



# San Mateo County Youth Commission



**In light of COVID-19, this meeting will be held virtually.  
Members of the public are welcome to join the Virtual Zoom Meeting:**

Join by Device: <https://smcgov.zoom.us/j/94451610751>  
Join by Phone: +1 669 900 6833, Meeting ID: 944 5161 0751

## WORKGROUP MEETING Minutes

Thursday, April 14, 2022  
6:00 PM - 8:00 PM

### Community Agreements

1. Representation
2. Equality
3. Integrity
4. Unity
5. One mic, one voice
6. Respect all people
7. Engaged members
8. Leadership and empowerment
9. Flexible and open to other perspectives
10. Collaborate with other organizations
11. Understand value of diverse lived experiences
12. Include youth in conversations that impact them
13. Keep needs of youth in San Mateo County above personal interests
14. Question decisions and resist complacency

### 1. Call to Order

### 2. Roll Call

### 3. Public Comment

Members of the public may address the commission on youth related issues and concerns that are not currently on the agenda. The public is welcome to speak on Agenda items throughout the meeting. Please use the raise hand feature if you would like to make a public comment. If you are attending by phone, you may press \*9 to raise your hand.

None

### 4. Approve Agenda (Action)

Motion Abraham Second Stinson

### 5. Approve March 24, 2021 Meeting Minutes (Action)

Motion Ganesan Second Abraham

### 6. Resolution to Continue Virtual Meetings (Action)

Motion Ganesan Second Abraham

### 7. Ice Breaker Activity

What is something exciting that happened this week? What are you looking forward to as the year comes to the end?

### **8. Communication & Deliverables Expectations**

- Commissioners struggling to communicate with Saba and Helen
- Need to follow through on commitments

Group 1:

- Mode of communication: text message and emails
- Remind works well for meetings
- Response time 1-2 days emails (texts 24 hours)
- Flexible deadlines (need to communicate though)
- Accountable -> mid year check ins
- Accountable - vice chair or chair can set up meeting with commissioner

Group 2:

- Mode of communication: Slack
- Too many emails so confusion on which to respond to
- 1-2 day response time
- Clear subject lines (deadline, subject, action item)
- Assigning one person from each committee to communicate

Group 3:

- Master contact list so commissioners can contact each other
- Clearer emails (who needs to respond)
- Having commissioners hold each other accountable

Group 4:

- In person communication (zooms)
- Text messages communication
- Generalized work place (slack)
- Expectations with emails established
- 48 hour response time
- Expectations set in bylaws
- Strike system (similar to absences) for accountability
- One on one conversation

Group 5:

- Remind, text, slack
- Moving meetings back
- 24 hours for urgent email 48 for less urgent
- Communicate deadlines

Group 6:

- Text messages
- Clarify if an email needs a response
- Mark an email as urgent
- 2 school days response time
- Flexible deadlines with communication
- Citation system weighted similarly to absences
- Not inviting commissioners back if they can not communicate

Clarification:

- Do not need to respond to opportunity emails
- Need to respond to ad hoc emails and check ins

Ideas:

- In projects putting in sections where accountability is designated (note taker, communicator)

- Slack for next term
- Texts are difficult for content and sharing
- 24-48 hours
- clearer subject lines
- Strike system
- Changing start time?

#### 9. **Committee Worktime**

#### 10. **Committee Report Outs**

Civic Engagement - Working on poster contest (need more submissions)

Ed and Economic - Worked on slides for presentation, sent email to superintendent of county

Health - Working on slides, mental health Monday posts

TJ - Worked on slides

Immigrant Youth - Met with lawyers for presentation details

EJ- Working with Sequoia Union to implement climate justice plan, working on slides

Bipoc- outreach, setting up meeting time

Children's Budget- Planning to meet in next 48 hours

#### 11. **Announcements**

- Option to meet in person next year (take a vote next meeting) -> county center in Redwood City
- Abstain from vote if you are not returning
- Elections for chair and vice chair at May Workgroup (participate in recruitment)
- Big Lift Internship Opportunity
- Possible in person meeting for showcase
- Big Lift school outreach (contact Helen or Saba)
- April regular meeting -> Jobs for Youth (need to register)
- Email Helen if not planning to return

#### 12. **Adjournment**

### **Next Meeting: April 28, 2022**

Public records that relate to any item on the open session agenda for a regular or special meeting of the Youth Commission are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Commission. Those public records are available to be sent electronically by emailing [edallman@smcgov.org](mailto:edallman@smcgov.org).

IN COMPLIANCE WITH THE CALIFORNIA GOVERNMENT CODE AND THE AMERICANS WITH DISABILITIES ACT: The meetings of the Youth Commission are accessible to individuals with disabilities. Contact Ellie Dallman at [edallman@smcgov.org](mailto:edallman@smcgov.org) as soon as possible prior to the meeting, if (1) you need special assistance or a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting; or (2) you have a disability and wish to receive the meeting notice, agenda packet or other writings that may be distributed at the meeting in an alternative format. Notification in advance of the meeting will enable the Youth Commission to make reasonable arrangements to ensure full accessibility to this meeting and the materials related to it.