



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

**Monday, March 18, 2024**

**6:30 PM**

Video for the entire meeting. (24-1829)

**Attachments:** [VIDEO](#)

**I. ADMINISTRATIVE MATTERS**

1. Call to Order, Roll Call and Land Acknowledgment. (24-0902)

**Joshua Elizondo, Chair, Operations Committee (OPS) called the meeting to order at 6:40 p.m. County Staff conducted Roll Call and Commissioner Clarissa Peña read the County Land Acknowledgment.**

Present: Commissioner Joshua Elizondo, Commissioner Clarissa Peña and Commissioner Evelyn Karina Rodriguez

Absent: Commissioner Martine Jones

2. Approval of minutes from the meeting of January 22, 2024. (24-0903)

**On motion of Commissioner Clarissa Peña, seconded by Commissioner Evelyn Rodriguez, and duly carried (Commissioner Martine Jones being absent), the minutes from the meeting of January 22, 2024 were approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**II. DISCUSSIONS**

3. Discussion on video production scripts for onboarding videos. (24-0340)

**OPS Chair Elizondo opened discussion on the video production scripts. Commissioner Rodriguez explained that there will be three videos: 1) What is the Los Angeles County Youth Commission; 2) The Commissioner Application Process; and 3) Frequently Asked Questions. They stressed that the verbiage used should remain as it is on the website while keeping the videos to one minute.**

**Discussion ensued regarding production, guidelines, timelines, schedules, logistics and verbiage. Additionally, the script was extensively reviewed, discussed, and edited. The revised script will be further discussed at the next OPS meeting before submitting to the full Commission.**

**Executive Director, Tiara Summers, will ensure whether closed captioning and accessibility are available for this project.**

**Attachments:** [SUPPORTING DOCUMENT](#)

4. Discussion on reassessing the application and interview questions based on feedback and observations. (24-0343)

**OPS Chair Elizondo opened discussion on the application and interview questions. He made reference to the additional questions and indicated there was nothing further to include.**

5. Discussion on the future vacancy roadmap to address term endings and evaluations in 2024. (24-0344)

**OPS Chair Elizondo opened discussion on the future vacancy roadmap to address term endings and evaluations in 2024; discussion on this agenda item will be ongoing. There will be two at large vacancies in July 2024. The remaining two-month timeline for application review and interview process will begin in May 2024. Recruitment will be ongoing and discussed at future meetings.**

**III. MISCELLANEOUS**

6. 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. (24-0904)

**Commissioner Peña used this opportunity to suggest collaboration with interpreters and translators for the video project.**

**No members of the public addressed the Committee.**

7. Adjournment. (24-0905)

**The next Operations Committee meeting is scheduled for Monday, May 20, 2024. On motion of Commissioner Rodriguez, seconded by Commissioner Peña, there being no objection, the meeting was adjourned at 7:56 p.m.**