



City of Petaluma, California

Youth Commission Meeting

1 Youth Commission Meeting Minutes
2 Tuesday, September 9, 2008 – 6pm

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4 Youth Commissioners Present: Anne Abbott*, Melissa Abercrombie, Amber
5 Faur, Whitney Hall, Scott Pritchard, Patricia
6 Souza, Melinda Velasquez

7
8 Staff Present: Donnie Frank, Katie Hall

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10 * Chair

11
12 **NOTE: While the commission began their meeting **Donnie Frank** met with the parents
13 separately to provide an orientation and overview of the upcoming year, to have the parents
14 complete emergency forms, and to answer any questions.

APPROVAL OF MINUTES

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16 **Commissioner Pritchard** moved to approve the minutes as corrected. Seconded by
17 **Commissioner Souza** and unanimously approved.

PUBLIC COMMENT

18
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20 None.

CORRESPONDENCE

21
22
23 None.

COMMISSION COMMENTS AND REPORTS

24
25
26 None.

NEW BUSINESS

1. Youth Commission Orientation

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31 a. The commission reviewed the working agreements agreed upon at the last commission
32 meeting.
33 b. The commission contact sheet was passed around, and commissioners confirmed the
34 best way to contact them.
35 c. It was agreed upon that everyone must respond to a call or an email within 1-2 business
36 days. The commission also agreed that when making a phone call, you are to state
37 that you are from the Youth Commission and when sending an email, be sure the
38 subject line is 'Youth Commission'. In addition is a commissioner cannot attend the
39 meeting they need to communicate that to one of the co-chairs.

2. Explanation of Meeting Mechanics

- 40
41 a. Robert's Rules, Brown Act. **Commissioner Souza** reviewed the rules and how the Brown
42 Act works. They review that 12 members make a quorum, that business is discussed at
43 these, noticed meetings. The commission agreed that due to the size of the group
44 raising a hand to contribute is necessary. The commission disused the following

1 processes: making and approving a motion, not voting on items not on the agenda,
2 and the creating of the agenda.

3 b. Minutes/Agendas. **Commissioner Souza** shared that the Leadership Committee creates
4 the minutes approximately 2 weeks prior to the meetings, if the group would like an item
5 added to the agenda, they need to inform one of the co-chairs.

6 **3. Prioritize and Narrow Potential Projects**

7 The commission reviewed the handouts and summaries on the flip charts that listed
8 potential project areas. After a 'dot' vote to prioritize the projects, they were narrowed
9 down to three main categories: Health, Safety, and Recreation. Each committee will be
10 assigned a category to work on prior to the next commission meeting. (See attached
11 notes)

12 **4. Committee Assignments and Structure**

13 **Donnie Frank** reviewed with the commission the committee assignments, and allowed for
14 the commissioner to finalize their choices.

15 **5. Selection of Co-Chairs**

16 The commission voted and selected Kyle Yoshioka and Anne Abbott as co-chairs.

17 **6. Mentor Matches**

18 **Donnie Frank** explained that the mentor matches are based on committee choices. This
19 system provides a connection of 2 youth commissioners to each adult commissioner. The
20 purpose is to provide a direction connection between the youth and adults, to give the
21 youth a contact if they should need a ride, need clarification on an agenda item, and it
22 provides for a system of communication and follow up.

23
24 **OLD BUSINESS**

25 None.

26
27 **ADJOURNMENT**

28 **Commissioner Souza** made a motion to adjourn the meeting. Seconded by **Commissioner**
29 **Hall** and unanimously approved.