



**CITY OF NORCO
NORCO YOUTH ADVISORY COUNCIL
REGULAR MEETING AGENDA**



Monday, April 9, 2018

City Hall, Conference Rooms A & B, 2870 Clark Avenue, Norco, CA 92860

CALL TO ORDER: 7:30 P.M.

ROLL CALL: Michael Young – Chairman
Jessica Ocampo – Vice Chair
Clint Nichol – Secretary
Anthony Garcia
Izabelle Henrichsen
Alexis La Rue
Nicole Logan
Noor Nindra
Allegra Roza
Curryn Castaneda – Non-voting Member

PLEDGE OF ALLEGIANCE: Chair Michael Young

1. APPROVAL OF MINUTES;
 - A. Regular Meeting Minutes of March 26, 2018. **Recommended Action: Approval**
2. DISCUSSION / REVIEW ITEMS (verbal reports):
 - A. Youth in Government Day – May 10, 2018
 - B. Emergency Preparedness Training – May 5, 2018
3. NYAC / STAFF COMMUNICATIONS/UPDATES (Oral Reports)
 - A. Members/Staff communications on items not on the agenda
4. ANNOUNCEMENT:
 - A. Next Meeting Monday, April 23, 2018

ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office (951) 270-5623. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Staff reports are on file in the City Clerk Office. Any writings or documents provided to a majority of the Norco Youth Advisory Council regarding any item on this agenda will be available for public inspection at the City Clerk's counter in City Hall located at 2870 Clark Avenue. The meeting is recorded.



**CITY OF NORCO
NORCO YOUTH ADVISORY COUNCIL
REGULAR MEETING MINUTES**



**Monday, March 26, 2018
City Hall, Conference Rooms A & B, 2870 Clark Avenue, Norco, CA 92860**

CALL TO ORDER: 7:30 P.M.

ROLL CALL:

Present:
Michael Young – Chairman
Jessica Ocampo – Vice Chair
Anthony Garcia
Izabelle Henrichsen
Alexis La Rue
Nicole Logan
Allegra Roza

Absent:
Clint Nichol – Secretary
Noor Nindra
Curryn Castaneda

PLEDGE OF ALLEGIANCE: Member Allegra Roza

1. APPROVAL OF MINUTES;

A. Regular Meeting Minutes of February 26, 2018. **Recommendation: Approval M/S Ocampo/Garcia** to approve the regular meeting minutes of February 26, 2018, as written. The motion was carried by the following roll call vote:

AYES: YOUNG, OCAMPO, GARCIA, HENRICHSEN, LARUE, LOGAN, ROZA

NOES: NONE

ABSTAIN: NONE

ABSENT: NICHOL, NINDRA

2. DISCUSSION / REVIEW ITEMS (verbal reports):

A. 2017/2018 “Volunteer 2 Win Program” – Registration Update.

Deputy City Clerk Germain provided an update on the number of youth registered with the City’s volunteer program, in total 38 individuals since the program began. Although it is a great number for its first year, the registered volunteers have either not tracked their volunteer time, not scheduled themselves to volunteer at City events, or have not completed the necessary livescan in order to volunteer.

With the deadline quickly approaching, April 9, 2018, Deputy City Clerk Germain indicated the program has not succeeded to its potential in its first year. She asked Members to think of this outcome, and to provide a few possible solutions on what can be done differently next year in order to make this program a success.

B. Youth in Government Day Update – Change of date

Deputy City Clerk Germain gave an explanation on the rules and guidelines provided by the School District on holding a Youth in Government Day, which hindered holding the event on the original date of April 25, 2018. She stated that she and City Clerk Link will

AGENDA ITEM 1.A.

be meeting with School District staff again to review final details, with the hope to hold the event tentatively on May 9, 2018. She will provide a report at the next regular meeting.

C. Emergency Preparedness Project Update

- Subcommittee: *Henrichsen/Nindra/Ocampo/Roza*

Vice Chair Ocampo gave an overview of the program, scheduled for Saturday, April 7, 2018, at the Norco Community Center, from 10:00 am-2:00 pm. She shared that she and Member Roza had met with Captain Camp in reviewing date options and set up needed for the training. Captain Camp had advised the Members that the class will be limited to only 25 students.

Deputy City Clerk Germain stated that she had been in communication with Captain Camp, and that the date of April 7, 2018, had not been confirmed with his schedule, and he would advise in the next few days if it would be feasible to hold it so soon. She noted that she will be in touch with Captain Camp and Parks and Recreation staff to coordinate and firm up a date for this worthy training. She asked all Members to stand by for further details on this event.

3. NYAC / STAFF COMMUNICATIONS/UPDATES (Oral Reports)

A. Members/Staff communications on items not on the agenda

- Deputy City Clerk Germain announced the Residential Community Clean Up scheduled on April 14, 2018, 8:00 am-12:00 pm; and asked for NYAC Members to assist with the event.
- Deputy City Clerk Germain reminded the Members of the State of the City scheduled on Thursday, March 29, 2018; asked that they arrive at approximately 5:30 pm, wear their NYAC t-shirts. They are expected to assist with the event until the end, approximately 8:30 pm.

4. ANNOUNCEMENT:

- A. Next Meeting Monday, April 9, 2018

ADJOURNMENT: Chair Young adjourned the meeting at **7:55 p.m.**

**CITY OF NORCO
STAFF REPORT**

TO: Honorable Chair and Members of the Norco Youth
Advisory Council

FROM: Diane Germain, Deputy City Clerk

DATE: April 9, 2018

SUBJECT: Youth in Government Day

RECOMMENDATION: Receive and File

SUMMARY: The City of Norco has in past years held a Youth in Government Day, in cooperation with Norco High School. It provides high school students with the opportunity to learn about the day-to-day functions of City government.

ANALYSIS: At its meeting of February 13, 2018, the Norco Youth Advisory Council (NYAC) discussed and put into place the outline for a Youth in Government Day, which was tentatively scheduled for April 24, 2018. It was determined that Junior and Senior students would be the demographic of attendees.

On February 15, 2018, Chair Young, Vice Chair Ocampo, and Deputy City Clerk Germain met with Dr. Sarah Ragusa, Administrative Director for the Corona-Norco Unified School District (CNUSD) to review and discuss the program in order to get each school ready to participate.

It was then discovered that based on the CNUSD requirements the City bus and its driver was not correctly certified to transport students on what is qualified as a field trip. Due to this discovery the tentative date of April 24, 2018 had to be postponed in order to work out this and other details as brought to the City staff's attention by the CNUSD staff.

The new confirmed date for the Youth in Government Day is set for Thursday, May 10, 2018. A CNUSD school bus has been confirmed for transportation of the students from both Norco High School and JFK Middle College High School, and will include at least one teacher chaperone.

Members of the NYAC who qualify are welcome to sign up to be considered as participants during the event. Staff will be requesting for the assistance of only two additional NYAC Members to help in the setting up and logistics of the day's event; this will also require both a teacher's and parent's approval.

Attachment:

Exhibits provided with the new date and information for final approval.

AGENDA ITEM 2.A.

Youth in Government:

Date: Thursday, May 10, 2018

Start Advertising: at Norco and JFK High Schools, via Dept. teachers; ASAP

Meet w HS Principals/Teachers: Week of April 9th, at NHS and JFK

Applications turned in to: Applications due to Teachers at schools at their designation

Teachers for Review: Choose 10 students to join in at the Youth in Government Day

Teachers Review and Submit Chosen Apps: Teachers to submit chosen applications to City staff by Friday, 04/27/18 via email.

Parent Permission Forms (from District): Get proper Field Trip forms from CNUSD

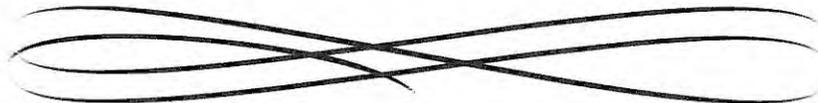
How to choose Mayor and Council Council Members will be chosen based on application preference; Mayor and Mayor Pro Tem will be chosen by all during the lunch time in an impromptu Forum where the appointed Council Members will answer questions from "student staff"

Other Details: Continental Breakfast and Lunch will be provided; transportation will be provided by School Bus, paid for by City; one or two teachers will be on hand to observe and provide feedback from an educational standpoint.



CITY OF NORCO YOUTH IN GOVERNMENT DAY
SCHEDULE
Thursday, May 10, 2018

- 8:00 a.m.-8:15 a.m. Pick up at Norco High School (by School Bus)
- 8:30 a.m-8:45 a.m. Pick up at JFK Middle College/High School (by School Bus)
- 9:00 a.m. Refreshments & City Staff Introductions
- 9:30 a.m. Break-out with Designated City Department Director
- Students are assigned to a City Department, based on preference noted on their application.
 - Each will be given a subject matter, based on the Department assignment, to research and give a presentation at the Mock City Council Meeting later in the Day.
- 11:30 a.m. Gather in Conference Rooms A & B for Lunch
- Hold an impromptu election for Mayor/Mayor Pro Tem among the five appointed Student Council Members (based on application preferences)
- 12:00 p.m. Gather in Council Chambers
- 12:15 p.m. Mock City Council Meeting begins
- Students give their presentation to the Presiding Council on their given subject, with the assistance from City Staff
 - Others will give a department update if not report is requested
- 1:30 p.m. Meeting Adjourn
- 1:30 p.m.-2:00 p.m. Group photo and Debrief with the City Clerk's Office Staff
- 2:00 p.m. Depart from Council Chamber to return to schools.





CITY OF NORCO YOUTH IN GOVERNMENT DAY
APPLICATION
Thursday, May 10, 2018

(Please type or print legibly in blue or black ink)

NAME _____

HIGH SCHOOL _____ GRADE _____

PHONE NUMBER _____ Home _____ Cell _____

EMAIL _____



1. Select top three departments you would like to gain the most knowledge from:
(Please number 1 to 3, in order of preference with 1 being the preferred choice)

| | | | | | |
|--------------------|-----|---------------------|-----|-----------------------------|-----|
| City Council/Mayor | ___ | City Manager | ___ | City Clerk | ___ |
| Human Resource | ___ | Finance | ___ | Building & Planning | ___ |
| Public Works | ___ | Engineering | ___ | Economic Development | ___ |
| Parks & Recreation | ___ | Animal Control | ___ | Seniors Programs/Center | ___ |
| Sports Programs | ___ | Sheriff Dept. Admin | ___ | Information Technology (IT) | ___ |

Please answer the following questions on a separate page, and attach to application:

2. Why are you interested in participating in Youth in Government Day?
3. What do you feel you would gain from this program?

Have your Government/Civic class teacher sign below approving your involvement with this program.

Government/Civic Teacher Signature _____

Date _____

**CITY OF NORCO
STAFF REPORT**

TO: Honorable Chair and Members of the Norco Youth
Advisory Council

FROM: Diane Germain, Deputy City Clerk

DATE: April 9, 2018

SUBJECT: Emergency Preparedness Training

RECOMMENDATION: Receive and File

SUMMARY: At the Norco Youth Advisory Council (NYAC) meeting of November 13, 2017, Member Henrichsen introduced, as a potential community project, a program to teach local teens some basic emergency technics. The Advisory Council considered this project because of current events in the news, like firearm attacks at schools and other venues; as well as providing preparation technics for potential natural disasters. The Advisory Council considered and approved the program, in partnership with CalFire/Riverside County Fire Department – Norco Station.

ANALYSIS: On November 13, 2018, Advisory Council Member Henrichsen presented information on a potential community service project to be hosted by the Advisory Council on emergency preparedness training for the youth of Norco. At the same meeting, Captain Don Camp, CAL FIRE Firefighter/Paramedic, introduced the “First There, First Care” program designed to teach the youth emergency preparedness and trauma survival; a program approved by the American College Emergency Services.

A Subcommittee was formed consisting of four Advisory Council Members to determine the how, when, where, and what the program should consist of and how extensive it should be.

After numerous Subcommittee meetings, and with City staff to establish a location, and Captain Camp to designate a date to hold the event, Saturday, May 5, 2018, has been confirmed by all. The program is scheduled to start at 10:00 a.m., and complete by 2:00 p.m., to be held at the Norco Community Center. Lunch will be provided with the help of donations from community groups. A flyer has been distributed using the City’s e-blast community communication list, and advertised on its Facebook page and other social media platforms.

The Subcommittee Members will reach out to community groups for donations to assist with cost of lunch and beverages. The Norco Kiwanis Club has already confirmed its contribution of \$100.00.

Attachment: Emergency Preparedness flyer



The Norco Youth Advisory Council Presents

Emergency Preparedness

ARE YOU READY FOR THE NEXT BIG EMERGENCY? YOU CAN BE!

Join the Norco Youth Advisory Council at its upcoming Emergency Preparedness Training, hosted in partnership with CAL FIRE/Riverside County Fire Department, and learn First Response Training, as well as emergency management procedures. The Training is only open to students ages 12-18 and is provided at no charge.

saturday, may 5 • 10am- 2pm

NORCO COMMUNITY CENTER (3900 ACAA AVENUE IN NORCO) | LUNCH WILL BE PROVIDED

PLEASE RSVP TO THE CITY OF NORCO AT (951) 270-5623 OR NYAC@CI.NORCO.CA.US. SEATING IS LIMITED.