



**STATEMENT OF PROCEEDINGS
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY YOUTH COMMISSION
OPERATIONS COMMITTEE (OPS)
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 374-A
LOS ANGELES, CALIFORNIA 90012
<https://youthcommission.lacounty.gov>**

Monday, November 20, 2023

6:30 PM

Video for the entire meeting. (23-4275)

Attachments: [VIDEO](#)

I. ADMINISTRATIVE MATTERS

1. Call to Order, Roll Call and Land Acknowledgment. (23-4180)

Joshua Elizondo, Chair, Operations Committee (OPS), called the meeting to order at 6:43 p.m. Staff conducted Roll Call and Commissioner Clarissa Peña read the County Land Acknowledgment Statement.

Present: OPS Chair Joshua Elizondo, Commissioner Martine Jones, Commissioner Clarissa Peña and Commissioner Evelyn Karina Rodriguez

2. Approval of minutes from the meeting of September 18, 2023. (23-4181)

On motion of Commissioner Rodriguez, seconded by Commissioner Jones, and duly carried, the minutes from the meeting of September 18, 2023, were approved.

Attachments: [SUPPORTING DOCUMENT](#)

II. REPORT**3. Chair's Report. (23-4182)**

OPS Chair Elizondo noted that this would be the last meeting of the year and extended his appreciation for the work accomplished thus far by the OPS Committee.

III. DISCUSSIONS**4. Discussion and possible recommendation to revise the 2024 Youth Commission Calendar in regard to the OPS Committee Meeting Schedule. (23-4187)**

OPS Chair Elizondo opened the floor for discussion on the possible recommendation to revise the 2024 Youth Commission Calendar regarding the OPS Committee Meeting Schedule. He indicated that the Monday meeting day and time may present a challenge to his 2024 schedule. Commissioners discussed their various schedules and availability. After discussion it was determined that the OPS Committee Meeting Schedule for 2024 would remain the same, and if there was a conflict, then a special meeting could be held in lieu of the regular meeting.

Attachments: [SUPPORTING DOCUMENT](#)

5. Discussion on filling vacancies including the timeline for filling a vacancy, and who will participate in identifying persons to fill the vacancies. (23-4183)

Chair Elizondo requested a moment of silence for newly appointed Youth Commissioner, Irving Alvarez, who passed away on November 3, 2023, in a tragic car accident. His passing has created a vacancy for an at large position.

OPS Chair Elizondo reviewed the timeline for filling vacancies.

- **Vacancy postings will occur during the month of December.**
- **Applications will be reviewed the first week of January 2024.**
- **Interviews will be conducted the week of January 8, 2024.**

Discussion ensued regarding the time frame and the general makeup of the Commission. It was determined that Commissioner Peña will take the lead in reviewing applications, and Commissioner Jones will assist Chair Elizondo with the interview process. Commissioner Rodriguez also offered her assistance with the interview process. Additionally, those conducting the interviews will be responsible for bringing the nominated candidate before the full Commission.

6. Discussion and review of interview questions and suggestions for edits and/or additional questions. (23-4185)

OPS Chair Elizondo opened discussion for suggested edits and/or additional questions regarding the interview questions. There were none.

7. Discussion on the planning and timeline for creating an onboarding video. (23-4186)

OPS Chair Elizondo opened discussion on the planning and timeline for creating an onboarding video. Commissioner Rodriguez volunteered to take the lead in creating a timeline and potential script, which she will have ready for presentation and review at the next scheduled meeting in January 2024. Discussion ensued regarding how many videos are needed and the appropriate timeline. After discussion it was determined that a draft will be provided to the Executive Director and OPS Chair prior to the end of the year and the three suggested video topics will be the following:

- **General Information on the Youth Commission**
- **The Commissioner Application Process**
- **The Onboarding Process**

IV. MISCELLANEOUS

8. Opportunity for members of the public to provide comments to the Commission on item(s) not on the agenda, that are within the subject matter jurisdiction of the Commission. (23-4188)

No members of the public addressed the OPS Committee.

9. Adjournment. (23-4189)

The Commissioners provided personal closing comments and wished everyone Happy Holidays.

On motion of Commissioner Rodriguez, seconded by Commissioner Jones, there being no objection, the meeting adjourned at 7:39 p.m.