

# **CITY OF HAYWARD**

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)



## **Agenda**

**Monday, October 2, 2023**

**6:30 PM**

**Council Chambers**

**Hayward Youth Commission**

**HAYWARD YOUTH COMMISSION SPECIAL ELECTION MEETING**

How to submit written Public Comment:

Send an email to [tibj@haywardrec.org](mailto:tibj@haywardrec.org) by 3:00 p.m. the day of the meeting. Please identify the Agenda Item Number in the subject line of your email. Emails will be compiled into one file, distributed to the Hayward Youth Commission advisors, and published on the Hayward Youth Commission Meeting & Agenda Center under Documents Received After Published Agenda. Written comments received after 3:00 p.m. that address an item on the agenda will still be included as part of the record.

How to provide live Public Comment during the meeting:

When: October 2, 2023 06:30 PM Pacific Time (US and Canada)

Topic: Hayward Youth Commission

Please click the link below to join the webinar:

<https://hayward.zoom.us/j/84959381287?pwd=-XCTITEXz57hPfgvJvyLzzcgsx8PFFDOI.Qs8c5h5ohZjldXWh>

Webinar ID: 849 5938 1287

Password: HY1002@630

Or join by phone:

US: +1 669 900 6833 or +1 646 931 3860

Webinar ID: 849 5938 1287

Password: 0199711363

**6:30 PM - CALL TO ORDER**

**6:32 PM - PLEDGE OF ALLEGIANCE**

**6:35 PM - ROLL CALL**

**6:40 PM - APPROVAL OF MINUTES**

[MIN 23-100](#) Approval of 9/11/2023 Meeting Minutes

**Attachments:** [Draft Minutes 9/11/23](#)

**6:45 PM - PUBLIC COMMENTS:**

*The Public Comment section provides an opportunity to address the Youth Commission on items not listed on the agenda. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.*

**6:50 PM - HYC OFFICER ELECTION & VOTE:**

**7:20 PM - AGENCY REPORTS**

**7:35 PM - HYC RETREAT REVIEW**

**7:45 PM - SACRAMENTO FIELD TRIP DISCUSSION**

**7:55 PM - ANNOUNCEMENTS/AGENDA ITEMS**

**7:57 PM - COOKIE DETAILS**

**8:00 PM - ADJOURNMENT**

**NEXT MEETING – Monday, November 13, 2023**

*Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.*



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**File #:** MIN 23-100

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**DATE:** October 2, 2023

**TO:** Hayward Youth Commission

**FROM:** HYC Advisors

**SUBJECT**

Approval of 9/11/2023 Meeting Minutes

**RECOMMENDATION**

Approve minutes from 9/11/2023.

**SUMMARY**

The Hayward Youth Commission held a meeting on 9/11/2023.

**ATTACHMENTS**

Attachment I 9/11/2023 Draft HYC Meeting Minutes



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### Hayward Youth Commission Official Minutes

9/11/23, 6:30 PM

## MEETING

A regular meeting of the Hayward Youth Commission was called to order at 6:35pm by Ivan Padilla, City of Hayward Advisor.

### CALL TO ORDER Pledge of Allegiance

Commissioner Josue Barrera led the Pledge of Allegiance at 6:36pm.

### 6:38 ROLL CALL

PRESENT: Sophia A., Leila A., Mateo B., Josue B., Alexa C., Phylis E., Cliantha G., Crystal G., Jeffrey H., Ruby K., Zoe K., William L., Samiksha L., Bailee L., James M., Riyah M., Edward N., Temiloluwa O., Julia P., Baylun P., Shreya R., Penelope R., Jesus R., Alicia C., Ronak S., Ananya S. Michelle V., Kashish V., Jeremiah W.

ABSENT: Itzel M., Sharana S., Niki S.

### 6:43 PUBLIC COMMENTS

No public comments.

### 6:45 BROWN ACT, ATTENDANCE POLICY, AND MEETING STRUCTURE Presented by Mick Rubio, Deputy City Attorney & Miriam Lens, City Clerk

The Brown Act was enacted in 1953 and is referred to as California's Open Meeting Law and shows transparency in local government. "All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided . . ." (Gov.Code § 54953, subd. (a).)

The Hayward Youth Commission must conduct public open meetings that can be attended by anyone. Meeting agendas must be posted at least 72 hours in advance and must state date, time, location of the meeting and a brief description of each item to be discussed. Agendas must be followed thoroughly and only items on the agenda may be discussed. Members of the public must be given opportunities to be heard regarding agenda items. The HYC is never allowed to hold informal "un-noticed" meetings.

The HYC needs to have a Quorum in order for the meeting to start. 16 members need to be in attendance and 11 commissioners are needed to take voting action.

The HYC Attendance Policy requires members to attend no less than 75% of all regular meetings held from September-June. Failure to attend three consecutive regular



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meetings will be the reason for Council to declare a member's seat vacant. A dismissed member may file an appeal within seven days of notification that the attendance requirement has not been met. It is recommended that commissioners add all scheduled meeting dates to their calendars so they can plan on attending.

#### Meeting Format:

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Roll Call- completed by the secretary
- 4. Public Comment (each speaker is given 3:00 minutes)
- 5. Agenda Items
- 6. Agenda Reports and Q&A
- 7. Public Comment
- 8. Motion
- 9. Second for the Motion
- 10. Discussion
- 11. Vote
- 12. Adjourn

#### Role of the Chair

- Understands Brown Act rules
- Takes the lead role on process
- Moves the meeting and agenda
- Takes less active role in discussion

#### Responsibility of Members

- Read the Agenda and Reports
- Create the Right Atmosphere (Decorum)
- Request Permission to Speak
- Participate
- Be a Liaison to Schools

Once Commissioners take office the City Clerk is happy to do an orientation of the roles and responsibilities of the elected officers.

#### 7:05 APPROVAL OF MINUTES

Commissioner Ronak made the motion to approve the minutes from 5/8/2023, and the motion was seconded by Commissioner Samiksha: Approve: 18, Disapprove: 0, Abstain: 0.



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### Hayward Youth Commission Official Minutes

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#### 7:08 ADVISOR INTRODUCTIONS

Advisors:

Ivan Padilla, Education Services Coordinator Hayward Library

Maya Hernandez, Before & After School Program Coordinator of HUSD

Jen Tibbetts, Youth & Teen Recreation Coordinator, HARD

#### 7:10 AGENCY REPORTS

**LIBRARY:** Advisor Ivan informed commissioners of the following events- 2nd Thursday of the month Diaper and wipes giveaway, Homework support at the library, Promisefest happening October 28 from 11am-3pm and expecting to draw over 5000 people.

**HUSD:** Advisor Maya talked about the Bridge to College Courses for 7-12th grades, revamping programs at the highschool and trying to acquire more funding. Has intern opportunities in the summer program.

**HARD:** Board of Directors President Rick Hatcher commended the HYC members for their dedication to Hayward Youth Commission. HARD is an incredible partner with the City of Hayward and HUSD, but not a part of the city. HARD is the largest employer of teens for summer jobs in Hayward. The HYC are setting the tone for the youth of Hayward and are policy makers.

#### 7:20 OFFICIER ELECTION DISCUSSION

HYC Officer Positions

- Chair
- Vice Chair
- Chair Pro Tem
- Secretary
- Deputy Secretary
- Public Information Officer

Need to be a voting member to run for a HYC Officer Position. Nomination Form is due September 23. Officer elections will take place at the October 2 meeting.

#### 7:30 HYC RETREAT DISCUSSION

HYC Retreat: Saturday, September 23

Location: Mt. Eden Mansion

Address: 2451 W. Tennyson Rd., Hayward, CA 94545

Time: 10:00am-3:00pm

Retreat will include introductions of advisors, commissioners and HYC officers. Team building activities will help strengthen the HYC. We will create a group agreement and resume to build a better rapport with each other and appreciate what each commissioner brings to the group. We will develop a plan for assessing local needs and develop an action plan.



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Google form will be sent out this week to capture RSVPs for this event. \$500 for food/supplies.

#### 7:40 SACRAMENTO FIELD TRIP DISCUSSION

Date: Wednesday, October 18

Time: 7:00am-7:00pm

Last took the Sacramento Capitol field trip 4 years ago. All HYC members are new to field trip. Advisor Ivan went over trip details: will be taking the Amtrak train from Hayward to Sacramento to visit the Capitol and see our government and local leaders in action. Train departs at 7:02am, commissioners should arrive no later than 6:45am. If you are late the train will leave without you. Commissioners need to find their own transportation to the Amtrak station.

Cost: \$217 for every 6 people that attend plus \$25 stipend per commissioner for food/souvenirs. Current HYC Budget: \$4747.64, projected cost \$2000.

Advisor Maya will work with schools for permission slips and parent permission is also required for those under 18.

Advisor Ivan opened up for discussion. Trip cannot be on the weekend because our legislators are only there during the week. The field trip is encouraged, but not mandatory and does not count towards attendance requirements.

Commissioner Ronak made the motion to approve and release the funds for the Sacramento Field Trip in the amount of \$2000 for transportation and \$25 stipends per commissioner attending, and the motion was seconded by Commissioner Phylis: Approve: 19, Disapprove: 0, Abstain: 0.

Commissioner James made the motion to approve and release the funds for the HYC Retreat supplies/food up to \$500, and the motion was seconded by Commissioner Phylis: Approve: 17, Disapprove: 0, Abstain: 2.

#### 7:55 ANNOUNCEMENTS/AGENDA ITEMS

HLAC (Hayward Local Agency Committee) Meeting is Thursday, October 12 at 4:30pm. Advisors will be coordinating with officers to present what the HYC will be doing this year and to go over our MOU at the meeting.

Next Meeting: Monday, October 2, 2023 at 6:30pm.

#### 7:57 COOKIE DETAILS

Volunteers are needed to bring in treats for the commissioners at our next meeting. Commissioners Riyah and Phylis have volunteered for 10/2/23.





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**Hayward Youth Commission Official Minutes**

**9/11/23, 6:30 PM**

## **ADJOURNMENT**

Advisor Ivan adjourned the first HYC meeting for 2023 at 8:05 pm.

**APPROVED:**

\_\_\_\_\_  
, Commissioner  
Hayward Youth Commission

**ATTEST:**

\_\_\_\_\_  
Ivan Padilla, Hayward Youth Commission Advisor  
City of Hayward