



MINUTES

REGULAR MEETING

**YOUTH COMMISSION
CITY OF SOUTH SAN FRANCISCO**

**MONDAY, SEPTEMBER 8, 2025
6:30 PM**

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

CALL TO ORDER

Co-Chair called the meeting to order at 6:33 PM.

ROLL CALL

Present: Sania Gulati
Alex Lau
Yunn Lee
Jon Liangco
Vivek Narottam
Nataly Quinteros
Saoirse Price
Ally Tunque
Lorraine Yin

Absent: Nikaella Mariano
Alejandra Ramirez
Edward Tian
Julia Tsuei

Staff Present: Adam Elsholz, Assistant Library Director
Robert "Bobby" Leiva, Youth Services Librarian
Anita Palafox, Administrative Assistant II

AGENDA REVIEW

- No changes made

ITEMS FROM STAFF

1. Updates to City Council

Adam Elsholz, Assistant Library Director shared a draft memo to City Council with the Commissioners. They reviewed and approved with revisions.

2. San Mateo County Youth Commission Annual Report

A snippet of the San Mateo County Youth Commission Annual Report 2024-25 meeting. They watched progress of the their Ad-hoc Subcommittees and priorities.

3. 2026 Youth Poet-in-Residence, serving as judges (Bobby Leiva)

Bobby Leiva, Youth Services Librarian is looking for judges to review entries to the Youth Poet-in-Residence. Judges will start reviewing entries early December to announce the winner in January 2026.

PUBLIC COMMENTS

- None

MATTERS FOR CONSIDERATION

- 4. Review and Approval of Draft Minutes from the August 4, 2025 Youth Commission Meeting**
Motion to approve the minutes with revisions from the July 7, 2025 meeting was made by Commissioner Lorraine Yin and seconded by Commissioner Sania Gulati. All members were in favor.

- 5. Review Youth Commission Bylaws and Possible Amendments (Attendance)**
Review of Authorized Absences in the Youth Commission Bylaws. Commissioners reviewed and approved with revision.
Motion to change bylaws in accordance to ordinance regarding attendance was made by Commissioner Alex Lau and seconded by Commissioner Yunn Lee. All members were in favor.

- 6. Youth Commission Sub-Committee Assignment Approval**
Motion to approve the Sub-Committee Assignment with some movement noted below was made by Commissioner Vivek Narottam and seconded by Commissioner Lorraine Yin. All members were in favor.

Community Engagement
Sania Gulati
Yunn Lee
Nataly Quinteros
Saoirse Price
Alejandra Ramirez

Civic Engagement
Vivek Narottam
Edward Tian
Lorraine Yin

Social Media
Jon Liangco
Vivek Narottam
Saoirse Price
Alejandra Ramirez
Ally Tunque

ITEMS FROM COMMISSIONERS

- 7. Proposal for Drop-In Tutoring at the Library (Yunn Lee)**
Commissioner Yunn would like to bring back tutoring at the libraries. Will be meeting with the Community Engagement subcommittee and Library staff to work on programming and promotion. She hopes to start with a pilot program to get a feel of need.
- 8. Statement to City Council – Call to Action**
Commissioners Alex Lau and Lorraine Yin edited the statement to City Council. They shared a final draft with other Commissioners.
A motion to approve the statement to City Council was made by Commissioner Yunn Lee and seconded by Commissioner Jon Liangco. All members were in favor.
- 9. Update of the California Association of Student Councils (Lorraine Yin)**
Commissioner Lorraine attended and presented at the California Association of Student Councils. Presentation was shared with Commissioners

10. Agenda Building

- Subcommittee updates
Drop-In Tutoring planning
Resolution / Petition writing

ADJOURNMENT

Being no further business, Co-Chair Ally Tunque adjourned the Youth Commission meeting at 7:39 PM.

Submitted by:

Approved by:

Anita Palafox
Administrative Assistant

Ally Tunque
Co-Chair

Approved by the Youth Commission: ____ / ____ / ____