



San Francisco Youth Commission Agenda

Monday, November 8th, 2021
5:00pm-8:00pm

Public Comment Call-in:

Dial by your location
+1 346 248 7799 US (Houston)
+1 720 707 2699 US (Denver)
+1 253 215 8782 US (Tacoma)
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
Meeting ID: 849 7993 9379
Passcode: 978762

Find your local number: <https://us06web.zoom.us/j/84979939379>

There will be public comment on each item.

Jayden Tanaka, Valentina Alioto-Pier, Raven Shaw, Steven Hum, Ewan Barker Plummer, Gabrielle Listana, Adrianna Zhang, Sammy Foley, Arsema Asfaw, Isaiah Catubig, Vanessa Pimentel, Amara Santos, Sahara Frett, Jayda Love, Amadeos Oyagata, Jiajian Harry Xu, Emily Nguyen

1. **Call to Order and Roll Call for Attendance (Discussion and Possible Action)**
2. **Approval of Agenda (Action Item)**
3. **Approval of Minutes (Action Item)**
 - A. October 18th, 2021
[\(Document A\)](#)
4. **Public Comment on Items not on Agenda (2 minutes per public comment)**
5. **Presentations (All Items to Follow are Discussion and Possible Action)**
 - A. [Inform + Decision] Lin-CAP (Lincoln's Coordinative Alliance for Progress) - Mental Health & Student Governance
Presenter: Commissioner Jiajian Harry Xu & Wellness Ambassador, Lincoln High School
6. **Youth Commission Business (All Items to Follow are Discussion and Possible Action)**
 - A. [Inform + Decision] [First Reading] Resolution No. 2022-AL-02 [Resolution Making Findings To Allow Teleconferenced Meetings Under California Government Code Section 54953(e)]
Sponsors: Executive Committee



Presenter: Youth Commission Staff
(Document B)

B. [Inform] Resolution Writing - Training
Presenter: YC Staff
(Document C)

C. [Inform] Public Comment Training
Presenter: YC Staff

7. Committee Reports (Discussion Only)

- A. Executive Committee
 - a. LAO
 - b. Comms
 - c. General Committee Updates
- B. OCOF

8. Staff Report (Discussion Only)

9. Announcements (This Includes Community Events)

10. Adjournment

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1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
Phone: (415) 554-6446, Fax: (415) 554-6140
Email: youthcom@sfgov.org
www.sfgov.org/yc

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.



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Email: sotf@sfgov.org

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AVISO EN ESPAÑOL: La solicitud para un traductor debe recibirse antes de mediodía de el viernes anterior a la reunion. Llame a Derek Evans (415) 554-7702.

Paunawa: Ang mga kahilingan ay kailangang matanggap sa loob ng 48 oras bago mag miting upang matiyak na matutugunan ang mga hiling. Mangyaring tumawag kay Joy Lamug sa (415) 554-7712.



San Francisco Youth Commission
Minutes ~ Draft
Monday, October 18th, 2021
5:00pm-8:00pm

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Passcode: 235430

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Jayden Tanaka, Valentina Alioto-Pier, Raven Shaw, Steven Hum, Ewan Barker Plummer, Gabrielle Listana, Adrianna Zhang, Sammy Foley, Arsema Asfaw, Isaiah Catubig, Vanessa Pimentel, Amara Santos, Sahara Frett, Jayda Love, Amadeos Oyangata, Jiajian Harry Xu, Emily Nguyen

1. Call to Order and Roll Call for Attendance (Discussion and Possible Action)

Chair Zhang calls the meeting to order at 5:03 pm.

Roll Call Attendance:

Jayden Tanaka, absent

Valentina Alioto-Pier, present

Sammy Foley, present

Jiajian Harry Xu, present

Arsema Asfaw, present

Gabrielle Listana, present

Adrianna Zhang, present

Sahara Frett, present

Amadeos Oyangata, present

Vanessa Pimentel, present

Emily Nguyen, present

Raven Shaw, present

Steven Hum, present

Ewan Barker Plummer, present

Isaiah Catubig, present



Amara Santos, present
Jayda Love, present

Commissioner Tanaka has a last minute conflict and informed staff.

Commissioner Asfaw motions to excuse Commissioner Tanaka's absence seconded by Commissioner Love. A roll call vote was taken. Motion passes.

Roll Call Vote:

Jayden Tanaka, absent
Valentina Alioto-Pier, aye
Sammy Foley, aye
Jiajian Harry Xu, aye
Arsema Asfaw, aye
Gabrielle Listana, aye
Adrianna Zhang, aye
Sahara Frett, aye
Amadeos Oyangata, aye
Vanessa Pimentel, aye
Emily Nguyen, aye
Raven Shaw, aye
Steven Hum, aye
Ewan Barker Plummer, aye
Isaiah Catubig, aye
Amara Santos, aye
Jayda Love, aye

2. Approval of Agenda (Action Item)

No public comment. Commissioner Alioto-Pier motions to approve of agenda, seconded by Commissioner Barker-Plummer. The motion passes by roll call vote.

Roll Call Vote:

Jayden Tanaka, absent
Valentina Alioto-Pier, aye
Sammy Foley, aye
Jiajian Harry Xu, aye
Arsema Asfaw, aye
Gabrielle Listana, aye
Adrianna Zhang, aye
Sahara Frett, aye
Amadeos Oyangata, aye
Vanessa Pimentel, aye
Emily Nguyen, aye
Raven Shaw, aye
Steven Hum, aye



Ewan Barker Plummer, aye
Isaiah Catubig, aye
Amara Santos, aye
Jayda Love, aye

3. Approval of Minutes (Action Item)

A. October 4th, 2021
[\(Document A\)](#)

No public comment. Commissioner Love motions to approve the minutes, seconded by Commissioner Listana. The motion passes by roll call vote.

Roll Call Vote:

Jayden Tanaka, absent
Valentina Alioto-Pier, aye
Sammy Foley, aye
Jiajian Harry Xu, aye
Arsema Asfaw, aye
Gabrielle Listana, aye
Adrianna Zhang, aye
Sahara Frett, aye
Amadeos Oyagata, aye
Vanessa Pimentel, aye
Emily Nguyen, aye
Raven Shaw, aye
Steven Hum, aye
Ewan Barker Plummer, aye
Isaiah Catubig, aye
Amara Santos, aye
Jayda Love, aye

4. Public Comment on Items not on Agenda (2 minutes per public comment)

- Tiffany Wang & Colleague, Health Educators, GOT GAME (Going Overtime – Gaming And Media-use Education), from NICOS Chinese Health Coalition. Preventing problematic gaming and screen use. Bilingual services in English and Chinese. Parent and youth workshops.
 - contact: tiffanywang@nicoschc.org

ARE VIDEO GAMES INTERFERING WITH YOUR CHILD'S LIFE?

Video game use can become a problem when it causes your child to have trouble:

- sleeping
- eating
- studying
- being active
- interacting with family and friends

NICOS offers free youth and parent workshops that provide education and resources on safe and responsible video gaming and screen use. Workshop topics include:

- What makes gaming fun and hard to stop
- Gaming Mythbusters
- Determining addiction to gaming using the Game Addiction Scale
- How to create a "Family Media Use Plan"
- Developmentally appropriate guidelines and strategies to limit childrens' screen use

For support and tips on how to play video games safely & responsibly, Contact NICOS Chinese Health Coalition!

NICOS Chinese Health Coalition

Email: GOT GAME Project, got_game@nicoschc.org

Tel: 415-788-6426 (Mon-Fri, 9:30am-6:00pm)

GOT GAME is made possible through funding from: Chinese Community Health Care Association

電子遊戲是否干擾您孩子的生活?

電子遊戲有可能對你的孩子造成以下方面的困擾:

- 睡覺
- 進食
- 學習
- 鍛煉
- 與朋友和家人互動

華人健康組織聯會提供免費的青少年和父母講座，並提供有關安全和負責任地玩電子遊戲和屏幕使用的信息。講座主題包括:

- 是什麼讓遊戲變得有趣並且難以停止
- 遊戲緩解終結者
- 使用遊戲成癮測量表來確定上癮的程度
- 如何制定“家庭媒體使用計劃”
- 限制兒童使用屏幕的策略和適合成長的指南

如需幫助或想獲得有關怎樣能夠安全和負責任地玩電子遊戲的資訊，請致電華人健康組織聯會

NICOS Chinese Health Coalition

電郵: 電子遊戲與媒體使用教育 got_game@nicoschc.org

電話: 415-788-6426 (週一至五, 上午9:30至下午6:00)

電子遊戲與媒體使用教育是由華美醫師協會慷慨資助。

5. Presentations (All Items to Follow are Discussion and Possible Action)

- A. [Inform + Decision] Seamless Transit - Fare Integration Bay Area
 Presenter: Adina Levin, Seamless Bay Area Director
 (Document B)

A non profit organization with a mission to transform Bay Area's public transportation system via policy reform and change. We need a coordinated system and last year the YC signed onto a letter of support.

First major opportunity to take action after that initial letter of support.

The 2019 study has a set of recommendations that has potential to be approved in the next few months and to go into effect in 2022.

Near Term:

- Go anywhere pass for orgs (colleges, housing, employers, unions)
- Free (fully subsidized) transfers (local and regional)

Medium-Longer term:

- Fare caps (max spend or trips per day, week, month for all agencies)
- regional standard fare (Caltrain, BART, ferry, transbay bus)
- Fully integrated fares with standardized



These would reduce driving, car traffic, and pollution and create a powerful and cost-effective way to increase ridership.

The YC can: sign on to a support letter to MTC and MTA, make public comments at public meetings (GG, Caltrains, Task Force), have 1:1 meetings with Supervisors (Ronen, Walton, and Melgar who serve on some of these bodies).

Questions:

Commissioner Barker-Plummer: how is the data around more ridership collected? Pilot would be used to assess opportunities to expand the pilot and use a model that is the same for other agencies and how they collect data with analysis in the Bay Area.

Commissioner Zhang: have you or others done work targeting youth and/or what is young peoples role in this organization? Working closely with groups who work with youth (Youth Leadership Institute) and others.

Public Comment: Hayden Miller, D1, this issue is very important for youth. Is a HS student and would make such a difference for him and his transportation needs. Fares add up and are confusing to wayfind. Making it more integrated would be important to youth.

Commissioner Barker-Plummer: supports this effort and is exciting to see so many different parts of SF coming together in favor of this

Commissioner Hum: student at UCB so understands the struggle of switching from different transportation methods

Commissioner Love: agrees and it sounds so good. The amount of money people could save is great.

Commissioner Oyagata: Public meetings are not youth friendly places to speak in public comment but the fact we can have this conversation in the YC is appreciated.

Commissioner Love, seconded by Commissioner Hum, motions to support the Seamless Transit - Fare Integration Bay Area initiative. The motion passes by roll call vote.

Roll Call Vote:

- Jayden Tanaka, absent
- Valentina Alioto-Pier, aye
- Sammy Foley, aye
- Jiajian Harry Xu, aye
- Arsema Asfaw, aye
- Gabrielle Listana, aye
- Adrianna Zhang, aye
- Sahara Frett, aye
- Amadeos Oyagata, aye
- Vanessa Pimentel, aye
- Emily Nguyen, aye
- Raven Shaw, aye



Steven Hum, aye
Ewan Barker Plummer, aye
Isaiah Catubig, aye
Amara Santos, aye
Jayda Love, aye

Presenter will share follow up actions with staff and how YCers can support.

- B. [Inform + Decision] Employ + Empower Program (E+E)
Presenter: Hira Zahir, Program Manager, 3 Strands Global Foundation

Started in 2010 as a way to raise awareness via education, employment, and engagement. Prevention focused on exploitation and human trafficking. The Protect Curriculum is taught in schools to various youth and received feedback from youth specific to employment issues.

E+E program is intensive case management for survivors of human trafficking and at risk individuals. Collaborate with different partners and be the glue relating to employment issues and support and provide resources/support for clients to obtain and maintain employment or education.

Provide transportation, childcare, professional clothing, ID documents, mental health referrals, and employment prep. Individualized services (video, in person, phone, text, email).

To qualify: 16+, one barrier (low income, foster youth, survivor of trafficking, documented disability, unhoused), 1:1 support from a job developer/case manager

How to refer: referrals@3SGF.org

Questions:

- Commissioner Frett: through engagement, how does this work to prevent trafficking? Does this prevent the rate of trafficking? Part of the coalition and putting on different workshops and expanding into SF on what it looks like, what a safe relationship is, grooming awareness. Yes, increased education does help give awareness and what signs to look out for. We've seen that when we teach people youth are less likely to fall into trafficking.
- Commissioner Frett: What is the definition of trafficking? any person who is being exploited via labor trafficking or sexually exploited. Hard to tell as they may not even realize it.
- Commissioner Nguyen: What do you mean by the glue with all the providers? Agencies/orgs may not be working together and so they provide overall general collaboration and connection to connect the dots and work with the individual and all the agencies that are supporting them. Full team of support.
- Commissioner Love: What are some of the ways you get people to recognize they are in this situation and what tips do you have if you are in this situation? Teach how to recognize the signs but will teach safe relationships, consent, and understand if they are asking for things you might not be comfortable with and learn how to say no.
- Commissioner Barker-Plummer: how are people referred to your services? Can self refer or orgs can refer. The person does need to want the services.



- Commissioner Oyagata: how do you picture the YC spreading the word? It is up to you all. You have a better idea of who may need these services.
- Catubig: you mentioned schools - do they include public or private? Yes, we have all over the Bay Area, it's been harder in SF. We usually work with a wellness educator or teacher and then they relay the curriculum. High School students are the most vulnerable and I work with them directly. We are trying to get SF to
- Commissioner Catubig: if any of the youth need to confront their traffickers, does the program do this and how is it resolved? Works directly with homeland security (they are not ICE!) via trauma informed care they will support the person with that.
- Commissioner Barker-Plummer: how do you get your funding? In CA, it varies from city to city. Federal and private funding.
- Commissioner Foley: if someone has legal control over someone, what happens to someone in this scenario? work with people to fix these types of situations
- Commissioner Nguyen: how does confidentiality work with the youth? CA state mandated reporters. If they see something they have to report it to the state (but not to your parents)

The YC will share this program on our social media & commissioners can share as well. No public comment.

6. Youth Commission Business (All Items to Follow are Discussion and Possible Action)

- A. [Inform] Resolution Writing - Training
Presenter: YC Staff

This item has been tabled.

- B. [Inform] Public Comment Training
Presenter: YC Staff

This item has been tabled.

7. Committee Reports (Discussion Only)

- A. Executive Committee
- a. LAO
 - i. No BOS meeting last week so nothing to report.
 - b. Comms
 - i. Instagram Takeovers - Itzel made a doodle poll that will be shared to all
 - ii. most likely host an in person community building movie night in the YC on Friday, October 29th 5-7pm
 - c. General Committee Updates
 - i. Flexibility with work groups this year and will be peer led
 - ii. Topic ideas: environment, current committee issue areas, immigration, getting YCers paid, mental health, lgbtq+ focused workgroups, and student governance
- B. OCOF
- a. No report.

8. Staff Report (Discussion Only)

- Turn in your paperwork!



- The [Creative Youth Awards](#): The Bay Area Creative Foundation is looking for artists, photographers, musicians, composers, filmmakers and writers at Bay Area high schools. Last year over 200 students entered the Creative Youth Awards. More than 70 received \$17,000 in cash awards. Also share with advocates to help us spread the word about the Creative Youth Awards in their classrooms, high schools and afterschool programs.
- [3rd Street Youth Clinic job opportunity - Youth Leadership and Policy Advocate position](#)
- Kiely on leave through November 2nd - reach out to Staff Estrada for all questions and needs.

9. Announcements (This Includes Community Events)

- Commissioner Barker-Plummer - on October 31st from 3-6pm there is an event on the Great Walkway.
- Commissioner Love- Movie night on October 23rd 11-3pm (day activities) and movie is at 6pm
- City residents ages 12 to 17 are eligible to have their tuition covered at San Francisco State if they have been vaccinated against COVID-19

10. Adjournment

The meeting is adjourned at 6:38pm.

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RESOLUTION NO.2122-AL-02

1 [Resolution No. 2122-AL-02 [Resolution Making Findings To Allow Teleconferenced Meetings
Under California Government Code Section 54953(e)]

2
3 **Resolution Making Findings To Allow Teleconferenced Meetings Under California**
4 **Government Code Section 54953(e)**

5 WHEREAS, California Government Code Section 54953(e) empowers local policy
6 bodies to convene by teleconferencing technology during a proclaimed state of
7 emergency under the State Emergency Services Act so long as certain conditions are
8 met; and

9
10 WHEREAS, In March, 2020, the Governor of the State of California proclaimed a state
11 of emergency in California in connection with the Coronavirus Disease 2019
12 (“COVID-19”) pandemic, and that state of emergency remains in effect; and

13
14 WHEREAS, In February 25, 2020, the Mayor of the City and County of San Francisco
15 (the “City”) declared a local emergency, and on March 6, 2020 the City’s Health Officer
16 declared a local health emergency, and both those declarations also remain in effect; and

17
18 WHEREAS, On March 11 and March 23, 2020, the Mayor issued emergency orders
19 suspending select provisions of local law, including sections of the City Charter, that
20 restrict teleconferencing by members of policy bodies; those orders remain in effect, so
21 City law currently allows policy bodies to meet remotely if they comply with restrictions
22 in State law regarding teleconference meetings; and

23
24 WHEREAS, On September 16, 2021, the Governor signed AB 361, a bill that amends
25 the Brown Act to allow local policy bodies to continue to meet by teleconferencing

1 during a state of emergency without complying with restrictions in State law that would
2 otherwise apply, provided that the policy bodies make certain findings at least once
3 every 30 days; and

4
5 WHEREAS, While federal, State, and local health officials emphasize the critical
6 importance of vaccination and consistent mask-wearing to prevent the spread of
7 COVID-19, the City’s Health Officer has issued at least one order (Health Officer Order
8 No. C19-07y, available online at www.sfdph.org/healthorders) and one directive (Health
9 Officer Directive No. 2020-33i, available online at www.sfdph.org/directives) that
10 continue to recommend measures to promote physical distancing and other social
11 distancing measures, such as masking, in certain contexts; and

12
13 WHEREAS, The California Department of Industrial Relations Division of
14 Occupational Safety and Health (“Cal/OSHA”) has promulgated Section 3205 of Title 8
15 of the California Code of Regulations, which requires most employers in California,
16 including in the City, to train and instruct employees about measures that can decrease
17 the spread of COVID-19, including physical distancing and other social distancing
18 measures; and

19
20 WHEREAS, Without limiting any requirements under applicable federal, state, or local
21 pandemic-related rules, orders, or directives, the City’s Department of Public Health, in
22 coordination with the City’s Health Officer, has advised that for group gatherings
23 indoors, such as meetings of boards and commissions, people can increase safety and
24 greatly reduce risks to the health and safety of attendees from COVID-19 by maximizing
25 ventilation, wearing well-fitting masks (as required by Health Officer Order No.

1 C19-07), using physical distancing where the vaccination status of attendees is not
2 known, and considering holding the meeting remotely if feasible, especially for long
3 meetings, with any attendees with unknown vaccination status and where ventilation
4 may not be optimal; and

5
6 WHEREAS, On July 31, 2020, the Mayor issued an emergency order that, with limited
7 exceptions, prohibited policy bodies other than the Board of Supervisors and its
8 committees from meeting in person under any circumstances, so as to ensure the safety
9 of policy body members, City staff, and the public; and

10
11 WHEREAS, the Youth Commission has met remotely during the COVID-19 pandemic
12 and can continue to do so in a manner that allows public participation and transparency
13 while minimizing health risks to members, staff, and the public that would be present
14 with in-person meetings while this emergency continues; now, therefore, be it

15
16 RESOLVED, That the Youth Commission finds as follows:

- 17
- 18 1. As described above, the State of California and the City remain in a state of
19 emergency due to the COVID-19 pandemic. At this meeting, the Youth
20 Commission, has considered the circumstances of the state of emergency.
 - 21 2. As described above, State and City officials continue to recommend measures to
22 promote physical distancing and other social distancing measures, in some
23 settings.
- 24
25

1 3. As described above, because of the COVID-19 pandemic, conducting meetings of
2 this body and its Executive Committee in person would present imminent risks to
3 the safety of attendees, and the state of emergency continues to directly impact the
4 ability of members to meet safely in person; and, be it

5 FURTHER RESOLVED, That for at least the next 30 days meetings of the Youth
6 Commission and its Executive Committee to occur exclusively by teleconferencing
7 technology (and not by any in-person meetings or any other meetings with public access
8 to the places where any policy body member is present for the meeting). Such meetings
9 of the Youth Commission and its Executive Committee that occur by teleconferencing
10 technology will provide an opportunity for members of the public to address this body
11 its Executive Committee and will otherwise occur in a manner that protects the statutory
12 and constitutional rights of parties and the members of the public attending the meeting
13 via teleconferencing; and, be it

14 FURTHER RESOLVED, That the Youth Commission staff is directed to place a
15 resolution substantially similar to this resolution on the agenda of a future meeting of the
16 Youth Commission within the next 30 days. If the Youth Commission does not meet
17 within the next 30 days, the Youth Commission staff is directed to place such resolution
18 on the agenda of the next meeting of the Youth Commission.
19

How to Write a Resolution!

POLICY CHANGE...

Policy change is an example of a structural change, a change in the systems that affect our lives.

BUT, WHAT IS POLICY?

- We literally eat, drink, and breathe policy...
- Public policy seeks to enact goals, believed to be in the best interest of society: clean air, clean water, health, employment, literacy, security, etc.
- It can take the form of laws and regulations made by legislators, or the practices, procedures, and protocols of departments, agencies, or programs.
- Ultimately, policies determine how resources are distributed, what kind of environment we live in, and who gets to participate in decision-making.



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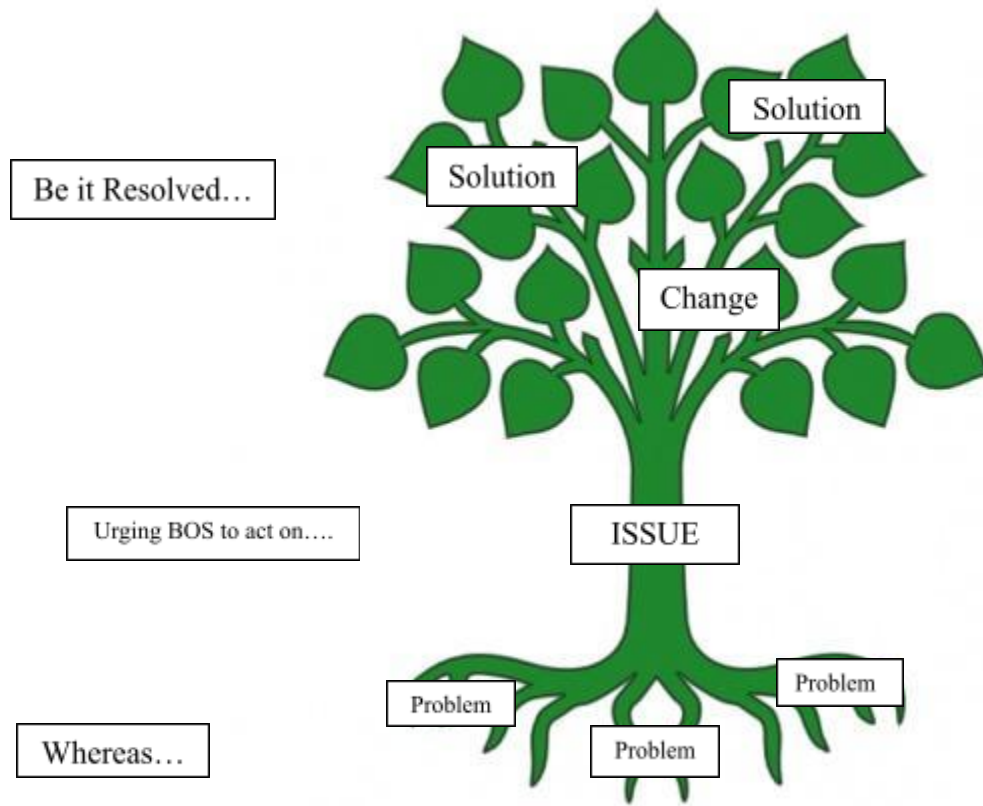


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Ordinance VS Resolution

- An **ordinance** is a law that **REQUIRES** people to do something – to put out their garbage on a certain day, to build housing according to certain rules, etc. If you don't follow the law, there is some penalty, like a fine.
- Laws affecting San Francisco that are binding on its citizens
- Only the Board of Supervisors or (in an election) the voters of San Francisco may enact ordinances
- A **resolution** is a statement urging but not requiring somebody to do something (a City Department, for ex.)
- A **resolution** is a **formal statement** of a problem, situation or issue and a **suggestion and argument about how to fix** that problem or situation.
- Non-binding statements of policy and/or statements that urge another legislative body or official to take a certain action
- Board of Supervisors or other boards and commissions may adopt



Resources



Stakeholders



Issue	major focus, which in resolution form will be what you are urging the BoS to act on
Roots	problems caused by the issue, which will become the “whereas...” clauses
Leaves/Branches	solutions, or changes that people would like to come through policy, which will become the “therefore be it resolved that...” clauses
Resources	these are people, organizations, departments, or media sources that you can form alliances with to advance your cause.
Stakeholders	these are people and organizations who have the ability to impact legislation, and will be important contacts as next steps are taken to advance the resolution

1 [Mid-Year retreat resolution writing]

2 **18 year olds in high school riding at youth rate**

3

4 WHEREAS, MUNI currently charges the adult fare for 18 year olds and older in high school;
5 and,

6 WHEREAS, the current adult fare is \$2 per ride and \$64 per month; and,

7 WHEREAS, many youth are unable to afford the adult fare, as they are stuck in school and
8 unemployed; and,

9 WHEREAS, the MTA has recognized the need for affordable with the implementation of the
10 Free MUNI for Youth programs; and,

11 WHEREAS, other cities' transportation agencies such as AC transit and 66 Transit allow 18
12 year olds to ride at the youth fare; and,

13 WHEREAS, youth fare revenue makes up less than 1% of revenue, and 18 year olds are a
14 fraction of that percent; and therefore, be it,

15 RESOLVED, SF Youth Commission urges SFMTA to allow 18 year olds to ride MUNI at the
16 designated Youth Rate.

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Creating S.M.A.R.T. Goals

Specific || **M**easurable || **A**ttainable || **R**elevant/Realistic || **T**imely

Specific: A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions:

- *Who: Who is involved?
- *What: What do I want to accomplish?
- *Where: Identify a location.
- *When: Establish a time frame.
- *Which: Identify requirements and constraints.
- *Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, “Get in shape.” But a specific goal would say, “Join a health club and workout 3 days a week.

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set.

When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal. To determine if your goal is measurable, ask questions such as.....

How much? How many?
How will I know when it is accomplished?

Attainable – When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Relevant and Realistic- Your goals must be relevant to what you want to achieve in the short term and long term. Understanding your organizational or personal vision, mission, and purpose is critical. The more relevant your goal is, the more likely you are to stick with it.

To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.

A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Timely – A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

T can also stand for Tangible – A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing.

When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.