

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, February 17, 2016, 8:15 a.m.

City Hall Community Room
2929 Tapo Canyon Road

AGENDA

1. Call to Order/Pledge of Allegiance/Welcome
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
Economic Development Update by Brian Gabler, Director of Economic Development/Assistant City Manager
7. Continued Discussion
 - a. Discussion of the 2016 Interview Skills Workshops
 - b. Discussion of the 29th Annual YES Job and Career Expo on April 30, 2016
 - c. Discussion of the Simi Valley Chamber of Commerce Networking Breakfast on Friday, March 11, 2016
8. New Business
Review and Discussion of Interview Skills Workshop PowerPoint Presentation, Supplemental Video and Workbook
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



CITY OF SIMI VALLEY

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www.simivalley.org

11. Adjournment: *Thursday, March 17, 2016, 8:15 a.m., City Hall Community Room

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

**Please note the meeting date change.*

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

Acting Youth Employment Service (YES) Advisory Board Chair Gloria Bowman called the meeting to order at 8:19 a.m., and verified that a quorum was present.

E	Gurvardaan Bal	E	Zorko Jezina		Alternates
E	John Baxter	P	Shannon Johnson	P	Nick Steinwender
P*	Jeremy Bower	E	Kilian Magness	A	Kiana Kenik
P	Gloria Bowman	A	Veronica Martinez	A	Randolph Nemecek
P	Jessica DePew	P	Brian Miller	P = Present E = Excused A = Absent V = Vacant	
P	Gioia Goodrum	P	Jennifer Wigdor		
P	Tim Harrington	P*	Bruce Yi		
P	Julie Jansen	*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 November 18, 2015, minutes as written was made by Brian Miller and seconded by Jennifer Wigdor.

YES Advisory Board vote: 9 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. Continued Business

Discussion of the 2016 YES Job and Career Expo Flyer Contest

Due to no submissions received, board members discussed updating the flyer used for the 2015 YES Job and Career Expo.

For the 2017 YES Job and Career Expo, members discussed promoting the contest at the beginning of the 2016/17 school year.

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.

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

Brian Miller and Jennifer Wigdor volunteered for the positions of Vice Chair and Secretary respectively. There were no additional volunteers or nominations made

ACTION: A motion to approve YES Advisory Board Officers Gloria Bowman as Chair, Brian Miller as Vice Chair, and Jennifer Wigdor as Secretary was made by Gioia Goodrum and seconded by Nick Steinwender.

YES Advisory Board vote: 11 Ayes; 0 Noes; 0 abstentions

The motion passed.

b. Discussion of the 2016 Interview Skills Workshop Dates

Chair Gloria Bowman gave an overview of the Interview Skills Workshops provided to Simi Valley Unified School District tenth grade students. A list of the dates was given to Board members. Ms. Tignac stated that she would email the Interview Skills Workshop PowerPoint presentation to Board members for review and official workshop sign-ups would take place during the February 17, 2016, Board meeting.

c. Discussion of the 29th Annual YES Job and Career Expo on April 30, 2016

Bruce Yi gave a brief overview of the logistics for various areas of the YES Job and Career Expo, including the Job Bank, orientation/briefing rooms, technology center, etc.

Ms. Tignac stated that the Board needed to form an ad hoc committee to review evaluation comments and debrief notes to recommend changes to this year's event. Gioia Goodrum offered to host the meeting at the Chamber of Commerce office. The following members volunteered to serve on the committee: Gloria Bowman, Gioia Goodrum, Tim Harrington, Shannon Johnson, and Brian Miller. Ms. Tignac stated that she would coordinate a meeting prior to the February 17, 2016, YES Advisory Board meeting.

d. Discussion of the Simi Valley Chamber of Commerce Networking Breakfast on Friday, March 11, 2016

Ms. Tignac reported that the Simi Valley Chamber of Commerce hosts a monthly Networking Breakfast. For the past few years, the YES Advisory Board has had Board members attend the month prior to the YES Job and Career Expo to encourage local businesses to participate in the event.

Gioia Goodrum stated that the cost is \$20.00 per person for the catered breakfast and the Board would be able to select one representative to give a 30 second presentation on the event. Ms. Goodrum also stated that flyers promoting the event could be placed on tables provided for marketing.

Chair Gloria Bowman asked members to review their calendars and members would be selected during the February 17 YES Advisory Board meeting to represent the Board at the Chamber Networking Breakfast. One member would also be selected as the spokesperson.

- e. Discussion and Selection of a YES Advisory Board Comments Presenter to the City Council on Monday, March 21, 2016

Chair Gloria Bowman gave a brief overview of the Comments presenter opportunity. Ms. Bowman volunteered to present if there were no other volunteers.

ACTION: A motion to approve Gloria Bowman as the YES Advisory Board Comments presenter to the City Council on Monday, March 21, 2016, was made by Jennifer Wigdor and seconded by Gioia Goodrum.

YES Advisory Board vote: 10 Ayes; 0 Noes; 0 abstentions

The motion passed.

- f. Discussion and Rescheduling of the March 16, 2016, YES Advisory Board Meeting Date

Ms. Tignac stated that due to school availability for the Interview Skills Workshops, the YES Advisory Board had a conflict with the regular Board meeting scheduled on March 16, 2016.

ACTION: A motion to approve cancelling the YES Advisory Board meeting on March 16, 2016, and rescheduling the meeting at 8:15 a.m., on Thursday, March 17, 2016, was made by Gioia Goodrum and seconded by Brian Miller.

YES Advisory Board vote: 10 Ayes; 0 Noes; 0 abstentions

The motion passed.

- g. Discussion of the Junior Achievement Program

Chair Gloria Bowman reviewed the scope and sequence of the Junior Achievement programs offered for high school students.

Chamber of Commerce President and CEO Gioia Goodrum reported that she had met with representatives from the Junior Achievement Program two weeks prior to discuss integrating the Junior Achievement programs in the local school system and the Chamber of Commerce's role in identifying business professionals to be volunteers.

After a discussion on various programs currently offered in the Simi Valley Unified School District, Board members decided to select the top two

Junior Achievement programs they believed would be most beneficial to students in filling gaps in life skills education.

ACTION: A motion to approve the YES Advisory Board recommending the Junior Achievement (JA) Personal Finance and JA Career Success as the first and second choices to be implemented in all high schools in Simi Valley was made by Gioia Goodrum and seconded by Julie Jansen.

YES Advisory Board vote: 10 Ayes; 0 Noes; 0 abstentions

The motion passed.

9. Youth Employment Service Advisory Board Reports and Comments

Bruce Yi reported that the Boys and Girls Club of Simi Valley would be hosting a series of workshops and free events for teens. Mr. Yi distributed flyers for a resume building workshop scheduled on January 28, 2016, and a free indoor skydiving fieldtrip on January 30, 2016. For more information on upcoming events, visit www.bqcsimi.com.

Jennifer Wigdor invited Board members to attend the Simi Valley Unified School District's Career Technical Education (CTE) Expo at 6:30 p.m., on Thursday, January 28, 2016, at the Ronald Reagan Presidential Library and Museum.

Gioia Goodrum announced that the Chamber of Commerce would host the Salute to Business luncheon on Friday, January 29, 2016, honoring local businesses and business professionals that make an impact in the community. For more information, visit www.simichamber.org.

Jeremy Bower announced that the Ventura County Fire Department had completed the second round of hiring for the Fire Cadet program. He stated they will begin recruiting high school juniors and seniors for the 2016/17 school year in April 2016.

10. Coordinator's Report

Ms. Tignac reported that new YES Advisory Board members were appointed during the November 16, 2015, City Council Meeting.

Ms. Tignac stated that a new board member orientation had been held on January 12, 2016.

Ms. Tignac announced that the Ask the Mayor – A Town Hall Meeting with Mayor Bob Huber would be held from 10:00 a.m. to 12:00 p.m., on Saturday, January 30, 2016, at the Simi Valley Town Center. For more information, call (805) 583-6701.

11. Adjournment

Youth Council Chair Gloria Bowman adjourned the meeting at 9:33 a.m.