



# Memorandum

**TO:** NEIGHBORHOOD SERVICES  
AND EDUCATION COMMITTEE

**FROM:** Jill Bourne

**SUBJECT:** SEE BELOW

**DATE:** August 28, 2023

Approved

Date

9/7/23

**SUBJECT: YOUTH COMMISSION'S ANNUAL REPORT AND WORK PLAN 2023-2024.**

## **RECOMMENDATION**

Accept an annual report on the Youth Commission's annual workplan for Fiscal Year 2023-2024 to comply with the City Municipal Code pertaining to Boards and Commissions.

## **OUTCOME**

The Neighborhood Services and Education Committee will be informed of the Youth Commission Fiscal Year (FY) 2023-2024 Work Plan and the revised Commission Bylaws.

## **BACKGROUND**

The Youth Commission is recognized as the official youth advisory group to the Mayor and City Council. In collaboration with San José Public Library (SJPL), Youth Commissioners develop policy recommendations concerning youth and support youth who serve their community through civic engagement and participation in city-wide events and initiatives. The Youth Commission promotes resources and opportunities available to youth and provides equitable access and support to marginalized youth communities.

The Commission members meet monthly at 6:30 p.m. on the fourth Monday of every month except for July and December.

This report will provide an overview of the Youth Commission's activities in advancing their key strategic goals.

## **ANALYSIS**

The Youth Commission met on August 13, 2023, to review the prior year work plan achievements and to develop the FY 2023-2024 work plan. They also revised the Commission's Bylaws to include a Communications Officer and Outreach Officer.

The changes made to Article III of the Bylaws outline two additional officer positions and their functions, powers, and duties.

The Communications Officer will have the following powers and duties:

- (a) Develop, write, and edit communications and marketing materials (blog posts, social media content, reports, etc.).
- (b) Regularly check in and support Commissioners in promoting events, opportunities, and resources.
- (c) With Library staff, help maintain a strategic, professional, and active presence on the Youth Commission's social media platforms.

The Outreach Officer will have the following powers and duties:

- (a) Develop an annual outreach plan for the Youth Commission and present the plan for approval to the Commission with staff and coordinate assignment of responsibility.
- (b) Regularly check in and support Commissioners in the development and implementation of their outreach goals.
- (c) Help acquire information, identify potential opportunities to collaborate and/or network, and engage peers at each community, government or other events in which the Commission (as a full body or as a committee) is involved.
- (d) Coordinate Commission forums and Commission presentations at schools, City departments, community agencies, and events.

Additional Information is provided in the YC Workplan for FY 2023-2024 (Attachment A) and the Bylaws (Attachment B).

## **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office.

/s/

JILL BOURNE

Director, Library Department

August 28, 2023

**Subject: Youth Cmmission's Annual Report and Work Plan 2023-2024**

Page 3

For questions, please contact Elizabeth (Lizzie) Nolan, at (408) 808-2184 or at [elizabeth.nolan@sjlibrary.org](mailto:elizabeth.nolan@sjlibrary.org).

**Attachments:**

- A. Youth Commission Fiscal Year 2023-2024 Work Plan
- B. Youth Commission Bylaws