



**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, September 22, 2025

6:30 PM

Video for the entire meeting. (25-4842)

Attachments: [VIDEO](#)

I. ADMINISTRATIVE MATTERS

1. Call to Order, Roll Call and Land Acknowledgment. (25-4627)

OPS Chair Joshua Elizondo called the meeting to order at 6:30 p.m. County Staff conducted Roll Call. Commissioner Clarissa Peña read the County's Land Acknowledgement.

Present: OPS Chair Joshua Elizondo, Commissioner Jessica Castillo and Commissioner Clarissa Peña

Absent: Commissioner Martine Jones and Commissioner Evelyn Karina Rodriguez

2. Approval of minutes from the regular meeting of July 21, 2025. (25-4628)

On motion of Commissioner Jessica Castillo, seconded by Commissioner Clarissa Peña, and duly carried (Commissioners Martine Jones and Evelyn K. Rodriguez being absent), the minutes from the meeting of July 21, 2025, were approved.

Attachments: [SUPPORTING DOCUMENT](#)

II. DISCUSSIONS

3. Discussion on video production of onboarding videos. (25-4635)

OPS Chair Elizondo opened the floor to discussion on the video production of onboarding videos. He reported that the scripts for one of the onboarding videos has been created and placed in an official document for scene splicing and timing. The scene creation for the two remaining videos is pending, along with animation for all three. An update will be provided to the Committee prior to entering actual production.

Max Wertz, Communication Liaison, explained the process and reported that animation will be added to the scenes and can be reviewed at the next meeting. The Committee is still considering if *Powtoon* is the best animation maker for this project. Mr. Wertz added that a special meeting could be held for the purpose of reviewing the animation, or the Chair could sit in on the development process and offer real time feedback, and discussion ensued.

During discussion, Executive Director, Tiara Summers, suggested that Chair Elizondo follow-up with Commissioner Evelyn K. Rodriguez, the lead on video production. Mr. Wertz reported that the use of *Powtoon* is on a month-to-month subscription of \$100 per month. The Committee discussed various options to utilizing other animation services including volunteers with animation expertise.

4. Discussion on the future vacancy roadmap to address term endings and Commissioner reflections. (25-4629)

OPS Chair Elizondo opened the floor to discussion on the future vacancy roadmap to address term endings and commissioner reflections. He reported that it is possible to have as many as five new commissioners onboarded next year. He stated that for Commissioners to feel comfortable, it would be beneficial to have the session held in a private setting as opposed to an open forum. Executive Director, Tiara Summers, expounded on the concept of privacy.

OPS Chair Elizondo indicated that during the reflection process, there will be a set of questions meant to prompt dialogue. He then discussed the importance of accountability and stressed reflecting on the work as a Commissioner rather than the session serving as an evaluation.

It was discussed that perhaps the reflection process ought to be conducted two-to-three months prior to the term ending to allow ample time for recruitment, application and the interview process. Discussion ensued on the types of questions that ought to be asked. It was suggested that the reflection process may also provide a self-analysis on what the Commission can do better, and that perhaps a journal should be provided to the Commissioner whose term is expiring to document their thoughts. After discussion, it was determined that potential questions should be submitted to the Committee in draft form for review.

III. MISCELLANEOUS

5. 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. (25-4649)

No members of the public addressed the Operations Committee.

6. Adjournment. (25-4655)

The next meeting is scheduled for Monday, November 17, 2025, at 6:30 p.m.

On motion of Commissioner Jessica Castillo, seconded by Commissioner Clarissa Peña, there being no objection, the meeting was adjourned at 6:56 p.m.