

### **MATTERS BEFORE THE COMMISSION**

#### **5. Selection of Four (4) Youth Commissioners to Serve on the Youth in Government Day Committee**

Ms. Mariscal noted that at the September 11, 2013 Youth Commission meeting, Commissioners Nirkondar and Sinha had volunteered to serve on the Youth in Government Day Committee, however, after reviewing her schedule, Commission Sinha had found that she could not commit to serving on this Committee. She noted it is recommended that four (4) Commissioners serve

on the Youth in Government Day Committee and asked that the Commission designate additional Commissioners to serve on this Committee with Commissioner Nirkondar.

Commissioners Pearce and Sowers indicated they would be interested in serving, but were unsure if that was possible, since they are not high school students and both attend Middle School. Ms. Mariscal advised that staff could request permission from their school principals to allow them to serve on this Committee.

A motion was made by Chairperson Mallie, seconded by Commissioner Franklin, to nominate and elect Commissioners Pearce and Sowers to serve on the Youth in Government Day Committee.

**ROLL CALL VOTE:**

AYES: Commissioners Franklin, Hadley, Liamos, Nirkondar, Olmo, Pearce, Sinha, Sowers, Utikal, Wu, and Chairperson Mallie.  
NOES: None  
ABSENT: Commissioner Fiahlo  
ABSTAIN: None

Commissioners were advised by staff that the Youth in Government Day event was scheduled to take place on February 20, 2014, to fit in better with school schedules.

**6. Selection of Four (4) Youth Commissioners to serve on the Teen Job Fair Committee**

Item removed from the agenda.

**7. Discussion of Youth Commission’s Pilot Project**

Staff noted that on April 16, 2013, the City Council adopted its Bi-Annual Work Plan for 2013-2015 that includes the development and implementation of a “pilot project” that will be a vehicle to implement a goal or strategy of the Youth Master Plan.

At the September 11, 2013 Youth Commission meeting, staff presented Commissioners with several projects for them to consider. After discussing these options, the Commission asked staff to provide additional information and continue the item until the October 9, 2013 meeting. At the October meeting, the Commission also received a “Clean Water Utility Project” presentation from several students, who asked the Commission to consider partnering with them on this project.

Staff advised that projects suggested by the Youth Commission, community members, or by the Youth Master Plan include:

- Clean Water Utility Project
- Partnering with a non-profit organization from the City of Pleasanton’s Youth and Family website, Ptownlife.org, to implement a project or service that meets the identified needs of the Youth Master Plan.

- Have an active role in the implementation of the City of Pleasanton’s “Spring into Wellness Fair” scheduled for spring 2014.
- Begin a campaign that focus on health and wellness of youth and teens in Pleasanton.

Commissioners reviewed and discussed the project ideas with staff and prioritized them as follows:

- Have an active role in the implementation of the City of Pleasanton’s “Spring into Wellness Fair” scheduled for spring 2014.
- Clean Water Utility Project.
- Begin a campaign that focus on health and wellness of youth and teens in Pleasanton.
- Partnering with a non-profit organization from the City of Pleasanton’s Youth and Family website, Ptownlife.org, to implement a project or service that meets the identified needs of the Youth Master Plan.

Commissioners all agreed that taking an active role in the “Spring into Wellness Fair” would provide an opportunity for the Commission to do something that could focus on youth and teen issues. They discussed student stress levels at school and the fact that some youth in Pleasanton seem to live in a bubble, and agreed that being able to provide information that would help and teach coping, organizational and strategizing skills would be very beneficial to students.

## **COMMUNICATIONS**

Ms. Hopkins advised that the following email communications had been received:

October 9, 2013 from Jackson Fiahlo resigning his position as a member of the Youth Commission.

October 9, 2013 from Eric Arellano member of the “Clean Water Utility Project” group.

## **COMMISSION REPORTS**

### **8. Bicycle, Pedestrian, and Trails Committee**

No report.

### **9. Cultural Arts Master Plan Steering Committee**

No report.

### **10. Parks and Recreation Master Plan Steering Committee**

No report.

**11. Youth in Government Day Committee**

First meeting of this Committee will be 3:30 p.m. on October 10, 2013 at Gingerbread Preschool.

**12. Teen Job Fair Committee**

No report.

**13. Brief reports on any meetings, conferences, and/or seminars attended by the Commission members**

Commissioner Pearce advised that he had attended the recent Mayor's Dinner. Ms. Hopkins discussed the conflict of the Mayor's Dinners with School Homecoming events, and hopes changes can be made in the future so more members of the Youth Commission will be able to attend.

**COMMISSION COMMENTS**

None.

**STAFF COMMENTS**

**14. Community Services Update**

Ms. Mariscal provided the following information:

- Ptownlife.org bookmarks
- Ptownlife.org Youth Photo Contest open to student in 6<sup>th</sup> to 12<sup>th</sup> grade. Contest deadline is October 22, 2013.
- 6<sup>th</sup> Graders only "Halloween Dance" 6:30-9:00 p.m., October 25, 2013 at the Amador Recreation Center. (Commissioners expressed interest in chaperoning at this event).
- 6<sup>th</sup>-8<sup>th</sup> Grade Friday Night Teens event at the Amador Rec Center, 7:00-9:00 p.m.
- Parent Education Series at Pleasanton Library on October 23, 2013 from 7:00-8:30 p.m.
- YES Conference (Youth for the Environment and Sustainability), November 2, 2013 10 a.m. to 4 p.m. Joseph P. Bort MetroCenter in Oakland.
- Juanita Haugen Memorial Scholarship applications – Pleasanton Community of Character Collaborative.

**14. Library Liaison Update**

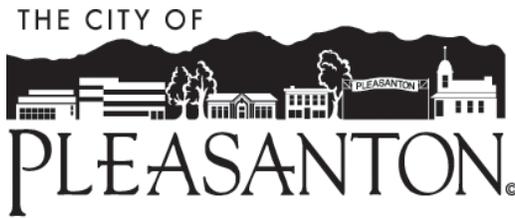
None.

## **16. Police Liaison Update**

Lt. Bretzing discussed the Goals and Strategies reviewed earlier in the meeting by Commissioners Nirkondar and Sinha, and wanted to remind Commissioners of the availability of himself and the Police Department to assist with any issues or problems that youth may be having. He noted that it was important that youth in the City of Pleasanton feel comfortable with contacting members of the Police Department with any of their concerns.

## **ADJOURNMENT**

There being no further business, a motion was made to adjourn the meeting at 8:15 p.m.



# Youth Commission Agenda Report

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November 13, 2013  
Item 4

**SUBJECT: APPROVE YOUTH FUNDING CRITERIA FOR FY 2014/2015 COMMUNITY GRANT PROGRAM**

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## **SUMMARY**

Each year, the Youth Commission reviews the previous year's funding criteria for the Youth Category of the Community Grant Program to better judge and allocate funds for qualifying applicants. The Youth Commission is requested to discuss, identify, and adopt the criteria that it will use to make allocations for the FY 2014-2015 grant cycle.

## **RECOMMENDATION**

It is recommended that the Youth Commission review the existing funding criteria for the Youth Category and discuss any alternatives/modifications that it wishes to consider, and adopt funding criteria for the FY 2014-2015 grant cycle.

## **FINANCIAL STATEMENT**

Total available FY 2014-2015 funding for the Youth Category is \$40,377.37.

## **BACKGROUND**

The funding criteria adopted by the Commission for the FY 2013/2014 cycle is listed below:

- For all Grant Applicants there is no minimum funding request amount per application. The maximum funding request amount per application is \$7,500. Since this is a competitive funding process, there is no guarantee that every applicant will receive funding. There is also no guarantee that the amount an agency has requested will be the amount granted.
- In evaluating applications for this category, the Youth Commission will consider programs designed to encourage and promote services that benefit the Pleasanton youth community, with added emphasis on projects that address the Goals and Strategies that are outlined in the Youth Master Plan.

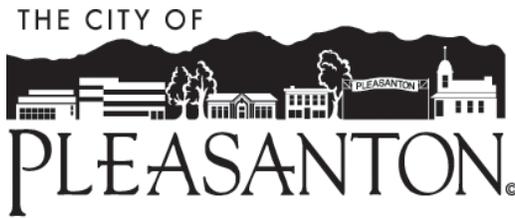
The funding criteria along with the introduction of ZoomGrants, an online grant application program will be presented at the Grant Workshops on December 5 and 10. The workshops will be hosted by the cities of Dublin, Livermore and Pleasanton taking place on December 5, at 10:00am in the Pleasanton City Council Chambers and on December 10, at 2:00pm in the Livermore City Council Chambers. Each city will present its respective grant programs and an introduction of ZoomGrants will also be covered.

## **ALTERNATIVE ACTION**

Any other action as determined by the Youth Commission.

Submitted by,

/s/  
Mike Patrick  
Management Analyst



## **Youth Commission Agenda Report**

November 13, 2013  
Item 5

**SUBJECT: APPROVE YOUTH MASTER PLAN IMPLEMENTATION WORK PLAN 2013-2014 WORK PLAN**

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### **SUMMARY**

In transitioning oversight of the Youth Master Plan to the Youth Commission, it was recommended that the Commission establish a work plan to identify strategies to work towards. The Work Plan will be reviewed and approved annually by the City/Pleasanton Unified School District Joint Liaison Committee to ensure the Committee has direction, focus and planned outcomes.

### **RECOMMENDATION**

It is recommended that the Youth Commission approve the Youth Master Plan Implementation Work Plan 2013-14.

### **FINANCIAL STATEMENT**

None

## **BACKGROUND**

Recognizing the issues and challenges facing children and youth in Pleasanton, the City Council and Pleasanton Unified School District Board of Trustees approved the City's first Youth Master Plan in 2001. Over the course of nine years the Youth Master Plan Implementation Committee (YMPIC) worked to implement the Youth Master Plan strategies. Some notable accomplishments include the creation of the P-town 411 website, the BMX Park and City grants issued to local non-profits that provide programs or services that support the Master Plan. After auditing the Plan to determine the level of progress that had been made, the YMPIC agreed to pursue an update of the Youth Master Plan in late 2008. YMPIC members recommended an outreach process that emphasized significant community participation and the formation of the Youth Master Plan Implementation Committee (YMPIC) to steer the project. The City hired a consulting firm, MIG, Inc., to assist with this process. The planning approach emphasized identifying the conditions or issues that had changed since the 2001 Plan and to determine how the City should respond.

Upon the adoption of the Youth Master Plan by the City Council and the Pleasanton Unified School District Board of Trustees in 2010, the Youth Master Plan Implementation Committee (YMPIC) was charged with addressing options for meeting Goal # 3 of the Plan:

### Goal 3: Contributing Youth, Strategy 3.6

*“Develop opportunities for the Youth Master Plan Implementation Committee and Youth Commission to work together, integrate and simplify their missions, and implement the Youth Master Plan.”*

As a result, the YMPIC Ad Hoc Committee (Ad Hoc) met several times to discuss how the YMPIC should continue to function after the Youth Master Plan was adopted and how they could collaborate with the Youth Commission for the implementation phase of the Youth Master Plan. After much discussion, it was proposed that the larger YMPIC group would meet quarterly and the YMPIC Ad Hoc group would continue to meet monthly to develop a work plan, recruit for Committee vacancies (10 of 26 positions), and collaborate with the Youth Commission. This recommendation was shared with the City Manager in July 2010.

From July 2010 – May 2011, the YMPIC Ad Hoc Committee had several accomplishments. The Committee developed a Youth Master Plan Implementation Work Plan, created and completed an online Prioritization Survey for YMPIC and Youth Commissioners to select which goals and strategies are most important to them, developed a list of potential Implementation Partners, and began the development process of a Youth Website as an objective of Goal 6: Informative Youth that addresses Strategies 6.1, 6.2, and 6.4.

Considering the various challenges and effectiveness of managing three (3) very similar bodies (YMPIC, Ad Hoc and Youth Commission), the significant number of impending committee vacancies, and addressing the City Council's Work Plan goal to develop a strategy to consolidate the YMPIC and the Youth Commission, the City of Pleasanton elected to consolidate the Youth Master Plan Implementation Committee and Ad Hoc Committee and establish a new committee whose responsibility will be to oversee the implementation of the Youth Master Plan and will directly report to the Youth Commission.

In March 13, 2013 the Youth Commission approved the transfer of oversight of the implementation of the Youth Master Plan to the Youth Commission. The Youth Master Plan Oversight Committee (YMPOC) recommended that the Youth Commission continue to develop an annual work plan to identify strategies towards implementation of the Youth Master Plan. The annual work plan will be reviewed by the City/Pleasanton Unified School District Joint Liaison Committee to provide the Youth Commission with direction.

**ALTERNATIVE ACTION**

Any other action as determined by the Youth Commission

Submitted by,

/s/

Becky Hopkins  
Recreation Supervisor

**Attachments**

1. Proposed Youth Master Plan Implementation Work Plan 2013-14.

## DRAFT Youth Master Plan Implementation Work Plan 2013-14

PROJECT	DESCRIPTION	Youth Master Plan Goal/Strategy	TARGET COMPLETION DATE	STATUS	NOTES
Ptownlife.org	<p><b>Web Team</b></p> <ul style="list-style-type: none"> <li>• Supervise Web Team - Tuesday, Wednesday, Thursday 3:00 – 5:30pm</li> <li>• Meeting Dates - October 10, 2013, December 12, 2013, February 13, 2014, April 10, 2014, June 12, 2014</li> </ul> <p><b>Marketing</b>  <b>Website Maintenance/Upgrades</b>  <b>Ptownlife Resource Network</b></p>	<p>Goal 6: Informed Youth and Adults (6.1,6.2, 6.3)</p> <p>Goal 3: Contributing Youth (3.1, 3.2, 3.4)</p> <p>Goal 1: Prepared Youth (1.2, 1.4)</p>	<p>June 2014</p> <p>June 2014 June 2014 June 2014</p>	<p>Ongoing</p> <p>Ongoing Ongoing Ongoing</p>	Staff have detailed task lists for each area described. Staff will report out to the Youth Commission monthly on websites status.
Pilot Project for Youth Master Plan Implementation	<p>Youth Commission Recommendations from 10/9/13 in priority order.</p> <ol style="list-style-type: none"> <li>1. Have an active role in the implementation of the City of Pleasanton's "Spring into Wellness Fair" scheduled for spring 2014.</li> <li>2. Clean Water Utility Project</li> <li>3. Begin a campaign that focuses on health and wellness of youth and teens in Pleasanton.</li> </ol>	Goal 3: Contributing Youth (3.1, 3.2, 3.4)	Spring 2015	In Progress	Commission has made a recommendation. Project is dependent on resources available within the current Youth and Teen budget.
Parent Student Forums and Workshops	<p>Teenage Secrets: What's Trust Got To Do With It</p> <p>The Well Balanced Student</p> <p>A Balanced Approach to Navigating Youth Sports</p> <p>The Wonder Years: Transition to Middle School</p>	<p>Goal 5: Supportive Families and Community (5.2, 5.5)</p> <p>Goal 6: Informed Youth and Adults</p>	<p>October 23, 2013</p> <p>January 22, 2014</p> <p>March 26, 2014</p> <p>April 23, 2014</p>	<p>In Progress</p> <p>In Progress</p> <p>In Progress</p> <p>In Progress</p>	Additional Forums are being planned for the Preschool and Elementary School Age parents.

## DRAFT Youth Master Plan Implementation Work Plan 2013-14

PROJECT	DESCRIPTION	Youth Master Plan Goal/Strategy	TARGET COMPLETION DATE	STATUS	NOTES
Teen Job Fair	The City of Pleasanton, in partnership with the City of Dublin, City of San Ramon and the Dublin/San Ramon Women's Club, annually presents the Teen Job Fair. The 2014 Teen Job Fair will be hosted by the City of Pleasanton. The Teen Job Fair provides teens in the Tri-Valley the opportunity to meet with local employers, to attend workshops pertaining to job skills, and participate in mock interviews.	Goal 1: Prepared Youth (1.2, 1.3)	March 1, 2014	In Progress	Commissioners will meet monthly October –March to assist in planning event.