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and Resources

WELCOME TO THE YCC!

Welcome to the Youth Climate Commission!

You were selected as a member of this Commission because of your demonstrated leadership, lived expertise and your passion to advance sustainability while amplifying the voices of the youth in your district.

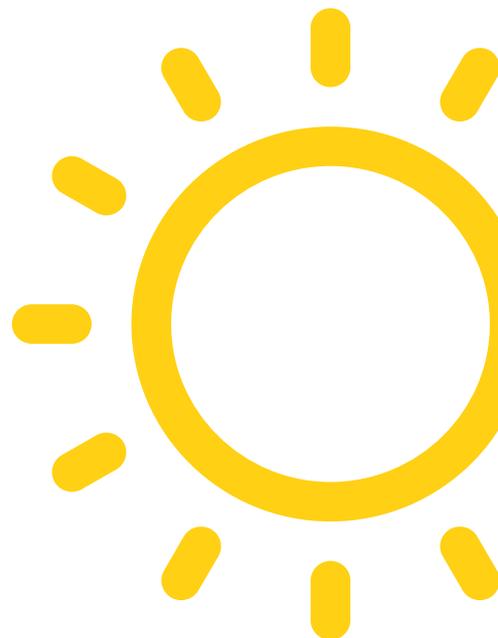
The work you do here will build on your passion for supporting communities, advancing environmental justice, and implementing systemic change that leads us forward.

In this handbook, you will find various resources to help you succeed in your new role as a Youth Climate Commissioner. This handbook will also serve as your go-to resource for policies and procedures.

Please review the contents carefully, as it has been designed to help you understand the requirements and expectations associated with the Youth Climate Commission, and to guide your onboarding process.

The Chief Sustainability Office (CSO) team hopes to create a collaborative culture of support. Please do not hesitate to reach out to us with and questions.

Welcome aboard!



MEET THE TEAM

RITA KAMPALATH, PH.D., P.E.

**Acting Chief Sustainability Officer
County of Los Angeles Chief Sustainability Office**

Rita joined the County of Los Angeles's Chief Sustainability Office (CSO) in June 2017 as a Sustainability Program Director for the office. She supports development and implementation of the County's first sustainability plan, in addition to providing policy support for other County sustainability-related initiatives. In May 2022, she was appointed Acting Chief Sustainability Officer. Prior to joining the County, Rita was the Science and Policy Director of the non-profit Heal the Bay where she oversaw advocacy and research projects related to water quality and water resources, and guided the development of Heal the Bay's positions on a wide range of policy issues. Before joining Heal the Bay, Rita worked for Geosyntec Consultants on a range of water quality projects, primarily focusing on stormwater. Rita received a B.S. in chemical engineering from Columbia University, and an M.S. in chemical engineering and a Ph.D. in civil/environmental engineering from UCLA.



STACY FARFÁN-VALENCIA

**Senior Policy Analyst
County of Los Angeles Chief Sustainability Office**

Stacy is an urban planner who is passionate about creating sustainable and equitable communities in California. During her ten years in the field of planning Stacy has worked at various levels of government, from local to state. As Senior Policy Analyst for the County's Chief Sustainability Office (CSO) Stacy staff's the Youth Climate Commission (YCC) and works on advancing various actions and projects outlined in the County's Sustainability Plan, OurCounty. Before joining the CSO Stacy worked as a planner for the City of Los Angeles' Planning Department and for Mayor Eric Garcetti's Office implementing the City's LA River Master Plan. Stacy received a Master's of Planning from USC and a Bachelor's of Architecture with a minor in City and Regional Planning from the University of California Berkeley.



CHRISTY ZAMANI

Youth Leadership Consultant

Christy Zamani is the Executive Director of Day One and brings over eighteen years of progressively responsible experience in a dynamic and diverse non-profit organizational settings. A graduate and former Student Body President of California State University Long Beach, Christy has served as the Day One Executive Director since 2007, sharing her hands-on experience in public policy, community health, innovative marketing, and youth leadership development to Day One. Prior to her work at Day One Christy served on the Executive Cabinet for the California State University, Office of the Chancellor from 1999-2004. Christy's passion lies in empowering disenfranchised communities, amplifying youth voice, and advancing public health.



Los Angeles County Youth Climate Commission

Los Angeles County
Board of Supervisors

YCC

CSO

SD1

SD2

SD3

SD4

SD5

Sophia Lopez
Martha Rosario
Terumi Garcia
Anushka Kargathara

Alyssa Jaipersaud
Emmanuel Alcantar
Kevin Patel
Sim Bilal
LewaNana Pinkney

Hennessy Martinez
Issac Ibarra
Kalani (Danielle) Heinz
Madison Jennings
Yue Shen

Guisel Hernandez
Lizette Romano
Jordan Salcido
Mayra Catalán-Orozco
Rebecca Gloyer

Ryan Valenzuela-Holguin
Elizabeth Harris
Emily Ng
Kiana Dettman
Carmel Dill-Cruz

SD1YC

SD2YC

SD3YC

SD4YC

SD5YC

District Youth Coalitions consist of:
District Commissioners
District Youth
District Eco Partners/Agencies
Youth Allies/Advocates
Youth Focused Partners/Agencies

* ACRONYMS

YCC - YOUTH CLIMATE COMMISSION

CSO - CHEIF SUSTAINABILITY OFFICE

SD# - SUPERVISORIAL DISTRICT

SD#YC - SUPERVISORIAL DISTRICT YOUTH COALITION

Background & Overview

In 2019 Youth Climate Leaders across the County, concerned with pollution in their neighborhoods, the health of their families, and global impacts advocated for a Youth Climate Commission (YCC).

The Board of Supervisors (Board) championed their cause, adopting a motion to create the YCC. On June 14, 2022, the Board formalized the Commission by adopting an Ordinance to establish the County's first Youth Climate Commission.

The YCC will strengthen the County's leadership in the areas of climate change mitigation and resilience by amplifying the perspectives and priorities of County youth, as it is they who will be most dramatically impacted over their lifetimes.

Mission

The Youth Climate Commission (YCC) seeks to empower youth and young adults to use their voices and agency to combat climate change in Los Angeles County

Vision

For young people living in Los Angeles County to inform, recommend, and advise on County goals, plans, actions, and policies related to climate change mitigation and resilience.

Goals

- Ensure youth leaders representative of the geographic and socioeconomic diversity of the region engage on climate change topics;
- Build the capacity of youth and young adults to be effective change agents;
- Provide insight, expertise and leadership to effect transformative change in Los Angeles County
- More to come with your help!

YOUTH CLIMATE COMMISSIONER OUTCOMES

Commission Staff at the Chief Sustainability Office are in place to both support and guide the advocacy efforts of the Commissioners. Commissioners will be immersed in training and activities that will help them develop a sense of community among one another, and provide them with the knowledge and skills they need to successfully conduct the work of the Youth Climate Commission.

Commissioners will walk away with the knowledge of:

- Government Processes
- Relationship Building
- Campaign Development
- Advocacy
- Diverse Communication Methods
- Civic Engagement

Commissioners will develop the following skills:

- Strategic Thinking
- Community Outreach & Advocacy
- Public Speaking
- Networking
- Policy Research & Writing
- Project Management

YOUTH CLIMATE COMMISSION KEY PROJECTS

01.

CONDUCT PUBLIC MEETINGS:

Represent the voices, ideas and insights of youth regarding district specific sustainability priorities.

YCC representatives will create an ongoing mechanism of connecting and listening to district youth residents by convening District Youth Coalition Meetings, hosting listening sessions, and participating in local community events and gatherings.



02.

ESTABLISH YOUTH DISTRICT COALITIONS:

Commissioners will establish a District Youth Coalition which provides a safe space for youth, youth serving agencies, and sustainability partners to come together to learn, discuss and share local sustainability concerns, priorities, and solutions.



03.

IDENTIFY POLICY ISSUES ANNUALLY:

Commissioners will engage youth, communities, and departments to identify priority policy areas to focus on for their district. These areas should be connected back to priorities in the OurCounty Sustainability Plan.



EXPECTATIONS

Commissioner Role & Responsibilities

Commissioners are volunteers that serve a vital role in county government by offering recommendations, ideas, and advice on County goals, plans, actions, and policies related to climate mitigation and adaptation.

Key Responsibilities:

The Commission shall carry out the following duties, seeking and obtaining information and operating only as permitted by law:

- Provide recommendations to the Board, the CSO, and County departments regarding new or existing County policies, practices, priorities, and initiatives related to climate mitigation and adaptation; and provide input and feedback on the development of near-term OurCounty priorities and funding strategies, the release of annual updates on OurCounty progress, and the development of sustainability guidance/input for the County legislative agenda.
- Provide recommendations on existing or proposed legislation, policy, or initiatives to the Board regarding the County's progress on its climate-related commitments, especially regarding its impact on youth.
- Provide an annual report to the Board apprising it of the Commission's activities and achievements during the year.
- Work collaboratively with other County commissions, boards, and committees, including those with similar purpose and responsibilities, to avoid redundancy.
- Develop outreach and consistent communication with youth under 18 in order to obtain their input, voices and experiences.

EXPECTATIONS

Authority to Carry Out Duties and Responsibilities

The Youth Climate Commission shall have the authority to:

- Make recommendations on the County's climate-related initiatives and progress toward the County's climate-related goals, including recommendations for new or stronger actions that the County should consider implementing.
- Gather input from community stakeholders regarding the County's climate-related initiatives.
- Promote awareness of and participation in climate-related County events and initiatives.
- Participate in the implementation of local climate-related initiatives.
- Partner with youth-based climate movements in other jurisdictions.
- Report back to the Board when requested to do so regarding the Commission's scope, activities, and future plans.
- Share Commission experiences and lessons learned through talks and presentations at climate conferences and other relevant events.

POLICIES & PROCEDURES

Code of Conduct

1. Theft, destruction, or inappropriate removal or possession of LA County Youth Climate Commission property or the property of a fellow commissioner is prohibited.
2. We stand in solidarity with our participants who are in sobriety. Participating in the program under the influence of alcohol or drugs is prohibited.
3. We are committed to a violence-free environment. Program participants should not engage in fighting or threatening violence. They should not use abusive, threatening, or use excessively obscene language.
4. We are an inclusive program that supports people of all backgrounds and identities, and we are committed to being a safe space for all. Discrimination, bullying, sexual, or other harassment are prohibited.
5. The work we are undertaking together is critically important. Many people who cannot be here are depending on us to fight for them. Sabotaging another person's efforts is prohibited.
6. No program participant should disclose another's private information, including but not limited to contact information, personal details shared during workshops or meetings, physical and mental health conditions, or sexual identity.
7. Possession of dangerous or unauthorized materials, such as explosives or firearms is prohibited
8. You are required to report to Commission Staff if you feel another program participant is a danger to themselves or others.
9. It is prohibited to smoke in any buildings at any time.
10. Participation in all LA County Youth Climate Commission sponsored events is important and required. You agree to communicate with Commission Staff if you are unable to participate for any reason.
11. Should the Commission receive confidential information, inadvertently or otherwise, Commissioners shall abide by all confidentiality laws and maintain the confidentiality of such information by not disclosing any portion to any person unless further disclosure is specifically authorized by court order or State or federal law

Through employment at this organization, you are signifying that you will follow and abide by LA County Youth Climate Commission Code of Conduct as outlined. While termination from the program is an extreme and extraordinary measure, you can be dismissed from the program due to your failure to abide by the Code of Conduct.

POLICIES & PROCEDURES

Length of Service & Vacancies

- To create staggered tenures of Commissioners, after the first Commission meeting, Commissioners shall divide themselves, or if necessary be divided by Chief Sustainability Office (CSO) staff into two groups (Groups A and B, in equal numbers, or with one more Commissioner in Group B if there is an odd number of total appointed Commissioners). Group A will serve an initial term of one year and will be eligible to serve one additional two-year term. Group B will serve an initial term of two years and will be eligible to serve one additional two-year term. Thereafter, each new Commissioner appointed to the Commission shall serve a two-year term.
- A Commissioner may serve a maximum of two consecutive full two-year terms, except as provided in section A, and section C below for Commissioners appointed to complete a partial term created by a vacancy, plus one additional two-year term. The Board may extend this length of service or waive this limit for individual Commissioners or the Commission as a whole.
- A member's position on the Commission shall become vacant upon the member's death, resignation or removal by the Board. In the case of such a vacancy, a successor shall be appointed by the Board to serve until the position next becomes vacant pursuant to subsection A of this section. Commissioners appointed to fill vacancies shall be selected by a Supervisor of the same Supervisorial District that selected the Commissioner for the position that became vacant.

Transportation Reimbursement Agreement

Travel Expense Reimbursement

Commissioners can consult with Commission Staff to determine whether they are authorized by County Code to travel on Commission-related business (other than commission meetings) and are eligible for reimbursement of expenses incurred while conducting Commission business. Commissioners authorized to travel must make all air travel reservations as mandated by the Board (See County Code Section 5.40 and Fiscal Guidelines Chapter 13).

Mileage Reimbursement

Commissioners can consult with their Commission Staff to determine whether they are eligible pursuant to County Code to receive mileage reimbursement for Commission business.

POLICIES & PROCEDURES

Stipend Policy

It is a core value of the Youth Climate Commission (YCC) that each commissioner be compensated for their time.

- Commissioners must consistently attend Commission meetings.
- In the case that a Commissioner cannot make a meeting due to an extenuating circumstance, they are asked to contact Commission Staff to notify them of their absence as soon as possible.
- Commission staff will be responsible for verifying attendance.
- The maximum compensation per Commissioner per Fiscal Year is \$5,000
- For each regular meeting of the Commission attended, each commissioner shall be paid a stipend of \$150.
- Commission Staff has implemented procedures for priority and general YCC events/activities (see below).
- All Commissioners will have an equitable opportunity to participate in events.

Priority YCC Events – Automatic Approval:

If a Commissioner attends any of the events listed below, stipend approval will be automatically granted.

- YCC Regular Quarterly Meetings (minimum 4 meetings. per year)
- Special Meetings, Subcommittee Meetings and Ad Hoc Meetings
- Capacity Building Training (does not include the Mandatory County Training)
- Retreats

Note that the Commissioner must participate in the full event to get credit. If an emergency situation arises during the event, the Commissioner must at a minimum have participated for 50% of the event, Staff Approval is required for this circumstance. Due to the maximum compensation of \$5,000 per fiscal year, the priority YCC events highlighted above will take priority over general YCC events.

General YCC Events - Need Pre-approval:

Please note that all General YCC Events will “only” receive staff approval if maximum compensation of \$5,000 is not set to exceed the standing/calendared Priority YCC Events scheduled for the Fiscal year.

The following General YCC Events (commission-related) require Staff Pre-approval:

- Conferences (attending on behalf of the YCC)
- Trainings/Professional Development (attending on behalf of the YCC)
- Representing the Commission at events/community meetings in an official capacity - representing on behalf of the YCC and not attending solely due to lived experience

POLICIES & PROCEDURES

Stipend Policy - Continued

Approval Process for General YCC Events

- Email Stacy at SFarfan@csso.lacounty.gov at least “one” week prior to the event include the event title, date, and time.
- Stacy will send a follow-up email indicating if the event qualifies to be considered for stipend or not (which is determined by if you are “set” to exceed the maximum compensation of \$5,000 due to YCC priority events).
- If the event qualifies for a stipend, the “YCC Activity Request” form (see page 13) will be emailed to you. Submit the completed form to Stacy within two business days.
- During the next quarterly meeting (after the event) the Commissioner needs to provide the Commission with a report back on key takeaways and findings that help advance the mission and goals of the Commission.
- If the request is not approved, a follow-up email with a brief explanation will be sent.

NOTE: *If an event is initiated by Commission Staff, no approval is needed.*

POLICIES & PROCEDURES

Commissioner Activity Request

EXECUTIVE OFFICE
EO LOS ANGELES COUNTY
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

YOUTH CLIMATE COMMISSION

COMMISSIONER ACTIVITY REQUEST

Commissioner Name: _____ Employee ID#: _____

Activity

Event: _____ Date: _____

Location: _____

Pre-approved: Yes No

Brief Summary:

Purpose of Event:

Follow up to Is it within youth commission subject matter jurisdiction?:

New Meeting (if Applicable): _____

Activity

Event: _____ Date: _____

Location: _____

Pre-approved: Yes No

Brief Summary:

Purpose of Event:

Follow up to Is it within youth commission subject matter jurisdiction?:

New Meeting (if Applicable): _____

Commissioner Signature: _____ Date: _____

Communication Strategies

1.

Deep Dive!

Take the time to better understand the person you plan to meet with.

- Review their website
- Read their bio
- Learn about the policies they have supported
- Review their voting record

2.

Know Your Key Issue(s):

Research and understand YCC goals and the items being discussed. Knowing the subject matter will help you feel confident in speaking on behalf of the Commission. Humanize the issue by adding your own life experience to the conversation.

3.

Cite Specific Policies, Programs, or County Priorities:

Find a nexus between what you are recommending and other priorities the official may be committed to. This can help advance your agenda.

4.

Build a Relationship:

Think of this as the first of many meetings.

- Thank them for a previous position that supported youth or the environment
- Share about you and the youth you are representing
- If you have an upcoming event invite them
- Take a photo and tag them!

Communication Strategies with the Board of Supervisors

1. The Commission may submit, approved correspondence, through letters, memos or reports to the Board of Supervisors (the Board). Communication should relay information or provide advice to the Board on matters that are of concern to the commission.
2. The Commission will submit an annual report of activities to the Board offices highlighting the commission's accomplishments and future goals of the commission.

Communication Strategies with the Department Liaisons

1. The Commission can request information, data, analysis and other important information from departments related to sustainability topics directly impacting youth and their communities.
2. The Commission can request department liaisons to present information about their sustainability programs, policies and activities impacting youth and their communities.

HANDBOOK ACKNOWLEDGEMENT

Commissioner Handbook: Acknowledgement of Review

In this handbook, I have reviewed:

- (1) Youth Climate Commission Chart
- (2) Background & Overview
- (3) Commissioner Outcomes
- (4) Key Projects
- (5) Commissioner Role & Responsibilities
- (5) Authority to Carry Out Duties and Responsibilities
- (6) Code of Conduct
- (7) Length of Service & Vacancy
- (8) Transportation Reimbursement Agreement
- (9) Stipend Policy
- (10) Commissioner Activity Request
- (11) Communication Strategies
- (12) Communication Strategies with the Board of Supervisors
- (13) Communication Strategies with the Department Liaisons

Please sign and date below to acknowledge you have reviewed the content of this Handbook:

Name: _____

Signature: _____

Date: _____

RESOURCES

YCC Webpage

<https://ycc.lacounty.gov>

Commission Services Webpage

<https://bos.lacounty.gov/services/commission-services>

Los Angeles County Commission Handbook

https://file.lacounty.gov/SDSInter/bos/commissionpublications/internal/1071127_CommissionManual.pdf

Remote Meetings - Alternative Locations for Commissioners

https://file.lacounty.gov/SDSInter/bos/commissionpublications/internal/1131587_AlternativeMeetingsLibraryFlyer_Listings_Instructions_Protocols10-22.pdf

Board of Supervisors Webpage

<https://bos.lacounty.gov>

Guide to County Services

https://file.lacounty.gov/SDSInter/lac/1133987_GuidetoCountyServices-ENG-DIGITAL-FINAL.pdf

OurCounty Sustainability Plan

<https://cso.lacounty.gov/the-plan/>

Climate Vulnerability Assessment

<https://assets-us-01.kc-usercontent.com/0234f496-d2b7-00b6-17a4-b43e949b70a2/5a0e0a91-02b5-4e90-995f-c47440c73001/LA-County-Climate-Vulnerability-Assessment-1.pdf>

Draft Climate Action Plan

<https://planning.lacounty.gov/long-range-planning/climate-action-plan/>

**YOUTH
CLIMATE
COMMISSION**

