



**City and County of San Francisco
YOUTH COMMISSION
Executive Committee**

MINUTES

**Wednesday, March 1st, 2023
5:00 p.m.**

IN-PERSON MEETING with REMOTE ACCESS

Members: Emily Nguyen (Chair, D11), Ewan Barker Plummer (Vice Chair, Mayoral), Steven Hum (Legislative Affairs Officer, Mayoral), Raven Shaw (Legislative Affairs Officer, Mayoral), Gabrielle Listana (Communications & Outreach Officer, D6), Astrid Utting (Communications & Outreach Officer, D8).

Present: Emily Nguyen, Steven Hum, Raven Shaw, Astrid Utting.

Absent: Ewan Barker Plummer (excused), Gabrielle Listana (excused).

Tardy: None.

The San Francisco Youth Commission's Executive Committee met in-person with remote access for public comment, on March 1, 2023, with Chair Nguyen presiding.

1. Call to Order and Roll Call for Attendance

Chair Nguyen called the meeting to order at 5:05pm.

On the call of the roll:

Roll Call Attendance: 4 present, 2 absent.

Raven Shaw present
Gabrielle Listana absent
Astrid Utting present
Steven Hum present
Emily Nguyen present
Ewan Barker Plummer absent



A quorum of the Executive Committee was present.

Officer Utting, seconded by Officer Hum, motioned to excuse the absences of Officer Listana and Vice Chair Barker Plummer. The motion carried by voice vote:

Roll Call Vote: 4 ayes, 2 absent.

Raven Shaw aye
Gabrielle Listana absent
Astrid Utting aye
Steven Hum aye
Emily Nguyen aye
Ewan Barker Plummer absent

Action: Vice Chair Barker Plummer's and Officer Listana's absences excused.

2. Communications

Joy Zhan, Youth Development Specialist of the SFYC, shared communications and meeting announcements with Commissioners.

3. Approval of Agenda (Action Item)

No discussion, and no public comment.

Officer Utting, seconded by Officer Hum, motioned to approve the March 1, 2023 Executive Committee meeting agenda. The motion carried by voice vote:

Roll Call Vote: 4 ayes, 2 absent.

Raven Shaw aye
Gabrielle Listana absent
Astrid Utting aye
Steven Hum aye
Emily Nguyen aye
Ewan Barker Plummer absent

Action: Agenda Approved.

4. Approval of Minutes (Action Item)



a. February 15, 2023 (Packet Materials)

No discussion. No public comment.

Officer Utting, seconded by Officer Shaw, motioned to approve the February 15, 2023 Executive Committee meeting minutes. The motion carried by voice vote:

Roll Call Vote: 4 ayes, 2 absent.

Raven Shaw aye
Gabrielle Listana absent
Astrid Utting aye
Steven Hum aye
Emily Nguyen aye
Ewan Barker Plummer absent

Action: Minutes Approved.

b. Discussion and Debrief of February 21, 2023 full Youth Commission meeting.

Chair Nguyen went over the presentations, actions, and the first overview of the BPPs. Nguyen also said that the timeliness of this full Youth Commission meeting was much better, but that it would be preferable if there were not too many presentations or legislation referred at every meeting. Officer Utting said that there's not much the YC can change since there's only two meetings per month, but thought the BPP (Budget and Policy Priorities) discussion went well. Staff gave insight into future meetings and how often the presentations would take place since they are time-consuming, but that they would be less common in future meetings after the next meeting. Chair Nguyen said that it would be more helpful if departments and organizations based their presentation around their ask from the Youth Commission, since it feels that it's hard to know what the next steps would be if it isn't directly relevant to the work of the YC. Officer Utting recommended that staff could put together a document that breaks down what both CBOs and city departments can request from the Commission. Officer Shaw said it was very helpful to hear everyone's thoughts on the BPPs.

5. Public Comment on matters not on Today's Agenda (2 minutes per comment)

No public comment.

6. Business (all items to follow discussion & possible action)



a. Review Commission Attendance

Specialist Zhan said that Director Garcia is working on an up-to-date list of Commissioners' attendance, since the current list is from early February. There'll be a fully updated attendance roster by the next Executive Committee meeting. Specialist Ochoa also stated that absences will start to be eliminated, per the YC's attendance policy, by the March 20th full Youth Commission meeting and will go meeting by meeting, but that staff will update commissioners as it comes.

b. Updates on Commission Outreach and Communications

- i. Presenters: Gabrielle Listana & Astrid Utting, Communication and Outreach Officers

Officer Utting said that they will be meeting on Friday, and will be having a few more posts on social media in the next week. Chair Nguyen asked if there could be a separate post for the March 6th full Youth Commission meeting, to which Utting said that would be fine.

c. Updates on Recent Youth-Related Board of Supervisors/Mayor Legislation

- i. Presenters: Steven Hum & Raven Shaw, Legislative Affairs Officers

Officer Shaw said that she has been looking at BOS legislation that has been introduced, but that they have been in conversations with staff to distribute the Commission's resolutions. She also said that there's an email schedule sent for tomorrow regarding resolutions and legislation that commissioners are working on, in an effort to increase collaboration across the Commission.

d. Budget and Policy Priorities Recap

Chair Nguyen went over the remaining suggestions and edits that need to be completed by each respective committee, and Specialist Zhan said that the content that is there by Thursday at 11:59pm, will be the final edits. Chair Nguyen asked if the Executive Committee should step in and resolve the last few changes that need to be made, since she's worried that other commissioners might not finish the language in time. Officer Utting expressed her frustration if the feedback isn't addressed since it falls under the BPP authors' responsibility. Officers divvied out responsibilities in case other commissioners don't get to it, and they asked to see the design outline for the final BPP product.

e. Budget Presentation to BOS Budget and Appropriations Committee



Officers discussed which commissioners should be presenting which committee's BPPs, when the time comes to present to the Board of Supervisors. Chair Nguyen facilitated divvying out slides to work on for the budget presentation. Officers decided on a template that they would use to start working on creating the structure of the BOS presentation.

f. Budget Town Hall

Specialist Ochoa reported back that staff is working on the payment for the space they're looking to reserve at the SF LGBT Community Center for the YC's Youth Budget Town Hall. Staff will update when everything is confirmed at the March 6th full Youth Commission meeting. Officer Utting said that the YC should look into giveaways to encourage people to attend, and partnering with a CBO might be a possibility. Staff also said they would work with the Communications and Outreach Officers to create a flyer and start distribution of information in the next week or two. Officers also discussed scheduling details about what the Town Hall should include throughout the event.

g. 23-24 Youth Commission Recruitment

Director Garcia went over the tentative plans that staff is putting together, which is likely to be approved in the coming weeks by the Executive Committee and full Youth Commission. Officer Utting said that both questions 3 and 4 on the new commissioner interview questions were repetitive, and it could be better if it was combined or changed. Officer Hum recommended that the word requirements be changed, and consensus resulted in recommending a 200 to 400 word range. Officers recommended clarifying some information that was confusing when they applied, and to include time expectations for the interviews. Staff will share the recruitment documents with officers for comments and recommendations.

Chair Nguyen handed the gavel to Officer Utting at 6:51pm. Officer Utting handed the gavel to Chair Nguyen at 6:55pm.

h. Approval of Full YC March 6, 2023 Agenda

Chair Nguyen asked for the AB 800 resolution to be added to the agenda, and the 29-Sunset Improvement Project under the Resolutions portion.

Officer Hum, seconded by Officer Shaw, motioned to approve the March 6, 2023 full Youth Commission agenda. The motion carried by the following roll call vote:



Roll Call Vote: 4 ayes, 2 absent.

Raven Shaw aye
Gabrielle Listana absent
Astrid Utting aye
Steven Hum aye
Emily Nguyen aye
Ewan Barker Plummer absent

Action: Agenda approved.

7. Adjournment

There being no further business on the agenda, the Youth Commission's Executive Committee adjourned at 7:24pm.