



# **MINUTES**

## **REGULAR MEETING**

**YOUTH COMMISSION  
CITY OF SOUTH SAN FRANCISCO**

**MONDAY, 6 April 2026  
6:30 PM**

**LIBRARY PARKS & RECREATION, YOUNG ADULT LIBRARY  
901 Civic Campus Way, South San Francisco, CA**

### **CALL TO ORDER**

Chair Tsuei called the meeting to order at 6:34pm.

### **ROLL CALL**

Ally Tunque, absent  
Nika Mariano, absent  
Nataly Quinteros, absent  
Ellie Trejo, absent

Julia Tsuei, present  
Alejandra Ramirez, present  
Sania Gulati, present  
Jon Liangco, present  
Lorraine Yin, present (tardy)  
Yunn Lee, present  
Saoirse Price, present  
Ysabella Tolentino, present  
Kunal Gulati, present  
Hayden Huang, present  
Meriyah Garcia, present  
Bernice Yeung, present

Adam Elsholz, Assistant Library Director  
Gaby Rodriguez, Office Specialist

### **AGENDA REVIEW**

No changes.

### **PUBLIC COMMENTS**

No comments.

### **ANNOUNCEMENTS FROM STAFF**

- 1. Welcome to New Youth Commissioners (Adam Elsholz)**

The Youth Commission welcomed new commissioners Bernice Yeung, Meriyah Garcia, and Hayden Huang. Elizabeth Trejo will be introduced next meeting,

**2. Discussion of Conference Attendance Process for Registration and/or Travel Approval (Adam Elsholz)**

Adam Elsholz offered his support to the commissioners when signing up for conferences, so that he may help organize payments for costs associated with attending. He also encourages Youth Commission to explore opportunities to fundraise to send commissioners to such conferences. Commissioner Liangco shared that Youth Commissions in other cities/states receive support from private companies who sponsor their travel/attendance fees, as an option for the Youth Commission to consider.

**3. Discussion of Youth Commissioners' Page on SSF Boards and Commissions Website and City Manager's Website (Adam Elsholz)**

The Youth Commission discussed whether they would like to delete the page on the City Manager's website in favor of using only the page on the SSF Boards and Commissions website. Motion will be added to the next meeting's agenda.

**4. Discussion of Social Media Policy for Youth Commission (Adam Elsholz)**

Chair Tsuei and Vice-Chair Yin will draft a Social Media Policy for the Youth Commission based on the City of SSF's Social Media policy that is to be added to the commission's bylaws, per the request of the City Attorney's office. Adam will ask the City Attorney for a list or general summary on what is expected and will share this with the commissioners.

**5. Discussion of Status of Letters Regarding Youth Commissioners Absences (Adam Elsholz)**

Adam confirmed with the commission that they received letters from the City Clerk's office regarding commissioner attendances.

**MATTERS FOR CONSIDERATION**

**6. Attendance Report**

Commissioner Tunque was not in attendance at the March meeting, as was listed in this meeting's attached report. Gaby Rodriguez will update the attendance sheet and notify City Clerk's office. The Youth Commission was reminded to email Gaby and Adam in advance if they will be absent, so their absence may be excused.

**7. Motion to review and approve draft minutes from March 2, 2026 Youth Commission Meeting**

Commissioner Lee motioned to approve the previous meeting's minutes, which was seconded by Commissioner Yin. All were in favor, and the motion was carried.

**ITEMS FROM BOARD MEMBERS, COMMISSIONERS, COMMITTEE MEMBERS**

**8. Discussion of National League of Cities Conference Update (Commissioner Liango)**

Commissioner Liangco shared his experience and observations during the National League of Cities Conference that may be helpful to the SSF Youth Commission. Commissioner Yin encouraged the Civic Engagement Subcommittee to recommend to City Council or the School Board that they add a seat for a youth representative, as Commissioner Liangco shared is done in other cities. Adam provided context regarding the City of SSF's budget, and how other Youth Commissions at the

conference had funded their travel and accommodations by city/county allocated funds and/or other fundraising. Commissioner Liangco expressed that he felt his political opinion was not welcome at the conference due to their commitment to non-partisanship and suggested that this be considered if the Youth Commission would like to join future conferences.

### **9. Recap of First Homework Hub Session (Commissioner Lee)**

Commissioner Lee gave a recap of the first four Homework Hub sessions. Commissioner Lee will host a help session on April 29<sup>th</sup> for AP courses to reach high school audiences and will continue to outreach.

### **10. Discussion of the First Edition of Youth Commission Page in Library newsletter on Aril 6<sup>th</sup> (Commissioner Yin, Ad hoc Subcommittee)**

Commissioner Yin requested that members who are no longer active in the Ad hoc Subcommittee for the newsletter inform her so that she may remove them from communication regarding this project. Adam encouraged the Youth Commission to collaborate with the library to ensure that the newsletter meets accessibility guidelines. Commissioner Lee suggested to the Social Media subcommittee that they put a detailed description in the caption of social media posts to support accessibility.

### **11. Discussion of Donuts for Democracy Event on April 24<sup>th</sup> at El Camino High School (Commissioner Yin)**

Commissioner Yin requests that another commissioner enrolled at El Camino High School support this event for voter registration with League of Women Voters.

### **12. Discussion of Clean Up Day with SSF Scavenger on April 26<sup>th</sup> (Commissioner Yin)**

Commissioner Yin requested that the commission creates an Ad hoc subcommittee for the upcoming Clean Up Day event with SSF Scavenger. Commissioner Ramirez joined this project. Adam offered library's list of volunteers as a resource for the Youth Commission to use for outreach for projects that could benefit from additional support. The Youth Commission decided not to participate in the SSF Scavenger's tabling event on May 3<sup>rd</sup> due to lack of interest.

### **13. Roundtable Discussion of Project Ideas**

Commissioner Yin suggested hosting a youth-lead program fair in SSF, inspired by a similar event hosted by the Foster City Youth Advisory Committee. The Civic Engagement Subcommittee will consider sending a letter of recommendation to City Council to allow hybrid in-person/virtual meetings for the Youth Commission. The Youth Commission is interested in implementing a policy where each commissioner and/or each subcommittee must host a certain number of events each year.

### **14. Subcommittee Updates**

- Civic Engagement: Still waiting to hear back from Valerie Sommer regarding a recommendation to the school board. By next meeting, the subcommittee will have a recommendation to City Council for a youth seat to be added and to add a budget for the Youth Commission. Adam will ask City Attorney about this before they draft the letter and will require about hybrid virtual meetings for the Youth Commission.
- Community Engagement Subcommittee: Commissioner Lee suggested intergenerational storytime to address loneliness crisis in San Mateo County among older adults, possibly in September to align with National Grandparent's Day.
- Social Media Subcommittee: Social media posts, including commissioner introductory posts, will be on hold while the committee waits for a social media policy to be drafted

and approved. The subcommittee is exploring options for creating a new logo for the Youth Commission, possibly by soliciting submissions from local youth artists.

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**15. Agenda Building**

- Motion to consolidate information on Youth Commission webpages onto City Clerk Boards and Commissions site only
- Motion to approve new subcommittee memberships for new commissioners
- Motion to approve Social Media Policy Draft to be added to bylaws if the City Attorney has reviewed it before the meeting
- Discussion of Memo to council about Youth Commission Activities
- Motion to add requirement to bylaws for Youth Commissioners to host an event each year or two events per subcommittee
- Civic Engagement Subcommittee update with responses from City Attorney regarding new initiatives by Youth Commission
  - Recommendation to add Youth seat to City Council/School Board
  - Recommendation for City Council to allocate funds to a Youth Commission dedicated budget
  - Recommendation to allow for Youth Commission to conduct hybrid in-person/virtual meetings
- Recap on SSF Scavenger Clean Up
- Recap on Donuts for Democracy
- Discussion of May edition of Youth Commission newsletter
- Homework Hub Youth Program update.

**ADJOURNMENT**

Being no further business, Julia Tsuei adjourned the Youth Commission meeting at 7:52pm.

Submitted by:

Approved by:

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Gaby Rodriguez  
Office Specialist

\_\_\_\_\_  
Julia Tsuei  
Chair

Approved by the Youth Commission: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_