



San Francisco Youth Commission Agenda – Special

****Special Inaugural Meeting****

Monday, September 14, 2020

5:00 pm-8:00 pm

Public Comment Call-in:

+1 415-906-4659

United States, San Francisco (toll)

Conference ID: 311191989#

There will be public comment on each item.

Jayden Tanaka, Valentina Alioto-Pier, Lillian Tang, Plyfaa Suwanamalik-Murphy, Calvin Quick, Gabrielle Listana, Adrianna Zhang, Gracie Veiga, Ariana Arana, Rome Jones, Erika Morris, Arsema Asfaw, Sarah Cheung, Sarah Ginsburg, Nora Hylton, Amara Santos, Stephen “Rocky” Versace

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. August 17, 2020
([Document A](#))
4. **Public Comment on Items not on Agenda (Discussion Only)**
5. **Legislation Referred from the Board of Supervisors (All Items to Follow Discussion and Possible Action)**
6. **Presentations (All Items to Follow Discussion and Possible Action)**
 - A. Sugary Drinks Distributor Tax Advisory Committee Youth Seat Presentation
Presenter: Christina Goette, Program Manager, Department of Public Health
(Document B)
 - B. San Francisco Budget 101 & Budget Advocacy
Presenter: Matthias Mormino, Budget Justice Coalition member



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

- A. Adoption of 2020-21 Youth Commission Bylaws
Presenter: Youth Commission Staff
(Document C)
- B. Election of 2020-21 Youth Commission Executive Officers

7. Committee Reports (Discussion Only)

8. Staff Report (Discussion Only)

- A. YC Master Calendar
(Document D)

9. Announcements (This Includes Community Events)

10. Adjournment

Any materials distributed to the members of the Youth Commission within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection—along with minutes of previous Youth Commission meetings and all supplementary information—at the Youth Commission office during regular office hours (9am to 6pm, Monday—Friday). The Youth Commission office is at:

Any materials distributed to the members of the Youth Commission within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection—along with minutes of previous Youth Commission meetings and all supplementary information—at the Youth Commission office during regular office hours (9am to 6pm, Monday—Friday). The Youth Commission office is at:

City Hall, Room 345
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.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, please contact:
Sunshine Ordinance Task Force
City Hall, Room 244



1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Phone: (415) 554-7724, Fax: (415) 554-5784
Email: sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

The nearest accessible BART station is Civic Center (Market/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center for Van Ness Stations). MUNI bus lines also serving the area are the 5, 5R, 6, 7, 7R, 7X, 9, 9R, 19, 21, 47, and 49. For more information about MUNI accessible services, call (415) 701-4485.

The ringing and use of cell phones, pagers, and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic device.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

To obtain a disability-related modification or accommodation, including auxiliary aids or services to participate in the meeting, please contact Kiely Hosmon, Youth Commission Director [phone: 415-554-6464 email: Kiely.hosmon@sfgov.org] at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Full Commission Meetings are held in Room 416 at City Hall, 1 Dr. Carlton B. Goodlett Place in San Francisco. City Hall is accessible to persons using wheelchairs and other assistive mobility devices. Ramps are available at the Grove, Van Ness and McAllister entrances.

LANGUAGE INTERPRETERS: Requests must be received at least 48 hours in advance of the meeting to help ensure availability. Contact Peggy Nevin at (415) 554-5184.

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.



Doc A

San Francisco Youth Commission

Draft ~ Minutes

Monday, August 17, 2020

5:00 pm-8:00 pm

Public Comment Call-in:

+1 415-906-4659

United States, San Francisco (Toll)

Conference ID: 219 900 722#

There will be public comment on each item.

Sarah Cheung, Valentina Alioto-Pier, Maggie Dong, Josephine Cureton, Calvin Quick, Khatab Alameri, Crystal Chan, JoJo Ty, Ariana Arana, Rome Jones, Amara Santos, Arianna Nassiri, Nora Hylton, Stephen “Rocky” Versace, Arsema Asfaw, Alexander Hirji, Sarah Ginsburg

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

Commissioner Cheung calls the meeting to order at 5:04pm. Quorum is met.

Roll Call Attendance:

Sarah Cheung, present
Valentina Alioto-Pier, present
Maggie Dong, present
Josephine Cureton, absent
Calvin Quick, present
Khatab Alameri, present
Crystal Chan, present
JoJo Ty, present
Ariana Arana, absent
Rome Jones, present
Amara Santos, absent
Arianna Nassiri, absent
Nora Hylton, present
Stephen “Rocky” Versace, present
Arsema Asfaw, absent
Alexander Hirji, present
Sarah Ginsburg, absent



No public comment. Commissioner Quick motions to excuse the absences of Commissioner Cureton, Arana, Santos, Nassiri, Asfaw, and Ginsburg, seconded by Commissioner Hirji. The motion passes by roll call vote.

Roll Call Vote:

Sarah Cheung, aye
Valentina Alioto-Pier, aye
Maggie Dong, aye
Josephine Cureton, absent
Calvin Quick, aye
Khatab Alameri, aye
Crystal Chan, aye
JoJo Ty, aye
Ariana Arana, absent
Rome Jones, aye
Amara Santos, absent
Arianna Nassiri, absent
Nora Hylton, aye
Stephen "Rocky" Versace, aye
Arsema Asfaw, absent
Alexander Hirji, aye
Sarah Ginsburg, absent

2. Approval of Agenda (Action Item)

No public comment. Commissioner Dong motions to approve the August 17th, 2020 agenda, seconded by Commissioner Quick. By a roll call vote, the motion passes.

Roll Call Vote:

Sarah Cheung, aye
Valentina Alioto-Pier, aye
Maggie Dong, aye
Josephine Cureton, absent
Calvin Quick, aye
Khatab Alameri, aye
Crystal Chan, aye
JoJo Ty, aye
Ariana Arana, absent
Rome Jones, aye
Amara Santos, absent
Arianna Nassiri, absent
Nora Hylton, aye
Stephen "Rocky" Versace, aye
Arsema Asfaw, absent
Alexander Hirji, aye



Sarah Ginsburg, absent

3. **Approval of Minutes (Action Item)**

- A. July 20th, 2020
[\(Document A\)](#)

No public comment. Commissioner Alameri motions to approve of July 20th, 2020 minutes, seconded by Commissioner Hylton. By a roll call vote, the motion passes.

Roll Call Vote:

Sarah Cheung, aye
Valentina Alioto-Pier, aye
Maggie Dong, aye
Josephine Cureton, absent
Calvin Quick, aye
Khatab Alameri, aye
Crystal Chan, aye
JoJo Ty, aye
Ariana Arana, absent
Rome Jones, aye
Amara Santos, absent
Arianna Nassiri, absent
Nora Hylton, aye
Stephen "Rocky" Versace, aye
Arsema Asfaw, absent
Alexander Hirji, aye
Sarah Ginsburg, absent

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

No public comment.

5. **Legislation Referred from the Board of Supervisors (All Items to Follow Discussion and Possible Action)**

- A. [Input + Decision] BOS File No. 200796 [Hearing - Supportive Housing Vacancies]
Sponsors: Supervisor Haney
Presenter: Courtney Mcdonald, Legislative Aide, District 6
(Document B)

Courtney Mcdonald, Legislative Aide, District 6 presents BOS File No. 200796 [Hearing - Supportive Housing Vacancies]

Presentation:



City's efforts to fill the vacancies - 8,000 units for permanent supportive housing and the department of homelessness defines housing as not just affordable but provides social services for families, adults and TAY.

Permanent supportive housing is a crucial part of the city to resolve the housing crisis. Far too many vacancies in this housing stock we have, 5% vacancy at least in housing stock - huge concern because if housing is the top tool to end homelessness, we need to make sure this ends people's homelessness. This is to hear from the department plans to apply housing, reduce wait times or waitlists, and how do we make it easier to leverage the units we've already invested in?

Questions/Recommendations:

- Commissioner Quick: Can we break down vacancies by category to get a sense of how big a problem this is for TAY specifically & in adults? HLU of YC has sent letters to BFC to finish the TAY Housing plan of 2015, but I think it is concerning that they are proposing a huge increase, but are not filling in the back end of promises made years ago. What are the processes to get people into PSH and where are the delays coming from? Like family supportive housing & TAY supportive housing.
 - Answer: I am not aware of the breakdown by the different types, so we will be sure to ask. We have coordinated entries for different needs.
- Commissioner Cheung: Do you know why there is a delay? How are they going to span and fill vacancies at the same time? Why are we building more housing when we can't even fill them?
 - Answer: I wish we could say we know more, but don't know too much. We have worked with housing providers previously and i think some of what has happened, we don't have a central system that can tell us what vacancies are empty and their qualifications. There is a big data and systems gap that prevents us from matching people appropriately. Anecdotally, we've heard that this system just does not work. There is another piece when units turnover, they require inspection and sometimes there is a gap in maintenance as well. These are basic reasons, but we are hoping with this hearing to dive into the nuances to answer your questions.
- Commissioner Dong: Question re: language access & how community members are able to apply for housing. How do the dpts provide language assistance to ensure that all persons have access to PSH? What is the language access plan for the department and how have they made their mark on communities? Who is being served? Who is being underserved? (questions for the hearing)
 - Answer: generally, we have a coordinated entry system that anyone who is experiencing or at risk of being homeless, will go through a rating process where the city will assess their needs & give them a score. Based on this score, the city will offer options. This is my experience with the adult system, so I can't speak to the specifics for TAY.



- Commissioner Hirji: SF Housing Authority is an attendee to this hearing, as the city got absorbed, what is the scope in the housing authority and functions and services separate from MOHCD? What stock does the Housing Authority oversee? How is their application process different from the rest of housing stock? What fxn are different from MOHCD?
 - Answer: explain their role, even absorbed with city - functions like city dpt, control section 8 or housing vouchers, separate process even though housing authority does not exist in the same way it did before
- Commissioner Ty: When do you anticipate for this hearing to be scheduled?
 - Answer: still working on details, the board is a back up, we are aiming for Sept through the GAO
- Staff Truong: how are families able to access these social services in COVID-19 time with limited access to resources?

Discussion:

Commissioner Quick:

- if the dpt has plans for resolving vacancy issues and how that relates to the projected large scale expansion of PSH over the last 2 years, hoping to build 1000 units, having problem in the process to fill current units,
 - need more units but need to make sure units are being filled
- breakdown of delay
- Question to include: How would changes to social services change during COVID19 - do any depts have a plan while they are building units so that families and community members can have access to social services?

No public comment. Commissioner Quick motions, seconded by Commissioner Hirji , to support legislation with the above questions/comments/recommendations to be included in their response.

Roll Call Vote:

Sarah Cheung, aye
Valentina Alioto-Pier, aye
Maggie Dong, aye
Josephine Cureton, absent
Calvin Quick, aye
Khatab Alameri, aye
Crystal Chan, aye
JoJo Ty, aye
Ariana Arana, absent
Rome Jones, aye
Amara Santos, absent
Arianna Nassiri, absent
Nora Hylton, aye
Stephen "Rocky" Versace, aye
Arsema Asfaw, absent
Alexander Hirji, aye
Sarah Ginsburg, absent



B. [Input + Decision] BOS File No. 200784 [Administrative Code - Restrictions on Police Use of Specific Types of Force During Lawful Assemblies and in Certain Other Circumstances]

Sponsors: Supervisors Haney, Walton

Presenter: Abigail Rivamonte-Mesa, Chief of Staff, District 6
(Document C)

Abigail Rivamonte-Mesa, Chief of Staff, District 6, presents BOS File No. 200784 [Administrative Code - Restrictions on Police Use of Specific Types of Force During Lawful Assemblies and in Certain Other Circumstances]

Presentation: On Tuesday, June 9, San Francisco Board of Supervisors Hillary Ronen, Shamann Walton, and Matt Haney announced the proposal of “The Right to Protest Safely Act.” The legislation will ban the use of certain crowd control methods used by San Francisco law enforcement against protesters.

Prohibited methods would include the use of rubber bullets, flexible baton rounds, flash bangs, stun grenades, and chemical agents such as tear gas, pepper spray, and mace. The use of military vehicles and equipment would also be prohibited. Military weapons, chemical sprays, rubber bullets, pepper balls, & flexible baton rounds should have no place in our city’s response to peaceful demonstrators. We’ve seen across the country that these weapons can cause severe and permanent physical harm to individuals, even death.

Loss of police violence and solidarity with Black community, blatant acts of injustice and many of the young people taking the streets mobilized and took action and made their voices heard. Legislation was drafted in response to youth-led protest and was attended by thousands of San Franciscans, including many families and children. It was shocking and unacceptable to see these peaceful protestors come face-to-face with officers armed with flexible baton rounds and chemical agent sprays.

Questions/Recommendations:

- Commissioner Quick: very important measure, what is the scope that is prohibited here, “nonlethal crowd control methods”
 - Answer: lethal weapons can not be used during peaceful assemblies unless it reaches heightened danger for the police officers. A lot of these tactics are lethal and cause serious injury or death
- Commissioner Quick: there is a reference to a california penal code, what are the parameters that define riot in this situation
 - Answer: we haven’t had our meet and confirm process w POA or Chief of Police, we are trying to see if we can remove that riot language bc it is subjective, especially when there are tense situations. We hope to push back on that riot language, but the city attorney says it is the law.
- Commissioner Hirji: ordinance police department only, but impact with sheriff department?



- Answer: sheriff get involved in peaceful protests because volume of crowd was not something SFPD could do, but city attorney has informs us that we do not have an ability to do so on this matter due to State prohibition, the moment that SFPD deploys and asks assistance to other agencies, must and mandated to abide by rules of ordinance, working side by side with sfpd, so it does carry over

Discussion:

- Commissioner Quick: this is a step in the right direction, language to apply to Sheriff, and building up on what's the language for riot and allows it to expand it's broadness,

No public comment. Commissioner Quick, seconded by Commissioner Alameri, motions to respond with positive recommendation with 2 recommendations 1) remove the language that mean it does not apply in situations of "riot" and 2) seek release from State that allows us to make sure all law enforcement agencies, especially the Sheriff's department, have to abide by this ordinance.

Roll Call Vote:

Sarah Cheung, aye
Valentina Alioto-Pier, aye
Maggie Dong, aye
Josephine Cureton, absent
Calvin Quick, aye
Khatab Alameri, aye
Crystal Chan, aye
JoJo Ty, aye
Ariana Arana, absent
Rome Jones, aye
Amara Santos, absent
Arianna Nassiri, absent
Nora Hylton, aye
Stephen "Rocky" Versace, aye
Arsema Asfaw, absent
Alexander Hirji, aye
Sarah Ginsburg, absent

6. Committee Reports (Discussion Only)

a. Executive Committee

a. LAO

- i. Sales tax to support caltrain was put on the ballot as a non conditional tax
- ii. Last week Sup. Mar introduced a hearing on a performance audit on HSH - systematic problems
- iii. Update on TJ - mayor, bos, community orgs
 1. defunding sfpd - ongoing as is board's budget process, initial reviewal of mayor's proposal and sfpd budget hearing



2. public comment day on budget next monday

7. Staff Report (Discussion Only)

- Sharing of virtual swearing in ceremony sept 9th, 2020 4:30pm - 5:30pm, alumni panel 5:30pm - 6:30pm
- onboarding paperwork dates August 24th & 25th, 5-7:30pm
- sending doodle poll for dates for orientation workshops
- BPP and community outreach summary plan

8. Announcements (This Includes Community Events)

Commissioner Quick: Asfaw, Hylton and I released a D5 Youth Budget Needs report, check it out on our website

Commissioner Cheung: westside survey, will send out report after reviewing d5

9. Adjournment

Commissioner Cheung adjourns the meeting at 5:59 PM.

SF SUGARY DRINKS DISTRIBUTOR TAX ADVISORY COMMITTEE

Christina Goette, MPH
San Francisco Department of Public Health
Community Health Equity and Promotion Branch
September 14, 2020



POPULATION HEALTH DIVISION
SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
**COMMUNITY HEALTH EQUITY
& PROMOTION**



Sugary Drinks Distributor Tax Ordinance

Adopted by voters in November 2016 and effective January 1, 2018, the Sugary Drinks Distributor Tax levies 1 penny per ounce on the Distributor making the initial Distribution of a Bottled Sugar-Sweetened Beverage, Syrup, or Powder in the City.

The Tax is calculated as follows: One cent (\$0.01) per fluid ounce of a Bottled Sugar-Sweetened Beverage upon the initial Distribution within the City of the Bottled Sugar-Sweetened Beverage, including “self-distributors” those who bring drinks into the city for retail sale; and

One cent (\$0.01) per fluid ounce of a Sugar-Sweetened Beverage that could be produced from Syrup or Powder upon the initial Distribution of Syrup or Powder.

The Tax for Syrups and Powders is calculated using the largest volume of Sugar-Sweetened Beverage that would typically be produced by the amount of Syrup or Powder based on the manufacturer’s instructions or, if the Distributor uses the Syrup or Powder to produce a Sugar-Sweetened Beverage, the regular practice of the Distributor.

The Tax is a general tax. Proceeds of the Tax are to be deposited in the General Fund.



What is a Sugary Drink?

“Sugar-Sweetened Beverage” means any Nonalcoholic Beverage intended for human consumption that:

- contains added Caloric Sweetener
- contains more than 25 calories per 12 fluid ounces of beverage

Includes but is not limited to all drinks and beverages commonly referred to as “soda,” “pop,” “cola,” “soft drinks,” “sports drinks,” “energy drinks,” “sweetened ice teas,” or any other similar names.



Sugary Drinks Distributor Tax Advisory Committee

The Sugary Drinks Distributor Tax Advisory Committee makes recommendations to the Mayor and the Board of Supervisors on the effectiveness of the in Business Tax and Regulations Code Article 8.

The Advisory Committee submits to the Board of Supervisors and the Mayor a report that

- (a) **evaluates the impact** of the Sugary Drinks Distributor Tax on beverage prices, consumer purchasing behavior, and public health, and
- (b) **makes recommendations regarding the potential establishment and/or funding of programs** to reduce the consumption of Sugar-Sweetened Beverages in San Francisco.

Committee Documents: www.sfdph.org/sddtac



San Francisco Sugary Drinks Distributor Tax Advisory Committee Strategic Plan 2020 - 2025

Vision

San Francisco improves health, eliminates health disparities, and achieves equity through effective services and changes to the environment, systems, and policies.

Mission

The Sugary Drinks Distributor Tax Advisory Committee (SDDTAC) makes funding recommendations that support services and other innovative, community-led work to decrease sugary beverage consumption and related chronic diseases.

Values



Supporting community-led and culturally relevant work.



Building strong collaborations and partnerships.



Prioritizing results and long-term impacts.



Eliminating structural inequities and achieving equity.



Goal 1: Healthy People!

We know that the sugary drinks beverage industry targets low-income communities and communities of color in San Francisco. A focus on healthy people provides an opportunity to invest in community power that can address health inequities.

Goal 2: Healthy Places!

Having safe equitable and healthy physical, economic, and social environments is critical to achieving SDDTAC's vision. To ensure that places are healthy in San Francisco, the SDDTAC has prioritized addressing the root causes of health inequities.

SDDT Impact

Eliminate health disparities and achieve equity, especially among priority populations.

SDDT Outcomes

Community + Economic Outcomes

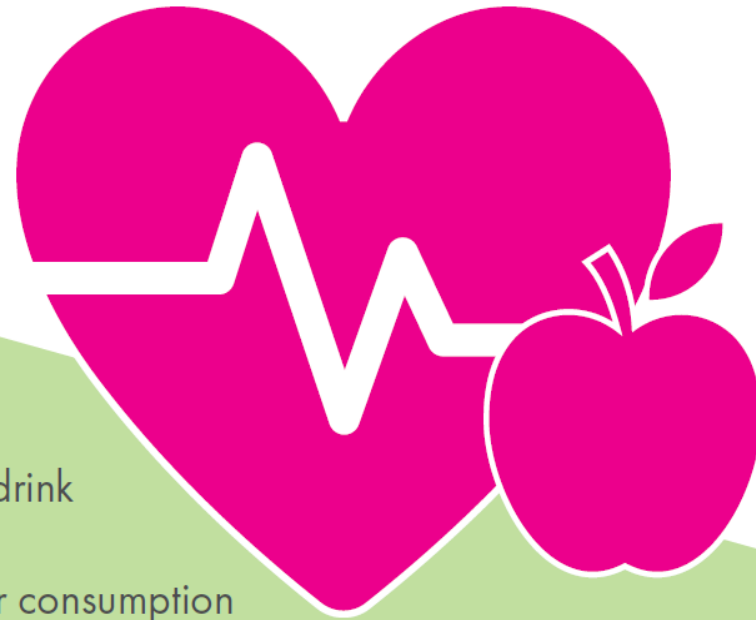
- ↑ Increase in hiring and economic opportunity
- ↑ Increase food security

Health Outcomes

- ↓ Decrease in diet-related chronic diseases

Behavioral Outcomes

- ↓ Decrease in sugary drink consumption
- ↑ Increase in tap water consumption
- ↑ Increase in fruit/vegetable consumption
- ↑ Increase in breastfeeding
- ↑ Increase in physical activity



SDDTAC Funding Principles

The SDDTAC identified the following priority populations to be served:

- Low income San Franciscans, and/or
- Populations shown to be consuming sugary drinks at a high rate, and/or
- Populations disproportionately affected by diet sensitive chronic diseases (such as diabetes, obesity, heart disease, and/or tooth decay)

Support the aims of the tax itself by **reducing sugary drink consumption and supporting public health through a reduction of diet-related diseases:**

- Decreasing consumption of sugary drinks
- Increasing water consumption
- Oral health
- Healthy food access
- Physical activity
- Other (e.g. research/CBPR, new innovations, etc.)

Support implementation of the SDDT and the work of the SDDTAC



Sugary Drinks Distributor Tax Advisory Committee

Seat 1	Health Equity- Latino/Chicano/Indigena	Board of Supervisors Appointment	Vanessa Bohm
Seat 2	Health Equity – Asian/Pacific Islander	Board of Supervisors Appointment	John Maa
Seat 3	Health Equity – Black/African American	Board of Supervisors Appointment	Joi Jackson-Morgan (chair)
Seat 4	Research/Medical Institutions	Board of Supervisors Appointment	Roberto Ariel Vargas
Seat 5	Research/Medical Institutions	Board of Supervisors Appointment	Jonathan Butler (chair)
Seat 6	Youth Commission Seat	Board of Supervisors Appointment	VACANT
Seat 7	Office of Economic and Workforce Development	OEWD Appointment	Larry McClendon
Seat 8	San Francisco Unified School District	Board of Education Appointment	Saeeda Hafiz
Seat 9	San Francisco Unified School District	Board of Education Appointment	Lauren Heumann
Seat 10	Department of Public Health – Chronic Disease	DPH Appointment	Rita Nguyen
Seat 11	Department of Public Health - Oral Health	DPH Appointment	Irene Hilton
Seat 12	Department of Public Health - Food Access/Security	DPH Appointment	Veronica Shepard
Seat 13	Department of Children Youth and Their Families	DCYF Appointment	Michelle Kim
Seat 14	Recreation and Parks Department	RPD Appointment	Linda Barnard
Seat 15	SFUSD Parent Advisory Council	Board of Supervisors Appointment	Janna N. Cordeiro
Seat 16	Children 0-5 Years Old	Board of Supervisors Appointment	Derik Aoki



SUGARY DRINKS DISTRIBUTOR
TAX
ADVISORY COMMITTEE



NOW SEEKING | APPLICATIONS DUE

YOUTH REP

- Represent your community and uplift community voices by providing recommendations to the mayor on where Soda Tax dollars should go
- Be the voice for youth in San Francisco as it relates to community health and equity
- Conduct community outreach and solicit input
- Can meet every 3rd Wednesday at 5pm
- Can serve a 2 year term



Contact YouthCom@sfgov.org and Melinda.Martin@sfdph.org for application.

#SFSodaTax

www.sfdph.org/sddtac

www.sodatax-sf.org

Youth Seat Vacancy

Worked with current youth rep, Aaron Kunz, and Austin to develop flyer

Distributed flyer through SDDTAC, DPH and YC networks

Received 5 applications

SDDTAC exploring two key changes to youth seat, will require legislation:

- Stipends for youth in seat
- Increase number of youth representatives



POPULATION HEALTH DIVISION
SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
COMMUNITY HEALTH EQUITY
& PROMOTION

Youth Seat Roles

Commit to two year term

Prepare for and Participate in monthly SDDTAC meetings (third weds of month 5p -8p)

Prepare for and Participate in one of three monthly SDDTAC subcommittee meetings
community input, infrastructure, or data and evidence

Provide youth perspectives and analyses with respect to funding recommendations.

- engage with youth populations throughout SF, particularly those most targeted by Big Soda
 - Black/African American, Latinx, Pacific Islander, Asian
- bring youth perspective into recommendation making process
- promote and share recommendations of SDDTAC

Learn and follow committee rules/ procedures

- Roberts Rules, Sunshine Ordinance/Brown Act, SDDTAC bylaws



SDDTAC & Mayor's Proposed Soda Tax Allocations FY 20-21			
Item	SDDTAC Recommendations	Mayor's Budget Recommendation	Variance
Community-Based Grants			
Health education, food security, physical activity	\$3,260,000	\$1,695,212	
CBO's working with SFUSD	\$300,000	\$300,000	
Media	\$250,000		
Community engagement	\$50,000		
Capacity Building Grants	\$470,000		
Community Based Grants TOTAL	\$4,330,000	\$1,995,212	-\$2,334,788
SFUSD			
School food, nutrition ed.	\$1,000,000	\$1,000,000	
Student led action	\$500,000		
Student led media coordinator	\$250,000		
SFUSD Kitchen/Food Infrastructure Upgrade	\$330,000		
SFUSD TOTAL	\$2,080,000	\$1,000,000	-\$1,080,000
Food Access			
Healthy food purchasing supplement	\$1,200,000	\$1,000,000	
Healthy Retail SF	\$150,000	\$150,000	
Food Access TOTAL	\$1,350,000	\$1,150,000	-\$200,000
Oral Health			
Community task forces	\$450,000	\$450,000	
School-based sealant application	\$350,000	\$350,000	
school-based edu. and case management	\$200,000		
Oral Health TOTAL	\$1,000,000	\$800,000	-\$200,000
Water Access			
Water Access - SFUSD	\$340,000		
Water Access - Public Spaces	\$0		
Water Access TOTAL	\$340,000	\$0	-\$340,000
SF Recreation & Parks			
Peace Parks	\$650,000		
SVIP Funding - Peace parks transportation	\$225,000	\$225,000	
Outreach, scholarships, equity in recreation	\$0	\$2,000,000	
SF Rec and Park TOTAL	\$875,000	\$2,225,000	\$1,350,000
Breastfeeding	\$175,000	\$0	-\$175,000
Support for small business/merchants	\$250,000	\$0	-\$250,000
Infrastructure (Staffing/Research Support)	\$800,000	\$800,000	\$0
Total	\$11,200,000	\$7,970,212	-3,229,788

**Soda Tax Allocation - Mayor's Proposed Budget
FY 2020-21 and FY 2021-22**

Program	Department	FY 2019-20	FY 2020-21	BY	BY+1	NOTES
Grants to CBOs	DPH	2,995,000	2,955,000	1,695,212	1,695,212	The proposed amount represents the previously approved allocation, minus anticipated carryforward funds. We expect that grants will be funded up to the previously approved level once carryforwards are factored in. We will revisit the grant allocation for FY 21-22 during next year's budget process.
Grants to CBOs - SFUSD	DCYF	300,000	300,000	300,000	300,000	Recommend to maintain allocation.
Community Engagement	DPH	50,000	50,000	-	-	Recommend to reduce due to reduced community engagement opportunities due to COVID.
School Food/Education/Action	DCYF	1,500,000	1,500,000	1,000,000	1,000,000	Recommend to maintain amount spent on direct student nutrition services.
School-Based Education and Case Management	DCYF	200,000	200,000	-	-	Recommend to reduce. School-based service unlikely in FY 20-21. Can revisit allocation for FY 21-22 during next year's budget process.
Water Access (school-based)	DCYF	-	340,000	-	-	Recommend to reduce. Unlikely to have in-school water stations in FY 20-21.
Healthy Eating Vouchers	DPH	1,000,000	1,000,000	1,000,000	1,000,000	Recommend to maintain to support emergency food needs.
Peace Parks	REC	670,000	670,000	-	670,000	Recommend to reduce. Program balance of \$0.7M for BY. Resume funding in BY+1.
Peace Parks Staffing - SVIP	DPH	225,000	225,000	225,000	225,000	Recommend to maintain. Allocations supports existing contract and staffing for SVIP. Mayoral priority to maintain services.
Outreach, Scholarships, and Equity in Recreation	REC	2,000,000	2,000,000	2,000,000	2,000,000	Recommend to maintain. Mayoral priority to maintain services for the target populations.
Oral Health - Community Task Forces	DPH	450,000	450,000	450,000	450,000	Recommend to maintain support.
School-Based Sealant Application	DPH	250,000	350,000	350,000	350,000	Recommend to maintain support. Allocation supports nurse staffing at DPH. Mayoral priority to maintain services and jobs.
Healthy Retail	OEWD	150,000	150,000	150,000	150,000	Recommend to maintain support.
Water Access (public spaces)	REC	300,000	-	-	-	N/A
Staffing/Research Support	DPH	800,000	800,000	800,000	800,000	Recommend to maintain core staffing and infrastructure support for SDDTAC.
Evaluation	DPH	200,000	200,000	-	-	Recommend to reduce. Department anticipates carryforward funds will support this work. Can revisit allocation for FY 21-22 during next year's budget process.
Total		11,090,000	11,190,000	7,970,212	8,640,212	

<i>Projected SSB Revenue</i>	14.0	14.0
<i>Discretionary amount (post-baselines)</i>	10.7	10.7
<i>Proposed Expenditures</i>	8.0	8.6



Thank You & Questions



Definitions

“**Syrup**” means any liquid mixture, containing one or more Caloric Sweeteners as an ingredient, intended to be used, or actually used, in making, mixing, or compounding a Sugar-Sweetened Beverage by combining the Syrup with one or more other ingredients.

“**Powder**” means any solid mixture, containing one or more Caloric Sweeteners as an ingredient, intended to be used in making, mixing, or compounding a Sugar-Sweetened Beverage by combining the Powder with one or more other ingredients.



Definitions

“Sugar-Sweetened Beverage” does not include:

- (a) Any **beverage sold for consumption by infants**, which is commonly referred to as “infant formula” or “baby formula,” or any product whose purpose is infant rehydration.
- (b) Any Beverage for **Medical Use**.
- (c) Any beverage designed as **supplemental, meal replacement, or sole-source nutrition** that includes proteins, carbohydrates, and multiple vitamins and minerals (this exclusion does not include beverages commonly referred to as “sports drinks,” or any other similar names, which are defined as Sugar-Sweetened Beverages).
- (d) Any **Milk Product**.
- (e) Any beverage that contains solely **100% Natural Fruit Juice, Natural Vegetable Juice**, or combined Natural Fruit Juice and Natural Vegetable Juice.



San Francisco Youth Commission 2020~2021 Bylaws

Article I	Name, Authorization & Purpose
Article II	Duties, Activities & Time Commitment
Article III	Membership & Meetings
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Article I – Name, Authorization & Purpose

(A) Name

The Youth Commission (hereinafter called the “Commission”) was established by a 1995 amendment to the Charter of the City and County of San Francisco (SEC 4.122-4.125).

(B) Authorization

The Charter provides the Commission with its authorization.

(C) Purpose

The Charter mandates that the Commission advise both the Board of Supervisors and the Mayor on issues relating to youth and children, and that the Commission be under the jurisdiction of the Board of Supervisors.

Article II – Duties, Activities & Time Commitment

(A) Duties

In order to fulfill its Charter-mandated purpose, the Youth Commission shall have the following duties:

1. Respond to legislation referred from the Board of Supervisors by providing the Board and the Mayor with written comments and recommendations and by sending commissioners to speak at meetings of the Board of Supervisors, its committees and other relevant City bodies;
2. Adopt resolutions that recommend, encourage or urge the Mayor and the Board of Supervisors to take certain actions;
3. Regularly meet with the elected officials who appointed each commissioner (and/or their aides), so as to develop a relationship with these officials and better advise them on the issues affecting children and youth in San Francisco; and
4. Monitor, research, investigate and analyze the budgets and programs of the various departments of local government that affect the children and youth of San Francisco—and non-governmental (not-for-profit or otherwise) organizations

that do the same—and propose a set of budget priorities (at minimum once a year) for policymakers to bear in mind when developing their budgets for the subsequent fiscal year.

(B) Activities

In order to fulfill the above 4 duties, the Commission shall regularly engage in the following three activities:

1. Identify the issues and unmet needs of San Francisco’s young people by surveying, questioning and developing relationships with young people themselves and adults who work with youth at recreation centers, social service organizations, after school programs, religious institutions, and any other kind of community-based organization that has youth members or serves youth in some way; and
2. Read, research, discuss and analyze statistics, reports, surveys, news articles and any other kind of data relating to young people in San Francisco, the United States, and beyond.
3. Engage in direct outreach and relationship building with youth populations from fraternal orders, service clubs, associations, churches, businesses, schools, and youth-based community organizations, to promote the Youth Commission and develop mutually-supportive relationships.

(C) Time Commitment

As per the Commission Application for the 2017-2018 term, each Commissioner shall devote *at minimum* 15 hours per month to work on the Commission. Commission staff shall assist Commissioners in tracking and achieving their goals and commitments on the commission.

The time commitment requirement is greater for Commissioners elected by their colleagues to be officers, as per “Article V—Officer Positions,” below.

Article III – Membership & Meetings

(A) Membership

The membership of the Youth Commission shall be determined by SEC 4.123 (a) of the Charter:

“The Commission shall consist of seventeen (17) voting members, each of whom shall be between the ages of 12 and 23 years old at the time of appointment. Each member of the Board of Supervisors and the Mayor shall appoint one member to the Commission. The Mayor shall appoint five (5) members from underrepresented communities to ensure that the Commission represents the diversity of the City. Commission members shall serve at the pleasure of their appointing authorities.”

(B) Regular Meetings & Mid Year Retreat

In order to conduct its business, the Commission shall regularly meet on the first and third Mondays of every month from September 2019 through July 2020, unless this falls on a holiday, in which case the Commission shall meet on the day following that holiday (i.e., the following Tuesday). The commission may additionally opt to schedule meetings

during the month of August. Regular meetings shall be in room 416 of City Hall unless otherwise noted on the Youth Commission website (www.sfgov.org/yc).

Exceptions include January 2020 (in which the Commission shall have a regular meeting on the first Monday of the month and then hold a special Mid Year Retreat on January 18 and 19 at a location to be determined).

For the purposes of attendance (see Article IV—Attendance, below) the Mid-Year Retreat constitutes a regular meeting.

(C) Special Meetings

Under the Brown Act, the Chairperson or a majority of the Commission have the power to call a special meeting of the Commission. In addition, the Executive Committee shall also have the power to call a special meeting of the Commission, if a minimum of three Executive Committee members vote to do so. For a special meeting, an agenda and 72 hours notice to the public must be provided, and all Meeting Procedures and Rules of Order below apply.

For the purposes of attendance (see Article IV, Section A, Attendance, below) all special meetings constitute a regular meeting.

(D) Meeting Procedures and Rules of Order

The following rules hereby govern the Commission's quorum and voting procedure at Youth Commission meetings:

- (a) Quorum shall consist of a majority of the Commission's 17 members (i.e., 9 commissioners).
- (b) Quorum is needed to begin a Commission meeting and to pass any motion, unless otherwise noted.
- (c) Abstentions are only permitted if there is a clear conflict of interest or if the particular motion refers to a matter a Commissioner would not be in position to be knowledgeable of (e.g., the approval of minutes from a meeting they did not attend).

In general, the Youth Commission shall conduct its meetings by employing the parliamentary procedure known as Rosenberg's Rules of Order.

(E) Meeting Agendas & Minutes

Any commissioner and all members of the public are encouraged to request that items be added to the agenda. The Executive Committee (see Article V) shall meet the Wednesday prior to each Youth Commission meeting in order to approve the agenda for each upcoming meeting. Ultimately, the Executive Committee has the authority to determine the Commission's agenda. If the Executive Committee does not meet the week before a regularly scheduled Commission meeting, the Chairperson shall have the power to determine the agenda of the upcoming Commission meeting.

Agendas shall be posted (on the Commission's website, in front of room 416, and sent to the San Francisco Public Library) no less than 72 hours before each meeting and draft minutes shall be posted no more than two business days after the conclusion of the meeting in question.

Article IV – Attendance, Resignation & Leaves of Absence

(A) Attendance

Amended 02/18/20

The Commission's attendance policy will be as follows. According to SEC 4.123 (c) of the Charter:

“Any member whom the Commission certifies to have missed three regularly scheduled meetings of the Commission in any six month period without prior authorization of the Commission shall be deemed to have resigned from the Commission effective on the date of the written certification from the Commission.”

“Missing” a meeting means *any* of the following: being absent at a meeting; arriving 15 minutes after quorum is called; leaving *any time* before a meeting is adjourned; leaving the Commission meeting room during a meeting for more than 15 minutes at any time.

A Youth Commissioner arriving late to a meeting, but arriving within 15 minutes of when quorum is called, will be marked tardy. Every two tardies will be equated to one absence.

To authorize an absence, a youth commissioner must inform Commission staff and the Chair as early as possible of their upcoming absence, at least on the Wednesday before the week of the impending absence. At the beginning of each full commission meeting, during the call to order and roll call for attendance, the Chair may invite motions to authorize the absence of an absent commissioner who provided sufficient advance notice. The full Commission shall have the authority to authorize an upcoming absence by simple majority vote. The Commission shall not have the power to authorize more than 3 absences per member per term. If an absence is not authorized by the Commission, that absence hereby counts as a “missed” meeting.

(B) Resignation

After a Commissioner has been found to have missed 3 meetings, Commission staff shall prepare a written resignation form to be voted on by the full Commission at the next full Commission meeting. The Commissioner shall have an opportunity to account for their absences prior to the commission's vote to certify a resignation. Only by supermajority vote shall the full Commission have the power to not certify such a Commissioner's resignation.

(C) Committee Attendance

Each committee has the authority to approve absences and ask a committee member to resign if in violation of the attendance policy. Attendance within committees is to follow the same regulations as that of the full commission meetings. Specifically, the Commissioner in question shall be subject to resignation from their respective committee, but not the Commission as a whole. However, when a member of the executive committee is subject to resignation, the full Youth Commission will have the authority to hold elections for that vacant seat.

(D) Leaves of Absence

A Commissioner may request a leave of absence, for any reason, of not more than 3 regular Commission meetings, by submitting a written request to the Executive Committee by the Wednesday before a regular Commission meeting. The full Commission shall have the power to consider and grant a leave of absence. Staff will formally inform appointing officers in the event of a commissioner's leave of absence.

Article V – Executive Committee Officer Positions

(A) Names & General Purpose of Executive Officers

In order to aid in the conduct, efficiency, productivity and joy of the Commission's work of fulfilling its chartered purpose and duties, the Commission shall have the following elected officers, who together shall constitute the Executive Committee: one Chairperson, one Vice Chairperson, one Legislative Affairs Officer, two Outreach and Media Officers.

These officer positions are not purely celebratory. Being elected to them does not constitute any kind of victory-in-itself. Rather, the purpose of these positions is to aide in the work of the Commission—and *not* to advance the personal interests, positions and desires of the individuals elected to serve in these positions.

In other words: officers serve the entire Commission—and *not* the other way around.

(B) Executive Officer Positions & Duties

The Chairperson shall:

- i. Facilitate Commission meetings by upholding and enforcing the Commission's Rules of Order and these Bylaws;
- ii. Motivate and encourage the active and engaged participation of all commissioners (and members of the public) at meetings by being fair, encouraging, positive and resisting expressing her/his/their own opinion on an item until the end of discussion;
- iii. Meet with Commission staff weekly to discuss Commission business;
- iv. Be the spokesperson for the Commission and, with the other officers, co-coordinate community outreach and educational materials, commissioner testimony at legislative hearings, and media and public relations;
- v. Review the agenda for each Commission meeting in person with staff and the Vice Chairperson;
- vi. Schedule or cancel Commission meetings;
- vii. Have a flexible schedule with free time during the day in order to conduct all of these duties.

The Vice Chairperson shall:

- i. If the Chair is not present, facilitate Commission meetings;
- ii. Facilitate Executive Committee meetings;
- iii. Review the agenda for each Commission meeting by meeting with staff and the Chairperson;
- iv. Coordinate Commission forums and Commission presentations at schools, City departments, community agencies, and events; and
- v. Working with the Legislative Affairs Officers, coordinate commissioner and other youth testimony at legislative hearings; and Coordinate the approval and presentation of the annual Budget and Policy Priorities.
- vi. Shall serve as the Youth Commission's representative on the Our Children, Our Families Council, unless or until another representative is designated by the full commission

The Legislative Affairs Officer shall:

- i. Serve as the point person on receiving, monitoring, and reporting pending legislation at the Board of Supervisors to the Commission;

- ii. Monitor Board of Supervisors' agendas and hearing schedules for pending legislation;
- iii. Confer with committee chairs regarding pending legislation that will be referred to the full Commission for comment and recommendation to determine whether the legislation should be considered separately and beforehand by the appropriate Youth Commission committee;
- iv. Ensure commissioners build relationships with the Board of Supervisors and Mayor by meeting about upcoming legislation and ongoing Youth Commission policy work;
- v. Regularly check in with fellow commissioners to make sure commissioners are meeting with their appointing officers regarding pending legislation;
- vi. Support Commissioners by assisting in the drafting and revising of youth sponsored action legislation;
- vii. Solicit interest and participation of Commissioners in giving testimony at public hearings; and
- viii. Attend Board of Supervisors meetings, if possible.

The (2) Outreach and Media Officers shall:

- i. Develop an annual outreach plan for the Commission and present the plan for approval to the Commission with staff, and coordinate assignment of responsibility;
- ii. Regularly check in and support committees in the development and implantation of their outreach goals;
- iii. Help acquire information, identify potential opportunities to collaborate and/or network, and engage peers at *each* community, government or other event in which the Commission (as a full body or as a committee) is involved.
- iv. Ensure that commissioners are attending meetings with youth and other community members each month;
- v. Outreach for BOS hearings agendized according to requests made by the Youth Commission pursuant to Board Rule 2.12.1, the Youth Voice Scheduling Rule
- vi. Coordinate Commission forums and Commission presentations at schools, City departments, community agencies, and events;
- vii. With staff, help maintain a strategic, professional, and active presence on the Youth Commission's social media platforms;

(C) Executive Officer Time Commitments, Accountability and Removal

Election to *any* of the above-named five officer positions requires a Commissioner to devote *at minimum* 2 more hours a week to work on the Youth Commission *on top of* the 15 hour per month commitment required of all other commissioners, except for the position of Chairperson, who shall be required to devote *at minimum* 3 more hours.

In order for Executive Officers to be accountable to the entire Commission, the Executive Committee shall prepare a brief report of its activities to be shared at each regular Commission meeting. Commissioners are encouraged to ask questions and refer to these Bylaws in order to keep officers accountable for their work.

Any Executive Officer may be removed from any position at any full Commission meeting by a supermajority vote of the Commission, provided that the item has been duly noticed.

No Commissioner shall serve in more than one Executive Officer position at a time, and no executive officer can simultaneously hold a role as a chair of an issue-based committee

(D) Executive Officer Elections

The election of Executive Officers shall be conducted at the first Commission meeting of the term as follows: Commissioners may nominate themselves or another Commissioner for any officer position. Commissioners nominated by others are allowed to decline nominations.

After all the nominations are made, each Commissioner who has accepted a nomination of the position-in-question will have two minutes to share a statement regarding why she or he would like to be elected to said position .

After each Commissioner has made this statement of up to two minutes, his/her/their colleagues may ask questions (of up to 60 seconds each) of each Commissioner running for executive office, who will have up to 60 seconds to respond. Each Commissioner is limited to one question of each candidate for executive office.

After the question-and-answer session has concluded, by roll call vote, officers shall be elected. If no candidate attains nine votes, the candidate with the lowest number of votes shall be eliminated and there will be another roll call vote. This process shall repeat itself until each officer position is filled.

Article VI –Standing Issue-Based Committees

(A) Names & General Purpose of Committees

Committees exist in order to aid in the conduct, efficiency, productivity and joy of the Commission's work of fulfilling its Charter-mandated purpose and duties. The Commission shall have an Executive Committee and 3-4 standing issue-based committees formed on the basis of the respective interests and common availability of commissioners. Each commissioner is expected to serve as a regular member of one standing issue-based committee each term and attend all regularly scheduled meetings. Commissioners may additionally opt to join meetings of other standing issue-based committees.

(B) Responsibility, Authority and Meeting Time of Executive Committee

The Executive Committee has the following responsibilities and authorities: approving Commission meeting agendas on the Wednesday before each regularly scheduled Monday full Commission meeting; preparing commissioners for discussion of legislation referred from the Board of Supervisors; regularly discussing and proposing solutions for issues raised by other committee members or individual commissioners; selecting commission representatives to the Our Children, Our Families council; interviewing applicants for youth seats 1 and 2 on the Children, Youth, and Families Oversight and Advisory Committee and advising the full Youth Commission on which applicants to consider recommending to the Mayor; and Commission legislation.

(C) Responsibility, Authority, Membership, Chairpersonship and Meeting Time of Standing Issue-Based Committees

The Commission's other committees (i.e., non-Executive) are responsible for meeting with City and school district officials, community members, organizations and advocates; for conducting research and investigation; and for developing legislation and policy under their general subject matter jurisdiction.

It is encouraged that in addition to Commissioners themselves, Commission committees include other young members (ages 12-23 especially) who are not Commissioners.

Commission committees (non-Executive) shall operate according to Section III—Membership and Meetings, (B3) Meeting Procedures and Rules of Order, of these Bylaws. These committees shall establish their own regular meeting date and time.

Committees shall elect a Chairperson and Vice Chair at their first official meeting, by any procedure the committee members deem appropriate.

The Executive Committee of the Commission shall have the power to dissolve and create standing-issue based committees by simple majority vote.

(D) Special Supercommittees and Youth Commission Participation in Outside Bodies: Our Children, Our Families Council; Youth Employment Committee and the City's Youth Council; Youth Justice Committee and the City's Juvenile Justice Coordinating Council

The full Youth Commission, by simple majority vote, has the authority to designate which Youth Commissioner will serve on the City's Our Children, Our Families Council, an advisory body co-led by the Mayor and San Francisco Unified School District (SFUSD) Superintendent that aims to align city, school district, and community efforts to improve outcomes for children, youth, and families. Commissioners holding executive and/or committee officer roles are eligible to serve as the OCOF representative, and it is encouraged that the OCOF representative be positioned to inform on the work of all Youth Commission committees. The Vice Chairperson shall serve as the OCOF representative, unless or until another representative is chosen by the full commission.

The Youth Commission's participation in the City's Youth Council, a committee of the Workforce Investment San Francisco Board, shall be determined by the votes and positions taken by the standing issue-based committee tasked with working on youth employment issues.

The Youth Commission's participation in the City's Juvenile Justice Coordinating Council, a state-mandated local body, shall be determined by the votes and positions taken by the Transformative Justice Committee.

(E) Recommendation Process for Youth Appointments to Other City Bodies

For those bodies for which the Youth Commission reviews applications and makes recommendations on appointments for youth seats, the following process shall be observed. This does not apply in the case of internal appointments and elections of sitting Youth Commissioners to represent the Youth Commission on other bodies.

- i. When Youth Commission staff are informed of a vacancy for a seat regarding which the Youth Commission is tasked with making an appointment recommendation, staff will notify Executive Committee.
- ii. When an application for the seat has been released, staff will inform both Executive Committee and the full Youth Commission of the application deadline and any other relevant information related to the application process during a formal meeting of each of those bodies. This information will also be posted on the Commission's website and in internal communications.
- iii. In consultation with staff, Executive Committee will schedule a review session in a regular Executive Committee meeting, during which the Executive Committee and any other Commissioners present will review applications for the seat. Applications for the seat must close no later than the date of the last full Youth Commission before the review session in Executive Committee. At the last full Youth Commission before the review session, Executive Committee and staff will inform the full Commission of the date set for the review session. Once applications have closed, staff will forward all applications to all Commissioners for review, and will inform all applicants that, should they be recommended by Executive Committee, they will be asked to be present at the following full Youth Commission meeting.
- iv. At the review session, Executive Committee shall consider all applications, as well as any comments forwarded to it by other Commissioners. Executive Committee shall recommend between one (1) and three (3) applicants. Should Executive Committee fail to make any recommendations, this process will start all over again from subsection (b).
- v. All recommended applicants will be asked to appear at the next full Youth Commission meeting, and shall be informed of this by staff directly following their recommendation by Executive Committee. The applications of applicants recommended by Executive Committee, as well as any further materials and reports produced by Executive Committee, shall be included in the agenda packet for the full Youth Commission agenda on which they appear.
- vi. At full Youth Commission, each applicant will be asked to speak on their application for three (3) minutes, followed by five (5) minutes of Commission questions, to be extended at the discretion of the Chair. The Commission will then vote to recommend one (1) applicant to the appointing authority by absolute majority of sworn Commissioners.
- vii. Should the full Commission fail to make a recommendation, a full supplementary review session must be scheduled for the next regular full Youth Commission meeting, during which the full Commission will review all applications received for the seat and recommend one (1) applicant to the appointing authority by absolute majority of sworn Commissioners. Applicants will not be asked to appear at this meeting, unless the full Youth

Commission votes to the contrary by simple majority of Commissioners present after failing to make a recommendation at the preceding meeting.

- viii. Should the full Commission fail to make a recommendation after the supplementary review session in full Commission, this process will start all over again from subsection (b). Alternatively, at any point in this process once applications have closed, the full Commission may vote by absolute majority to affirmatively not make any recommendation for the seat. Should this happen, staff will immediately inform the appointing authority.
- ix. Staff will at all times maintain communication with applicants to make sure they understand this process.

Article VII – Commission Core Values & Code of Conduct

(A) Commission Core Values

The work of the entire Commission is guided by belief in the following core values:

- Bridging the gap between youth and government;
- The best work is done in a manner that is respectful, inclusive and honest;
- A better world for all young people is possible;
- Belief in working towards a world that supports the safety, well being and positive enrichment of all young people;
- Belief in working towards a world where safety and justice, adequate housing, sufficient health care, and superlative education are the right of all young people; and
- Belief in working towards a world that is all inclusive, diverse, loving, and kind.

The Commission believes that young people have the knowledge and power necessary to create the world described above, and believes that our role as the voice of young people in San Francisco is to respectfully represent our communities to the best of our abilities.

(B) Commissioner Code of Conduct

Commissioners will exercise mutual respect and professionalism during commission and committee meetings, in the exercise of all City business, and at all times while publicly representing the Commission. This includes maintaining a respectful approach to debate and disagreement, and seeking to proactively resolve conflicts through the exercise of open and respectful feedback.

Each commissioner shall provide the entire commission their undivided attention by distancing themselves from cellular devices. Distancing yourself from cellular devices can include: putting it in your backpack, giving the phone to staff, or doing whatever it takes to keep your attention on the Youth Commission meeting at hand. Those with special accommodations or needs will use their best judgement on cell phone usage during a meeting.

This recognizes that cell phones are tools used to communicate/coordinate with parents, mentors, organizations not relating to the YC, friends, other commitments, etc., however, commissioners shall not use their cellular devices when sitting in their official roles. If a

commissioner must respond to a message/phone call the commissioner shall step away from their duties, whether it be outside or to the side of the Youth Commission body, tend to their emergency, and after taking care of their emergency the commissioner shall put their phone away and return to their official role. Please refer back to Article IV about how long you can step away from a meeting without it affecting your attendance.

This serves to 1. Reinforce Youth Commission core values, to remind commissioners to carry business in a professional, “respectful, inclusive and honest” manner (refer back to Article VII Section A) 2. Supplement a supportive and efficient business climate, and 3. Comply with San Francisco’s Charter Section. 4.124 Youth Commission – Purpose and Duties “the purpose of the Commission is to collect all information relevant to advising the Board of Supervisors and Mayor on the effects of legislative policies, needs, assessments, priorities, programs, and budgets concerning the children and youth of San Francisco” and therefore the Youth Commission shall dedicate a specific amount of time to fulfill Commissioner duties.

Article VIII—Staff Role, Mission, Vision, and Accountability, Expectations of Commissioners, & Use of Office Resources

(A) Staff Role

Commission staff are responsible for assisting the Commissioners in fulfilling their Chartered duties and, in particular, to assure the day-to-day functioning of the Commission. Staff shall also enforce these Bylaws and other adopted Youth Commission policies and procedures.

Staff shall support the Commission in the following ways: training Commissioners in the structure of City government, the legislative and budget processes, public speaking and public policy, diversity and difference, and other topics of interest as they arise; assisting in the drafting of legislation and other Commission documents; speaking with or on behalf of the Commission at community and government meetings; assuring compliance with all local, state and federal public meeting and record retention policies; and facilitating the Commission’s (and individual Commissioners’) relationships with City and school district officials, community organizations and advocates, and other young people. Staff shall, in general, work a 40 hour week.

(B) Staff Mission, Vision & Accountability

Commission staff believe:

- That the Youth Commission must positively impact the communities of San Francisco by engaging, enabling, and bringing to the forefront of legislative and policy debates the compelling voices of San Francisco’s youth;
- In the presence and active roles of young people in government—locally and beyond; and
- In being truthful and respectful to ourselves, our commissioners, our colleagues in the community and government, and the youth in the many communities of San Francisco.

The work of Commission staff is guided by a vision in which staff works to:

- Create and maintain a safe, productive, upbeat and fun space at the Commission in which respectful, supportive, open, and honest relationships amongst Commissioners and Staff can develop, change and thrive;
- Develop the leadership abilities, communication skills, knowledge of the fundamentals of City government, the budget, legislative processes and

parliamentary procedure, and socio-emotional intelligence of our Commissioners and other young people, in order to ensure active, effective youth participation in San Francisco City government;

- Collaborate with community members, organizations, and schools; and
- Honestly share our insight, history, and vision in order to provide the best possible experience for all Commissioners, while maintaining a commitment to our Commissioners that the institution truly be—with respect to its policy direction and culture—a youth led institution.

Commission staff works to be accountable to Commissioners by:

- Being forthright, communicative, and direct with Commissioners about our work as staff, including: sharing and explaining what we do during the work day; introducing Commissioners to as many policies, procedures, City departments, organizations, books and individuals as Commissioners would like;
- Being respectful, direct, and communicative with Commissioners about our expectations for their work—including its relative quality, quantity and positive spirit; and
- Seeking feedback (both formally and informally) from Commissioners regarding their expectations and opinions of staff work.

(C) Staff Expectations of Youth Commissioners

In order to aid in the fulfillment of commissioners' achievement of their chartered duties and individual goals, as well as the meaningful use of staff time and resources, Youth Commission staff expect that commissioners will:

- Check email daily and read the weekly internal update weekly
- Reply in a timely manner to communication from Commission staff; weekdays before 6:00 pm, if by phone
- Prepare for meetings by reviewing agendas and supporting documents, and writing down questions and comments
- Remain present and alert during meetings
- Notify staff and colleagues of any upcoming tardies and absences in advance (by the Wednesday before the week of the absence)
- Maintain regular communication with their appointing officials' offices
- Request the support needed from staff to achieve both policy and personal goals

(D) Office Resources

The Youth Commission Office, room 345 of City Hall, shall be open, in general, from 9am to 6pm on regular City & County of San Francisco work days. Staff reserves the right to close the office for an hour at lunch, for off-site meetings, and to modify this schedule based on other hours worked by staff.

The two non-staff computers and two non-staff phones, along with mailboxes for each of the Commission's 17 members, are available for Commissioners to use *only for their official work as Commissioners*.

For purposes of safety, Commissioners may only use the office if a staff person is present.

Article IX– Legislation

(A) Types of Legislation & Tracking System

Amended 02/18/20

The Commission shall have three types of legislation: Reports to the Board and Mayor; Action Legislation; and Resolutions of Commendation.

The Commission shall maintain the following format for tracking its legislative work: each document will begin with a shorthand for the current 2019-2020 fiscal year (i.e., "1"), followed by a dash (i.e., "—") followed by the acronym for the three types of legislation (i.e. 1920—RBM), followed by the number that the document is in the line of introduced legislation for that fiscal year (e.g., if the document is the fourth piece of legislation of that type introduced this year, then "4") followed by another dash (i.e., "—") and the shortened title of the legislation.

(B) Reports to the Board and Mayor (RBM)

Reports to the Board and Mayor are official responses to pieces of legislation referred from the Board of Supervisors under Charter SEC 4.124. The substance and content of these Reports are developed through conversation, on the public record, at Commission meetings where the Commission takes a position on a piece of legislation referred. The Legislative Affairs Officers and staff are vested with the authority to type up these Reports and the responsibility to deliver them to the Clerk of the Board, the Board of Supervisors and the Mayor's Office.

Except for extraordinary situations, Reports to the Board shall only be considered once by the Commission before being adopted.

(C) Action Legislation (AL)

Action Legislation consists of written communications that suggest a change in policy or administrative practice, or formally support a campaign, organization or event. This can take the form of resolutions, motions, endorsements, policy reports or statements.

Resolutions shall normally be considered twice by the full Commission before being adopted. In extraordinary situations, the Commission may by simple majority vote motion to suspend this rule and take action on a resolution on its first reading.

(D) Resolutions of Commendation (RC)

Resolutions of Commendation officially recognize the work of an individual, organization or an organized effort.

Except for extraordinary situations, Resolutions of Commendation shall only be considered once by the Commission before being adopted.

(E) Use of Board of Supervisors Board Rule 2.12.1

Pursuant to the Board Rule 2.12.1 (Hearings on Items Referred to the Youth Commission), the Youth Commission may request that a hearing related to an item referred to the Youth Commission be scheduled at a time deemed appropriate for persons 18 years of age and younger. Requests must be submitted promptly after receiving the referred matter, no later than 5 business days prior to the scheduled Board of Supervisors Committee meeting.

To initiate the request, staff will collaborate with the Legislative Affairs Officer and with relevant committee chairs and/or the commission chair to determine whether a scheduling request should be made for a particular item. The full youth commission can

request for an item to be heard at a youth-friendly hour during their own hearing on legislation referred, provided it is more than 5 days in advance of the scheduled Board of Supervisors committee meeting. To submit the request, Youth Commission staff will initiate a written request to the Chair of the relevant Board of Supervisor committee and the primary sponsors, copying the Clerk of the Board and the relevant Committee Clerk. The invocation of the scheduling request does not disqualify the matter from being heard outside of the requested time frame, and the Youth Commission should prepare to attend and present accordingly during regularly scheduled meeting times.

Before initiating the request, youth commissioners will first deem that the legislation has a significant impact on youth wherein youth input would be vital to the Board's consideration of the matter, and secondly ensure that other youth plan on attending the hearing, if held at a youth-friendly time. If the scheduling request is invoked, youth commissioners will maintain responsibility for conducting further outreach to other youth about the upcoming hearing, with primary responsibility belonging to the Outreach and Media officers.

Article X – Amendments to Bylaws

The Commission can create, repeal, amend, or reword bylaws with a majority vote of the full Commission. Changes made to the bylaws must be placed on the agenda and be noticed according to all applicable public meeting laws.

Youth Commission Meetings Calendar

2020 to 2021

All Full Youth Commission meetings will be held remotely until Shelter in Place is lifted. The Youth Commission website will have the most updated information.
sfgov.org/youthcommission

Sep 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30			

Oct 2020						
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25	26	27	28	29	30	31

Nov 2020						
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29	30					

Dec 2020						
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27	28	29	30	31		

Jan 2021						
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31						

Feb 2021						
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28						

Mar 2021						
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28	29	30	31			

Apr 2021						
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May 2021						
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30	31					

Jun 2021						
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20	21	22	23	24	25	26
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Jul 2021						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Full Youth Commission 1st & 3rd Mondays 5pm-8pm Remote Meeting	Executive Committee Wednesday's 5pm-6:30pm Remote Meeting	Civic Engagement Committee Monday's 4:30pm-6:30pm Remote Meeting	Transformative Justice Committee Monday's 5pm-7pm Remote Meeting	Housing & Land Use Committee Tuesday's 4:30pm-6:30pm Remote Meeting	Holidays
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For more information please visit www.sfgov.org/yc, call (415) 554-6446 or email youthcom@sfgov.org. The Youth Commission reserves the right to cancel any/all meetings, schedule new meetings, and change the location of meetings in accordance with all applicable laws.

The formal address of City Hall is 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The closest accessible BART station is the Civic Center Station at the United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: MUNI Metro Lines J-Church, K-Ingleside, L-Taraval, M-Oceanview, N-Judah, and T-Third Street at Van Ness and Civic Center Stations; 9-San Bruno, 19-Polk, 47-VanNess, and 71-Haight Noriega. For information about MUNI accessible services call 923-6142.