

I declare under penalty or perjury that I am employed by the Town of Yucca Valley in the Community Services Department, and that I posted this agenda at the designated locations in the Town of Yucca Valley on Thursday.

Jan 4 2018 Maureen Neely  
Date Signature

**MEETING AGENDA**

**TOWN OF YUCCA VALLEY  
YOUTH COMMISSION**

**YOUTH COMMISSION MEETING  
MONDAY, JANUARY 8, 2018  
6:30 P.M.**

**YUCCA VALLEY COMMUNITY CENTER  
MESQUITE ROOM  
57090 TWENTYNINE PALMS HIGHWAY  
YUCCA VALLEY, CALIFORNIA 92284**

**Youth Commission**

Juliet Flores, Stephen Goddard, Haley Griswold, Ashley Griswold, Timothy High, Kenya Humphrey, Nicholas Lafferty, Trinity Mecham, Angel Rodriguez, Veronica Rodriguez

**Parks, Recreation & Cultural Commission**

Ed Keesling, Brad Napientek, Matthew Rauch, Andrea Staehle, Jeri Wilson

**Curtis Yakimow, Town Manager**

**Sue Earnest, Community Services Manager**

**Maureen Neely, Staff Liaison/Secretary**

Community Services Department 760-369-7211

**AGENDA  
REGULAR MEETING OF THE  
TOWN OF YUCCA VALLEY  
YOUTH COMMISSION  
MONDAY, JANUARY 8, 2018**

*The Town of Yucca Valley complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the Town Clerk's office at 369-7209 at least 48 hours prior to the meeting.*

**(WHERE APPROPRIATE OR DEEMED NECESSARY, ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THE AGENDA)**

**CALL TO ORDER (staff)**

**ROLL CALL**

Commissioner Flores, Commissioner Goddard, Commissioner H. Griswold, Commissioner A. Griswold, Commissioner High, Commissioner Humphrey, Commissioner Lafferty, Commissioner Mecham, Commissioner A. Rodriguez, Commissioner V. Rodriguez

**PLEDGE OF ALLEGIANCE**

Led by \_\_\_\_\_

**SWEARING IN – 2017-18 YOUTH COMMISSION**

Town Clerk Lesley Copeland

**APPROVAL OF AGENDA**

January 8, 2018 Youth Commission Agenda

Action                      **Motion: Move to approve the agenda of the January 8, 2018 Youth Commission meeting**

Move \_\_\_\_\_ 2nd \_\_\_\_\_ Vote \_\_\_\_\_

**PUBLIC COMMENTS**

*In order to assist in the orderly and timely conduct of the meeting, the Youth Commission takes this time to consider your comments on items of concern which are not on the agenda. When you are called to speak, please state your name and community of residence. The Youth Commission will not take action or discuss items not on the printed agenda.*

**AGENDA  
REGULAR MEETING OF THE  
TOWN OF YUCCA VALLEY  
YOUTH COMMISSION  
MONDAY, JANUARY 8, 2018**

**STAFF REPORTS**

1. Overview of Youth Commission role and rules, meeting and events calendars, and meeting protocol.

Recommendation: **Move to receive and file the overview of Youth Commission role and rules, meeting and events calendar, and meeting protocol for the 2017-18 term.**

Action            Motion \_\_\_\_\_  
Move \_\_\_\_\_ 2nd \_\_\_\_\_ Vote \_\_\_\_\_

2. Selection of Youth Commission Chair for the 2017-2018 term

Recommendation: **Move to approve the selected Commissioner to serve as Youth Commission Chair for the 2017-18 term.**

Action            Motion \_\_\_\_\_  
Move \_\_\_\_\_ 2nd \_\_\_\_\_ Vote \_\_\_\_\_

3. Selection of Youth Commission Vice-Chair for the 2017-18 term

Recommendation: **Move to approve the selected Commissioner to serve as Youth Commission Vice-Chair for the 2017-18 term.**

Action            Motion \_\_\_\_\_  
Move \_\_\_\_\_ 2nd \_\_\_\_\_ Vote \_\_\_\_\_

4. Youth Commission 2017-18 Work Plan Development.

Recommendation: **Move to approve the 2017-18 Youth Commission Work Plan.**

Action            Motion \_\_\_\_\_  
Move \_\_\_\_\_ 2nd \_\_\_\_\_ Vote \_\_\_\_\_

## **STAFF INFORMATION ITEMS**

1. Commission T-shirts (selection and sizes)
2. Upcoming Volunteer Opportunities

## **COMMISSIONER REPORTS AND COMMENTS**

1. Commissioner Flores
2. Commissioner Goddard
3. Commissioner H. Griswold
4. Commissioner A. Griswold
5. Commissioner High
6. Commissioner Humphrey
7. Commissioner Lafferty
8. Commissioner Mecham
9. Commissioner A. Rodriguez
10. Commissioner V. Rodriguez

## **ANNOUNCEMENTS**

The date, time and place of the next Youth Commission meetings:

The next scheduled meeting of the Youth Commission will be Monday, February 5, 2018 at 6:30 p.m. in the Mesquite Room of the Yucca Valley Community Center.

## **ADJOURNMENT**

## YOUTH COMMISSION STAFF REPORT

**To:** Members of the Youth Commission  
**From:** Sue Earnest, Community Services Manager  
**Date:** January 4, 2018  
**For Commission Meeting:** January 8, 2018

**Subject:** Overview of Youth Commission role and rules, meeting and events calendars, meeting protocol

**Recommendation:** Move to receive and file the report

**Summary:** The Youth Commission is appointed by the Yucca Valley Town Council to serve in an advisory capacity and to make recommendations on matters pertaining to the youth of the community. It is important that each Youth Commissioner understand their role, the Town's expectations, and the rules that apply to their service.

**Order of Procedure:**

- Request Staff Report
- Request Public Comment
- Commission Questions
- Motion/Second
- Discussion on Motion
- Call the Question (Roll Call Vote)

**Discussion:**

1. A calendar of Youth Commission meetings has been established. All Youth Commissioners are expected to participate fully. Unexcused absence from more than three meetings during the term will result in dismissal.
2. It is important that each member of the Youth Commission show respect to staff and other commissioners by arriving on time for meetings, dressing appropriately, contributing input, and observing generally accepted rules of decorum.
3. Staff will explain the established protocol for each meeting. The Chair or Vice-Chair will lead the discussions under the guidance of staff. The business of each meeting will be conducted according to the agenda.

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Reviewed By:      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      sbe  
                         Town Manager      Town Attorney      Mgmt Services      Dept Head

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\_\_\_\_ Department Report      \_\_\_\_ Ordinance Action      \_\_\_\_ Resolution Action      \_\_\_\_ Public Hearing  
\_\_\_\_ Consent      \_\_\_\_ Minute Action        X   Receive and File      \_\_\_\_ Study Session

4. All regular monthly meetings of the Commission must comply with the Brown Act and are open to the public. A public record is kept of the Commission's actions with minutes filed with the Town Clerk. The presence of five or more members of the Commission is required as a quorum to conduct an official meeting. It is improper for groups of Youth Commissioners to get together and discuss Commission business outside of a public meeting.
5. The Parks, Recreation and Cultural Commission (PRCC) has been appointed by the Town Council to oversee the activities of the Youth Commission. The PRCC members receive a monthly report about Youth Commission activities and accomplishments.
6. The Yucca Valley Youth Commission Facebook page is available to make Youth Commission a more accessible and interactive experience for commissioners and the general public. Commissioners are encouraged to post comments and images, but the success of the page depends on strict adherence to the following guidelines:
  - a) Town staff will serve as administrators for the page. Commissioners and the public can like the page and post comments.
  - b) If a commissioner has a photograph to post on the Yucca Valley Youth Commission page, email a digital version of the image to Community Services Manager Sue Earnest at [searnest@yucca-valley.org](mailto:searnest@yucca-valley.org) with the requested caption.
  - c) Think before you post and be sure that your comments are appropriate to be read by teachers, employers and friends.
  - d) As administrators for the Yucca Valley Youth Commission Facebook page, Town staff reserves the right to delete any inappropriate comments or block abusive users. Commissioners should immediately report any abusive content to Sue Earnest.
  - e) Do not use last names or include phone numbers, addresses, or other information which would enable the general public to identify and locate an individual referenced on the page.

Attachments:

Welcome letter w/meeting schedule & volunteer opportunities  
Summary of Roberts Rules of Order

## 2017-18 Youth Commission Meeting & Event Schedule

Dear Youth Commissioner,

Congratulations on your appointment to the Town of Yucca Valley Youth Commission. Youth Commissioners serve throughout the school year, meeting regularly on the first Monday of each month with workshops as needed on the third Monday of the month. Below please find the meeting schedule for the 2017-18 Youth Commission. This schedule may change once the group develops their work plan for the term but any revisions will be communicated.

### Meeting Schedule (All meetings are 6:30 – 7:30 pm at the community center)

January 8	Meeting (First meeting!)
February 5	Meeting
March 5	Meeting
April 2	Meeting
May 7	Meeting
June 5	Town Council Recognition

### Workshop Dates

Additional workshop meetings may be scheduled and will be determined by the work plan created by the Youth Commissioners. These dates will be communicated by email once the work plan calendar has been set.

### Special Event Volunteer Opportunities

Participation in volunteer opportunities is not mandatory but is a big part of the YC experience and is a chance to serve your community. Detailed information on each activity will be provided as the events arise. Join us!

February 17	Healthy Hearts Run
March 31	Easter Egg Hunt
April 21	Earth Day Celebration
May 26-27	Grubstake Days Events
May TBD	Middle School Forums

### Meeting Notices

Communication with Commissioners is accomplished primarily through email. Please be sure we have your correct email address and it is one that you check regularly. If you do not have access to an email account, please let me know and we will make arrangements for mail notifications.

Feel free to contact me at any time should you have questions or concerns!

Sue Earnest  
Town of Yucca Valley  
Community Services Manager  
[searnest@yucca-valley.org](mailto:searnest@yucca-valley.org)  
Ofc (760) 369-7211 ext 244  
Cell (760) 831-0525

# Robert's Rules of Order – The Basics

## What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

## Why is Parliamentary Procedure Important?

It is a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations, and other groups. So it's important that everyone know these basic rules. Organizations using parliamentary procedure usually follow a fixed order of business.

### Typical Example

1. Call to order
2. Roll call of members present
3. Approval of minutes of last meeting
4. Officer reports
5. Committee reports
6. Special orders—Important business previously designated for consideration at this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

## What is a Motion?

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

### Individual members can:

- Call to order
- Second motions
- Debate motions
- Vote on motions

## What are the Four Basic Types of Motions?



1. **Main Motions:** The purpose of a main motion is to introduce items to the membership • for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, • and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or • important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure • concerning other motions and must be considered before the other motion.

### How are Motions Presented?

1. **Obtaining the floor**
  - Wait until the last speaker has finished.
  - Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - Wait until the Chairman recognizes you.
2. **Make Your Motion**
  - Speak in a clear and concise manner.
  - Always state a motion affirmatively. Say, "I move we ..." rather than, "I move we do not ...".
  - Avoid personalities and stay on your subject.
3. **Wait for Someone to Second Your Motion**
  - Another member will second your motion or the Chairman will call for a second. If there is no second to your motion it is lost.
4. **The Chairman States Your Motion**
  - The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - The membership then either debates your motion, or may move directly to a vote.
  - Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
5. **Expanding on Your Motion**
  - The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - The mover is always allowed to speak first.
  - All comments and debate must be directed to the chairman.
  - Keep to the time limit for speaking that has been established.
  - The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
6. **Putting the Question to the Membership**
  - The Chairman asks, "Are you ready to vote on the question?"

- If there is no more discussion, a vote is taken.
- On a motion to move the previous question may be adapted.

### Voting on a Motion

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. **By Voice:** The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. **By Roll Call:** Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. **By General Consent:** When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. **By Division:** This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. **By Ballot:** Members write their vote on a slip of paper, this method is used when secrecy is desired.

Other motions commonly used that relate to voting:

- **Motion to Table:** This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
- **Motion to Postpone Indefinitely:** This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

### Tips on Parliamentary Procedure

- Allow motions that are in order.
- Have members obtain the floor properly.
- Speak clearly and concisely.
- Obey the rules of debate.
- Most importantly, BE COURTEOUS.

**YOUTH COMMISSION STAFF REPORT**

**To:** Members of the Youth Commission  
**From:** Sue Earnest, Community Services Manager  
**Date:** January 4, 2018  
**For Commission Meeting:** January 8, 2018

**Subject:** Commission Chair and Vice Chair Selection

**Prior Commission Review:** The Youth Commission selects a Chair and Vice Chair annually.

**Recommendation:** Move to appoint the selected commissioners to serve as the Chair and Vice Chair of the Youth Commission for the 2017-18 Term.

**Summary:** The Town of Yucca Valley Manual of Procedural Guidelines for Commissions requires the members of the Commission to select members to serve as chair and vice chair.

**Order of Procedure:**

- Request Staff Report
- Request Public Comment
- Commission Questions
- Motion/Second
- Discussion on Motion
- Call the Question (Roll Call Vote)

**Discussion:** The Town of Yucca Valley Manual of Procedural Guidelines for Commissions calls for the election of a Chairperson and Vice Chair to preside over Youth Commission meetings and represent the Commission as necessary. Nominations will be accepted from Commissioners and selection will be determined by majority vote.

The meeting shall be presided over by the Chair, or in the Chairs absence, the Vice Chair. The Chair is responsible for ensuring that meetings proceed in a fashion conducive to decision making. The Chair should be familiar with the agenda items to be discussed at each meeting. The Chair sets the tone of the meeting, keeps the discussion on track, encourages fairness, moderates and contributes to discussion. The Chair will open the meeting, moderate discussion and lead deliberations. Staff is available to assist the Chair and commissioners in the fulfillment of their duties.

- A Chair and Vice Chair shall be elected from among the Commission’s membership to serve for one term.

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Reviewed By:      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      sbe  
                                  Town Manager      Town Attorney      Mgmt Services      Dept Head

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Department Report       Ordinance Action       Resolution Action       Public Hearing  
 Consent       Minute Action       Receive and File       Study Session

- The Vice-Chair shall succeed the Chair if he/she vacates the office before the term is completed, the Vice-Chair to serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting.
- In the absence of the Chair and Vice-Chair, any other member shall call the Commission to order, whereupon a Chair shall be elected from the members present to preside.

**Alternatives:** None recommended

**Attachments:** None

## YOUTH COMMISSION STAFF REPORT

**To:** Members of the Youth Commission  
**From:** Sue Earnest, Community Services Manager  
**Date:** January 4, 2018  
**For Commission Meeting:** January 8, 2018

**Subject:** Development of Youth Commission 2017-18 Work Plan

**Recommendation:** That the Youth Commission approve the 2017-18 Work Plan.

**Order of Procedure:**

1. Request staff report
2. Request public comment
3. Discussion/questions of staff
4. Motion/second
5. Discussion on Motion
6. Call the question (vote)

**Discussion:**

The Youth Commission is appointed by the Yucca Valley Town Council to serve in an advisory capacity and to make recommendations on matters pertaining to the youth of the community. In addition, past Youth Commissions have also contributed to the community through the production of informative videos, volunteering at special events, presenting youth forums, and advocating for youth specific ordinances.

In developing a work plan the Commission may want to consider the following:

- Consistency with Youth Commission mission and purpose
- Can be accomplished within the term (Jan – May)
- Meets the needs of the youth of the Community

Through work plans, a process in broken into small, achievable tasks and desired accomplishments are identified. Staff recommends that the Commission consider focusing on one topic and set a goal in that category in order to produce an organized and rewarding program. Category options and possible goals could include:

**Community Government**

- Advocate for a cause with local officials. Spearheading the adoption of an ordinance (i.e. smoke-free parks, designer drugs, etc.) or advocacy of a Town amenity or unmet need (i.e. aquatics center, new gymnasium, etc.).

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Reviewed By:	<u>                                </u> Town Manager	<u>                                </u> Town Attorney	<u>                                </u> Mgmt Services	<u>                                </u> sbe Dept Head
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___ Department Report	___ Ordinance Action	___ Resolution Action	___ Public Hearing
___ Consent	<u>X</u> Minute Action	___ Receive and File	___ Study Session

- Roundtable discussions with Town Council and other governing bodies to relay youth needs and ideas. Develop surveys and craft a presentation to support ideas.
- Meet with Local, State and Federal Legislators to build understanding of government processes.
- Meet with Youth Commissions from other cities to explore new program ideas and opportunities.

### **Community Beautification**

- Entryway or Old Town Beautification Project
- Banner Program (military or law enforcement recognition, area events/attractions)
- Mural project (Old Town, YVHS Pool, etc.)
- Facility Improvements, Community Clean-up, etc.

### **Community Teen Outreach**

Expand opportunities for community youth to socialize and congregate.

- Explore advocating for Roller Rink, Expanded Skate Park or Multipurpose Building
- Teen Nights with Local Businesses and/or B&G Club
- Host a teen events such as job fair/resume writing, festival, or tournament.
- Produce Middle School Forums or Informative Videos

### **Community Service**

Participation in Community Events

- Grubstake Days Events
- Easter Egg Hunt, Heathy Hearts Run, Paradise Park Fun Days
- Relay for Life Team
- Intergenerational Olympics or Teen Tech Help for Seniors

Once a focus has been chosen, the Commission will work together to develop the following work plan details:

- Determine the goal(s) and objectives:** Goals and objectives are related in that they both point to things the Commission hopes to accomplish through the work plan. Goals are general and objectives are more specific.
- Determine a strategy:** Review the work plan and decide how to use resources and overcome obstacles in order to reach the goals and objectives. List specific action steps. Identify what needs to happen each week or month to complete objectives.
- Create a Schedule:** Create a work schedule and identify milestones (points throughout the project that highlight meeting certain objectives). Realize that unexpected things happen and build space into the schedule for delays.
- Execute the Plan:** Put the plan into action! Remember this is a team effort. All Commissioners should know their responsibilities and participate.
- Reflect:** Take time at the conclusion of the program for discussion, encouraging an overview of positives and negatives.

F. **Celebrate!:** Take time to celebrate accomplishments and thank those who assisted along the way.

**Alternatives:** None recommended.

**Attachments:** None