



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

Thursday, March 17, 2016, 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. Continued Discussion  
Discussion of the 2016 Interview Skills Workshops
7. New Business
  - a. Discussion of YES Job and Career Expo Outreach
  - b. Discussion of the YES Job and Career Expo Organization and Set-Up
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, April 20, 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.



CITY OF SIMI VALLEY

2929 Tapo Canyon Road, Simi Valley, CA 93063-2199

805.583.6766

[www.simivalley.org](http://www.simivalley.org)

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 8:22 a.m., and verified that a quorum was present.

P	Gurvardaan Bal	P*	Zorko Jezina		Alternates
P	John Baxter	P	Shannon Johnson	A	Nick Steinwender
E	Jeremy Bower	E	Kilian Magness	A	Kiana Kenik
P	Gloria Bowman	A	Veronica Martinez	A	Randolph Nemecek
E	Jessica DePew	P	Brian Miller	P = Present E = Excused A = Absent V = Vacant	
P	Gioia Goodrum	P	Jennifer Wigdor		
P	Tim Harrington	E	Bruce Yi		
E	Julie Jansen	*Arrived after approval of minutes.			

Staff: Kristin Tignac, YES Coordinator.

Guests: Erin Edwards and Tammy White, Simi Valley Unified School District's WorkAbility program representatives.

2. Agenda Review

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

3. Approval of Minutes

**ACTION:** A motion to approve the January 20, 2016, minutes as written was made by Brian Miller and seconded by Tim Harrington.

**YES Advisory Board vote: 8 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 labor market in Ventura County 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 in all industry sectors and vacancy rates, including new businesses set to open in the near future.

7. Continued Business

a. Discussion of the 2016 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:

- Tuesday, March 15 from 9:00 a.m. to 2:00 p.m., at Royal High School.
- Wednesday, March 16 from 7:15 a.m. to 2:00 p.m. at Royal High School.
- Monday, March 21 from 6:55 a.m. to 12:15 p.m., at Santa Susana High School.
- Tuesday, March 22 from 8:00 a.m. to 9:00 a.m., at Santa Susana High School.
- Wednesday, April 6 from 8:00 a.m. to 2:50 p.m., at Simi Valley High School.
- Thursday, April 14 from 9:30 a.m. to 1:18 p.m., at Apollo High School.

John Baxter stated that the Every Fifteen Minutes program was being held on the same day as the Interview Skills Workshops at Simi Valley High School, but that there will be no conflict with the sophomore students' schedules.

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

Ms. Tignac gave an update of which employers and organizations had registered to attend the YES Job and Career Expo as of February 16, 2016. For employer outreach, she stated that the YES Job and Career Expo committee had met at the Simi Valley Chamber of Commerce office on February 16, 2016, and drafted two press releases targeting businesses and youth.

Shannon Johnson would assist in marketing the event to students that attend California State University, Northridge.

Gioia Goodrum would contact California State University, Channel Islands to request assistance in marketing the event to students attending the school.

Members discussed additional ways to market the event to youth.

Ms. Tignac announced that businesses that register by March 16, 2016 would be included in event marketing materials and on the YES webpage.

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

Ms. Tignac stated that YES Advisory Board members had the opportunity to attend the Simi Valley Chamber of Commerce monthly Networking Breakfast on March 11, 2016, to encourage business to participate in the YES Job and Career Expo.

Gioia Goodrum stated that the cost is \$20.00 per person for the catered breakfast. Ms. Goodrum also stated that flyers promoting the event could be placed on tables provided for marketing.

Zorko Jezina, a current Chamber member, would attend representing Royal High School and would promote employers attending to meet hiring needs.

John Baxter, a current Chamber member, would attend representing Simi Valley High School and would encourage employers to attend the event to provide career exposure and/or promote internship opportunities.

Gioia Goodrum stated that the Chamber of Commerce would send out a mini-exclusive email to Chamber members by March 14, 2016, to promote the event to businesses. Mrs. Goodrum requested that Ms. Tignac send details on how employers can register to attend to the marketing coordinator at the Chamber.

8. New Business

Review and Discussion of Interview Skills Workshop PowerPoint Presentation, Supplemental Video and Workbook.

Board members reviewed each slide in the PowerPoint presentation, as well as the presenters' notes and made recommendations to update the presentation.

9. Youth Employment Service Advisory Board Reports and Comments

Chair Gloria Bowman stated she was requesting that her employer, the City of Calabasas, attend the YES Job and Career Expo to recruit for their summer job openings.

Gioia Goodrum reported that all were welcome to attend the Chamber of Commerce's Economic Development committee meetings held at 8:45 a.m., the first Thursday of each month at the Chamber office.

Ms. Goodrum also invited members to attend the Chamber's Legislative Affairs meetings held at 8:00 a.m., the fourth Wednesday of each month at the Chamber office. She stated that representatives from the local elected officials' offices attend each month to discuss current legislation and how employers are or would be impacted.

10. Coordinator's Report

Ms. Tignac reported that YES advisory Board members may be contacted by the City Clerk's office regarding openings on the Citizen's Election Advisory committee.

Ms. Tignac announced that the Simi Valley City Council is inviting nominations of individuals to be recognized as the 2016 Community Volunteer of the Year for extraordinary service to the community. Nomination forms are available online at [www.simivalley.org/Volunteer](http://www.simivalley.org/Volunteer), in City Hall, or by calling the Community Services

Department at (805) 583-6861. Completed nomination forms must be submitted online, or received via mail at 2929 Tapo Canyon Road, Simi Valley, CA 93063, by 5:00 p.m. on Friday, March 11, 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, February 27, 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 9:41 a.m.