

## **YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD**

Wednesday, November 18, 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  
Young Entrepreneur Association of California by Annika Paseta
7. Continued Business  
Discussion of the 2016 YES Job and Career Expo Flyer Contest
8. New Business
  - a. Discussion of YES Annual Recognition Breakfast Date and Location Change
  - b. Discussion of New YES Interview Skills 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, December 2, 2015, 8:30 a.m., Citizen Scholar Institute Room at Royal High School

/s/  
Rob Bruce  
Deputy Director/Community Programs & Facilities

\*Special meeting, YES Volunteer Recognition Breakfast

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.

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 8:17 a.m., and verified that a quorum was not present.

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

Staff: Kristin Tignac, YES Coordinator.

Guest: Gurvardaan Bal, Youth Council member.

2. Agenda Review

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

3. Approval of Minutes

**ACTION:** A motion to approve the May 20, 2015, minutes and the September 16, 2015, meeting notes as written was made by Zorko Jezina and seconded by Brian Miller.

**YES Advisory Board vote: 7 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. Continued Business

a. Discussion of YES Advisory Board Work Plan for the 2015-2016 School Year, including the Junior Achievement Program

Board members discussed ideas for information presentation topics; including Young Entrepreneurs Association of California, an Economic Development Update, Department of Labor Apprenticeship programs, volunteer opportunities, the Ronald Reagan Presidential Library's Summer

Leadership Program, Career Pathways Update, and an employment forecast in Ventura County by the Ventura County Workforce Investment Board.

Members also discussed updating the interview skills workshop supplemental video. Jennifer Wigdor and Zorko Jezina would research if their schools would be interested in updating the video as a joint project-based learning assignment.

Members discussed the Junior Achievement Program and how to promote the program to local schools. Ms. Tignac stated that the program is pending contact between Junior Achievement staff and the Chamber of Commerce.

b. Discussion of the Youth Hockey Outreach Program's YES Component

Ms. Tignac reminded Board members that the YES program would be offering mini-workshops every third Wednesday for participants in the Rancho Simi Recreation and Park District's Youth Hockey Outreach program.

Members discussed ideas of topics to cover, including financial literacy, interviewing/networking skills, and completion of a career interest inventory.

7. New Business

a. Selection of the YES Job and Career Expo Date – Spring 2016

Board members discussed potential YES Job and Career dates and possible conflicts.

**ACTION:** A motion to approve Saturday, April 30, 2016, as the date for the 2016 YES Job and Career Expo was made by Brian Miller and seconded by Sandy Porter.

**YES Advisory Board vote: 6 Ayes; 0 Noes; 1 abstention**

**The motion passed.**

b. Discussion of the 2016 YES Job and Career Expo Flyer Contest

Board members discussed organizing a contest for students to submit flyers for the upcoming Job and Career Expo. Members selected January 15, 2016 as the deadline date to submit designs. Ms. Tignac stated that she would email last year's YES Job and Career Expo flyer as a sample, along with graphic requirements to each high school representative prior to the next YES Advisory Board meeting on November 18, 2015.

c. Discussion of YES Annual Recognition Breakfast on December 9, 2015

Board members discussed which businesses, organization and volunteers to recognize at the YES Recognition Breakfast. Members also discussed logistics, including food to provide.

Mr. Jezina recommended contacting Royal High School's Food and Hospitality Pathway teacher, Carrie Smith, to request that the program cater the event.

d. Discussion of YES Advisory Board Recruitment

Ms. Tignac gave a brief review of the YES Advisory Board terms of appointment. She indicated that the following members' terms are expiring as of November 30, 2015: John Baxter, Zorko Jezina, Sandy Porter, Bruce Yi, Grace Orate, Jim King, and Kilian Magness. She encouraged those members interested in continuing on the Board to re-apply prior to the October 28, 2015, deadline date. Ms. Tignac stated that the Youth Council designated Gurvardaan Bal to fill the Youth Council position on the Board. Ms. Tignac encouraged members to actively promote the recruitment for the open local business, youth ages 16 – 22 representatives, at-large, and alternate Board positions.

Ms. Tignac stated that the Simi Valley Chamber of Commerce emailed a recruitment notice to all chamber members on October 19, 2015.

e. Selection of YES Advisory Board Interview Subcommittee

After a brief discussion, the following members volunteered to serve on the YES Advisory Board Interview Subcommittee; John Baxter, Zorko Jezina and Brian Miller.

8. Youth Employment Service Advisory Board Reports and Comments

John Baxter reported that Simi Valley High School's College and Career Day was a success, with more than 2,000 students being exposed to more than 15 of the pathway industry sectors.

9. Coordinator's Report

Ms. Tignac announced that the Ask the Mayor – A Town Hall Meeting with Mayor Bob Huber is scheduled on Saturday, October 24, 2015, at the Simi Valley Town Center from 10:00 a.m. to 12:00 p.m. For more information, call (805) 583-6701.

10. Adjournment

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:41 a.m.