



**JOHN F. TAVAGLIONE**  
SECOND DISTRICT SUPERVISOR  
BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE

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LILIANA ALLIN, Legislative Assistant  
SUSAN SWIECA, Legislative Assistant

AS of 7/12/11

**SECOND DISTRICT YOUTH ADVISORY COUNCIL PARTICIPATION AGREEMENT**

Welcome to the Second District Youth Advisory Council! Your regular participation is important to the success of the Second District Youth Advisory Council (YAC). In order to ensure that we have dedicated and responsible council members, we have established standards for participation and would like you to review and agree to them.

**Youth Advisory Council Coordinator:**

Your Second District Legislative Intern & Youth Advisory Council Coordinator is **Tiffany Estevez**.

**Contact Information:**

Tiffany Estevez  
Legislative Intern & Youth Advisory Council Coordinator to  
Supervisor John F. Tavaglione  
4080 Lemon Street, Post Office Box 1646  
Riverside, CA 92502  
(951) 955-1868 Office | (951) 955-2362 Fax | [tpestevez@rcbos.org](mailto:tpestevez@rcbos.org) Email Address

\*Please direct text messages, or last minute phone calls for excusal to Julia Luna, Supervisor's Board Assistant -- (909) 289-5423\*

**Monthly Council Meetings:**

Youth Advisory Council meetings are scheduled twice a month and members are required to attend all scheduled meetings. You will receive a reminder of the next meeting date in advance of each meeting, and you will be provided with a meeting schedule in your Procedures Manual.

Please review the Second District Attendance Policy in order to ensure that you meet our attendance expectations by attending monthly meetings. Unexcused absences from monthly meetings will be subject to enforcement under the attendance policy. Please make sure that you know what qualifies as an unexcused absence and an excused absence from Council meetings. The Second District Attendance Policy can be found in your Procedures Manual.

In the event that meeting dates have been changed or been cancelled, you will be notified via email. Council members are expected to check their registered email address once per week in order to ensure you receive any important council updates. Meetings will begin promptly at 5:30 P.M., and will last approximately 1 hour long. Excusals from council meetings are acceptable in instances of illness, family emergency, transportation issue, or prior engagement (sports, clubs, school event etc.). Please review the council Attendance Policy for further details on attendance expectations.

If you know in advance that you are not able to attend a regularly scheduled meeting, please notify your Legislative Intern in advance of the meeting in order to obtain excusal for your absence. In order to obtain excusal please call your Legislative Intern at the office number listed above, or contact her by email, or fax message. Should you need to request last minute excusal prior to a YAC meeting or via text message, you can direct your phone calls or text messages to Julia Luna, Supervisor's Board Assistant at (909) 289-5423.

Council Meetings will take place at the following location:  
The Riverside County Administrative Center  
4080 Lemon Street, 5<sup>th</sup> Floor, Conference Room C  
Riverside, California 92501