

**City of South San Francisco - Youth Commission**  
**DRAFT Meeting Minutes: Monday, February 3, 2025**

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**Call to Order**

The meeting was called to order at 6:35 PM

**Roll Call**

Committee Members: Julia Tsuei, Alex Lau, Nataly Quinteros, Alejandra Ramirez

Staff Members: Adam Elsholz, Assistant Library Director; Robert “Bobby” Leiva, Librarian; Anita Palafox, Administrative Assistant

**Public Comments**

No public comments.

**Agenda Review**

No changes to the agenda.

**Items from Staff Members**

*Presentation on Youth in Government Program*

Devin Stenhouse, the Diversity, Equity and Inclusion Officer presented information on the 2025 Annual Youth in Government program. The program is in collaboration with the City of South San Francisco, South San Francisco Unified School District and Middle College of Skyline College. The program gives SSF high school students (Junior and Seniors) the opportunity to learn about municipal government. Information will be sent out to students mid-March with kickoff scheduled on April 8<sup>th</sup>.

**Matters for Consideration**

*Review and approval of Draft Minutes from January 6, 2025 Youth Commission Meeting.*

Commissioner Alejandra Ramirez called motion to approve the minutes of the January 6, 2025 meeting, seconded by Commissioner Nataly Quinteros. All commissioners were in favor. Motion was approved.

*Discussion of Scholarship Research Project*

The Office of the City Manager would like to know if Youth Commission would be interested in researching and listing scholarships on the City website. The list could be available not only for high school students, but also adults. We will review next month's meeting.

*Discussion of promotion of South San Francisco Youth Poet-in-Residence application*

Applications for the Youth Poet-in-Residence will be available in the Summer. Applicants should be South San Francisco residents or attend a school in South San Francisco. Please be on the lookout for information coming out late Spring.

*Discussion of upcoming Library programming and events, and opportunities for Youth Librarian Bob Leiva shared flyers of upcoming Library programs and events. Please review and if you have any questions, please feel free to reach out to staff.*

#### *Youth Commission Email Account*

The Youth Commission now has a City email address that could be used to create social media pages. Commissioners will need to take a cyber-security training. Feel free to reach out to staff if you have any questions.

#### **Items from Commissioners**

##### *Updates from Subcommittees*

- 1) Civic & Community Engagement: Alejandra has not been able to meet with animal shelters about working together. Also, Julia mentioned interest in collaborating with Aunt Flo Project.
- 2) Social Media: Will be meeting and working on creating an Instagram page.
- 3) Voter Registration: No updates at the moment.

#### *Agenda Building / Next Meeting*

- Scholarship Research Project
- Potential Post on Instagram
- Subcommittee updates: Animal Shelter update
- Update on Commissioner recruitment

#### *Next Meeting:*

Monday, March 3, 2025, 6:30 pm  
Library | Parks & Recreation Center  
Young Adult Library, 2<sup>nd</sup> Floor  
901 Civic Campus Way, South San Francisco, CA 94080

#### **Adjournment**

The meeting was adjourned at 7:44 PM.