

# YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, May 20, 2015, 8:15 a.m.

City Hall Community Room

2929 Tapo Canyon Road

## AGENDA

1. Call to Order/Pledge of Allegiance
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  
Career Pathways Update and the International Baccalaureate Program
7. New Business
  - a. Election of Secretary
  - b. Discussion of YES Advisory Board Work Plan for the 2015-2016 School Year
8. 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.
9. Coordinator's Report
10. Adjournment: Wednesday, September 16, 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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[www.simivalley.org](http://www.simivalley.org)

DRAFT MINUTES

1. Call to Order/Welcome/Pledge of Allegiance

Youth Employment Service (YES) Advisory Board Chair Gloria Bowman called the meeting to order at 8:15 a.m., and verified that a quorum was present.

P	John Baxter	A	Kilian Magness		Alternates
P	Jeremy Bower	P	Brian Miller	P	Nick Steinwender
P	Gloria Bowman	E	Grace Orate	P	Jennifer Wigdor
P	Marybeth Jacobsen	E	Sandy Porter	V	Vacant
P*	Zorko Jezina	A	Jacqueline Slade	P = Present E = Excused A = Absent V = Vacant	
A	Kiana Kenik	P	Bruce Yi		
P	Jim King	V	Youth Council		
E	Jessica DePew	*Arrived after approval of minutes.			

Staff: 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 February 18, 2015, minutes as written was made by Jim King and seconded by Nick Steinwender.

**YES Advisory Board vote: 9 Ayes; 0 Noes; 0 Abstentions**

**The motion passed.**

4. Correspondence

No correspondence received.

5. Public Statements/Comments

No public statements or comments were made.

6. Informational Presentation

California Department of Rehabilitation

Janet Stuhr, Employment Counselor with the California Department of Rehabilitation, gave a brief overview of the programs and services provided to individuals with disabilities. Ms. Stuhr stated that training, education, clothing, and transportation is available for those with mental or physical disabilities. She encouraged high school students with disabilities to register for services at the beginning of their senior year. Additional information may be found by visiting [www.dor.ca.gov](http://www.dor.ca.gov).

7. New Business

Debrief of the 2015 YES Job and Career Expo

Ms. Tignac thanked all Board members and volunteers for their hard work organizing the 28<sup>th</sup> Annual YES Job and Career Expo. Event evaluation results were given. Ms. Tignac highlighted that employers felt the majority of youth participants were well-prepared and all that completed the evaluations stated that they would attend again next year.

The Board had the following comments and questions regarding the Expo:

Recommendation that the Simi Valley Unified School District and Ventura County Community College Districts' Personnel Services either attend or post openings in the Job Bank;

Add slide on how to research companies to the Interview Skills Workshop presentation;

Ms. Wigdor stated that she received positive comments from students that attended the event;

Need to find marketing solution to increase youth attendance, such as flyer in water bill, flyers on grocery store bulletin boards, theater ads or banner inside the theater;

Add presentations to scouting groups, youth groups, teen sports leagues, faith-based monthly meeting of pastors;

Instead of employer outreach by phone, have members make visits in person;

Encourage youth to attend at staggered times, such as 10:00 a.m., and 11:30 a.m.;

Additional onsite workshops for youth; such as networking and limit workshop time to 10 minutes;

More marketing on social media; Facebook page, twitter;

Add "Reality Check" portion to Interview Skills Workshop on cost of housing, car, and wage;

Research Junior Achievement workshops;

Add evaluation comments to employer invite letter.

8. Youth Employment Service Advisory Board Reports and Comments

Marybeth Jacobsen reported that the Workforce Education Coalition has begun hosting dinners at California Lutheran University. Each dinner would have a certain industry focus, such as the first in the dinner series was for small business/entrepreneurship and the focus in May would be healthcare.

9. Coordinator's Report

Ms. Tignac reported that Jim King did a superb job presenting the YES Advisory Board Comments to the City Council on March 23, 2015.

Ms. Tignac reminded YES advisory Board members that the deadline to reserve a free seat for the City of Simi Valley's Volunteer Recognition Dinner would be on April 16, 2015.

Ms. Tignac announced that the Simi Valley Youth Council is seeking applicants. The deadline to submit applications is on Friday, May 1, 2015. Interested students are encouraged to go to [www.simivalley.org/YouthCouncilApp](http://www.simivalley.org/YouthCouncilApp) to apply online.

10. Adjournment

By consensus of the YES Advisory Board, the meeting was adjourned at 9:48 a.m.