

MINUTES

TUESDAY, SEPTEMBER 19, 2023

SARATOGA YOUTH COMMISSION

6:30 P.M. SPECIAL MEETING (ORIENTATION)

Chair Chao called the Special Meeting to order at 6:47pm

ROLL CALL

Present: Chao, Chowdhri, Dharwadkar, Gonzalez, Jing, Krishna, McCormick, Mukund, Sutioso, Zhao

Absent: Chen

Also Present : Ann Xu, Britt Avrit, Leslie Arroyo, Crystal Bothelio, Ramona McGary

Assistant City Manager Leslie Arroyo confirmed for the record that in-person attendees could hear Commissioner Gonzalez while participating by ZOOM, that Commissioner Gonzalez could hear meeting proceedings, and that agenda posting requirements had been met. There were no members of the public present at Commissioner Gonzalez's location, and there was no doubt about Commissioner Gonzalez's identity.

REPORT ON POSTING OF THE AGENDA

Assistant City Manager Leslie Arroyo reported that the agenda for this meeting was properly posted on September 14, 2023.

ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

None

AGENDA ITEMS:

1. Tour of City Hall

Recommended Action:

Take a tour of the Saratoga City Hall campus and facility spaces that have been commonly used for Youth Commission efforts in previous years.

Assistant City Manager Leslie Arroyo led students on a tour of City Hall.

2. Commissioner Handbook

Recommended Action:

Receive presentation on handbook, roles, and expectations of a Youth Commissioner.

Assistant City Manager Leslie Arroyo provided a presentation on the Commissioner Handbook, including attendance requirements, expressing your opinions, and quorums.

3. Brown Act & Communications

Recommended Action:

Receive presentation from staff about the Brown Act and communications.

City Clerk Britt Avrit and City Consultant Crystal Bothelio provided a presentation on the Brown Act, communications, and other laws and policies that apply to Commissioners.

4. Review of 2022-2023 Youth Commission Work Plan

Recommended Action:

Review previous year's work plan and calendar of events.

The Commission reviewed the last Fiscal Year work plan.

5. Subcommittee Execution

Recommended Action:

Receive presentation on the role of subcommittees and how to execute them.

The Commission reviewed the subcommittee roles and execution. The Commission confirmed that subcommittee recommendations would be due to staff one week before regular meetings. Commissioner Krishna suggested regular subcommittee meeting schedules for the year, to help the Commission accomplish more of its goals.

6. Youth Commission Apparel

Recommended Action:

Select a piece of apparel for the Youth Commission 2023-2024 year. Share input on

designs and color if decided.

Chao/McCormick moved to designate Vice Chair Dharwadkar the “Head of Apparel” for the Youth Commission and return at the next meeting with a recommendation. Motion passed. AYES: Chao, Chowdhri, Dhardwadkar, Gonzalez, Jing, Krishna, McCormick, Mukund, Sutioso, Zhao NOES: None ABSTAIN: None ABSENT: Chen

7. Agenda Planner 2023-2024

Recommended Action:

Discuss agenda items for 2023-2024

The Commission reviewed the responsibilities and ideal candidate characteristics for open Commission positions, including Secretary, Treasurer, and Marketing Chair.

Ann Xu, city staff member, proposed that the Commission develop a planned budget at the beginning for the school year.

The Commission discussed some of the challenges executing work plan items in the previous year.

Staff shared information about a Public Works sustainability project with the potential for collaboration with the Youth Commission.

ADJOURNMENT

Chair Chao adjourned the meeting at 8:37p.m.

Minutes respectfully submitted:

Ramona McGary, Administrative Analyst