

# YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, February 18, 2015, 8:15 a.m.

City Hall Community Room

2929 Tapo Canyon Road

## AGENDA

1. Call to Order/Pledge of Allegiance/Introductions
2. Agenda Review  
This is the time to reorder and/or remove items from the agenda by consensus of the Youth Employment Service Advisory Board. Any individual member who will be abstaining from a discussion item should announce his/her intentions at this time.
3. Approval of Minutes
4. Correspondence
5. Public Statements/Comments  
This is the time allotted for statements or comments on matters within the subject matter and jurisdiction of the Youth Employment Service Advisory Board. Statements and comments are limited to no more than five (5) minutes per speaker.
6. Informational Presentation  
America's Job Center of California and Workforce Programs
7. Continued Business
  - a. Discussion of the 2015 Interview Skills Workshops
  - b. Discussion of the 28<sup>th</sup> Annual YES Job and Career Expo on April 11, 2015
8. New Business  
Review and Discussion of Interview Skills Workshop PowerPoint Presentation and Supplemental Video
9. Youth Employment Service Advisory Board Reports and Comments  
This is the time for Youth Employment Service Advisory Board members' statements or comments on matters within the subject matter and jurisdiction of the Youth Employment Service Advisory Board or to request a future agenda item. This is also the time to make any announcements related to community events and other items of interest.
10. Coordinator's Report
11. Adjournment: Wednesday, March 18, 2015, 8:15 a.m., City Hall Community Room

/s/

Rob Bruce

Deputy Director/Community Programs & Facilities

If any interested individual has a disability that may require accommodation to participate in this meeting, please contact the YES Coordinator at (805) 583-6766. Upon advance notification, reasonable arrangements will be made to provide accessibility to the meeting.



CITY OF SIMI VALLEY

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DRAFT MINUTES

1. Call to Order/Pledge of Allegiance

Youth Employment Service (YES) Advisory Board Chair Gloria Bowman called the meeting to order at 8:20 a.m. and verified that a quorum was present.

P	John Baxter	E	Grace Orate		Alternates
P	Marybeth Jacobsen	P	Sandy Porter	P	Gloria Bowman
P*	Zorko Jezina	P	Jacqueline Slade	E	Nick Steinwender
E	Kiana Kenik	E	Rick Webb	P	Jennifer Wigdor
P	Jim King	P*	Bruce Yi	P	= Present
P	Kilian Magness	V	Local Business	E	= Excused
P	Veronica Martinez	V	Local Government	A	= Absent
P	Brian Miller	*Arrived after approval of minutes.		V	= Vacant

Staff: Brian Gabler, Director of Economic Development/Assistant City Manager; Kristin Tignac, YES Coordinator.

2. Agenda Review

There being no objections, the agenda was approved as presented.

3. Approval of Minutes

**ACTION:** A motion to approve the November 19, 2014, minutes as written was made by Jim King and seconded by Brian Miller.

**YES Advisory Board vote: 10 Ayes; 0 Noes; 0 Abstentions**

**The motion passed.**

4. Correspondence

No correspondence was received.

5. Public Statements/Comments

No public statements or comments were made.

6. Informational Presentation

Economic Development Update by Brian Gabler, Director of Economic Development/Assistant City Manager

Mr. Gabler gave a brief review of the three year Career Pathways Trust Grant and shift in focus of the Ventura County Workforce Investment Board to preparing the future employees for the workforce. He also gave a review of the current economic climate and vacancy rates.

7. New Business

a. Election of Officers

Kristin Tignac provided an overview of the responsibilities of Chair, Vice Chair, and Secretary and then opened the floor to nominations and volunteers.

Veronica Martinez nominated Jacqueline Slade for the position of Secretary. There were no additional volunteers or nominations made.

ACTION: A motion to approve Jacqueline Slade as Secretary was made by Jim King and seconded by Brian Miller.

**YES Advisory Board vote: 10 Ayes; 0 Noes; 0 Abstentions**

The motion passed.

Brian Miller nominated Veronica Martinez for the position of Vice Chair. There were no additional volunteers or nominations made.

ACTION: A motion to approve Veronica Martinez as Vice Chair was made by Brian Miller and seconded by Jim King.

**YES Advisory Board vote: 11 Ayes; 0 Noes; 0 Abstentions**

The motion passed.

Gloria Bowman volunteered for the position of Chair. There were no additional volunteers or nominations made.

ACTION: A motion to approve Gloria Bowman as Chair was made by Jacqueline Slade and seconded by Marybeth Jacobsen.

**YES Advisory Board vote: 11 Ayes; 0 Noes; 0 Abstentions**

The motion passed.

b. Discussion of the 2015 Interview Skills Workshops

Chair Gloria Bowman gave a brief overview of the Interview Skills Workshops presented to 10th grade high school students. Ms. Tignac stated that Interview Skills Workshops are scheduled prior to the YES Job and Career Expo to ensure participants are prepared.

ACTION: YES Advisory Board members volunteered to present on the following dates and locations:

- o Wednesday, February 4 from 9:00 a.m. to 10:00 a.m., at the Simi Valley Adult School and Career Institute. Soft Skills Training for Machine Shop & Welding students.
- o Thursday, February 5 from 4:30 p.m. to 6:00 p.m., at the Simi Valley Public Library.
- o Wednesday, March 4 from 11:30 a.m. to 12:52 p.m., at Santa Susana High School, Interview Skills Workshops for all juniors and seniors – Day One.

- Wednesday, March 11 from 11:30 a.m. to 12:52 p.m., at Santa Susana High School, Interview Skills Workshops for all juniors and seniors – Day Two.
  - Thursday, March 19 from 9:00 a.m. to 2:00 p.m., at Royal High School.
  - Friday, March 20 from 7:15 a.m. to 2:00 p.m. at Royal High School.
  - Tuesday, March 24 from 6:55 a.m. to 3:00 p.m., at Santa Susana High School, for all sophomores.
  - Wednesday, March 25 from 8:00 a.m. to 2:50 p.m., at Simi Valley High School.
  - Thursday, March 26 from 9:30 a.m. to 1:18 p.m., at Apollo High School.
- c. Discussion of Mock Interviews for Special Education Students on Wednesday, February 25, 2015

ACTION: The following YES Advisory Board members volunteered to serve as mock interviewers on Wednesday, February 25, 2015, for WorkAbility students attending Apollo and Royal High Schools; Gloria Bowman, Zorko Jezina, Brian Miller and Bruce Yi.

- d. Discussion of the 29<sup>th</sup> Annual YES Job and Career Expo on April 11, 2015  
Chair Gloria Bowman gave a brief overview of the YES Job and Career Expo.

Ms. Tignac will coordinate the scheduling of the next planning committee meeting.

- e. Discussion of the Simi Valley Chamber of Commerce Networking Breakfast on Friday, March 13, 2015

Ms. Tignac reported that the Chamber of Commerce would be unable to let the YES Advisory Board host the networking breakfast, but would allow the Board to place Job and Career Expo flyers at each table setting to promote the event.

ACTION: The following YES Board members volunteered to attend the Simi Valley Chamber of Commerce networking breakfast on March 13, 2015, to promote employer participation at the YES Job and Career Expo: John Baxter and Zorko Jezina. Ms. Tignac would also be attending.

- f. Discussion and Selection of Presenters for Neighborhood Council meeting presentations on Thursday, February 5, 2015, Tuesday, March 10, 2015, Thursday, March 12, 2015, and Tuesday, March 17, 2015.

Ms. Tignac stated that the Neighborhood Council Coordinator had requested that the YES Advisory Board offer YES Job and Career Expo

presentations to each of the four Neighborhood Councils to promote the event and YES program.

Brian Miller volunteered to present to Neighborhood Council #1 on Thursday, February 5, 2015; Zorko Jezina, Veronica Martinez and Jacqueline Slade volunteered to present to Neighborhood Council #2 on Tuesday, March 10, 2015; Sandy Porter volunteered to present to Neighborhood Council #3 on Thursday, March 12, 2015; and Gloria Bowman, Zorko Jezina and Jacqueline Slade volunteered to present to Neighborhood Council #4 on Tuesday, March 17, 2015.

ACTION: A motion to approve the YES Advisory Board providing YES presentations to the City's four Neighborhood Councils was made by John Baxter and seconded by Brian Miller.

**YES Advisory Board vote: 11 Ayes; 0 Noes; 0 Abstentions**

**The motion passed.**

- g. Discussion and Selection of a YES Advisory Board Comments Presenter to the City Council on Monday, March 23, 2015

Ms. Tignac stated that the YES Advisory Board had been given the opportunity to present comments to the City Council on March 23, 2015.

Jim King volunteered to present the YES Advisory Board comments.

ACTION: A motion to approve Jim King as the YES Advisory Board Comments presenter to the City Council on Monday, March 23, 2015, was made by John Baxter and seconded by Brian Miller.

**YES Advisory Board vote: 11 Ayes; 0 Noes; 0 Abstentions**

**The motion passed.**

8. Youth Employment Service Advisory Board Reports and Comments

Bruce Yi reported that the Boys and Girls Club of Simi Valley was in the process of selecting its 2015 Volunteer of the Year. He also announced that the Club would hold a Texas Hold'em Tournament on February 7, 2015, as a fundraiser.

Sandy Porter announced that Moorpark College would be on campus at Royal High School to assist students in applying for the school and financial aid. She reported that the priority deadline is March 2, 2015. Ms. Porter also announced that Royal High School would host the Every Fifteen Minutes program on March 4, 2015 and March 5, 2015.

Jim King reported that he had attended the Chamber of Commerce's Economic Development Committee Education Subcommittee meeting. He stated that the Workforce Education Coalition had received formal notification of its 501-C3 tax status.

Gloria Bowman stated that she had received contact information from an Amtrak Train Conductor in order to request participation in the YES Job and Career Expo.

9. Coordinator's Report

Ms. Tignac announced that the Ask the Mayor – A Town Hall Meeting with Mayor Bob Huber is scheduled on Saturday, January 31, 2015, at the Simi Valley Town Center from 10:00 a.m. to 12:00 p.m. For more information, call (805) 583-6701.

Ms. Tignac announced that the Simi Valley Youth Council was accepting applications for the 2015 Youth Summit. To register for this free event, eighth through twelfth grade students should apply online at [www.simivalley.org/youthsummit](http://www.simivalley.org/youthsummit) no later than Monday, February 9, 2015.

10. Adjournment

By consensus of the YES Advisory Board, the meeting was adjourned at 9:43 a.m.