



## YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, April 20, 2016, 8:15 a.m.

\*Boys and Girls Club of Simi Valley  
2850 Lemon Drive

### 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
  - a. Discussion of YES Job and Career Expo Outreach
  - b. Discussion of the YES Job and Career Expo Organization and Set-Up
7. New Business
  - a. Discussion of YES Advisory Board Recruitment
  - b. Selection of the YES Advisory Board Interview Subcommittee
  - c. Tour of Boys and Girls Club of Simi Valley
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, May 18, 2016, 8:15 a.m., City Hall Community Room

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Rob Bruce  
Deputy Director/Community Programs & Facilities

*\*Please note the change in meeting location.*

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

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 8:28 a.m., and acting Secretary Jennifer Wigdor verified that a quorum was present.

E	Gurvardaan Bal	P	Zorko Jezina		Alternates
P	John Baxter	P	Shannon Johnson	E	Nick Steinwender
E	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
P	Gioia Goodrum	P	Jennifer Wigdor	E	= Excused
E	Tim Harrington	P	Bruce Yi	A	= Absent
E	Julie Jansen	*Arrived after approval of minutes.		V	= Vacant

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 17, 2016, minutes as written was made by Brian Miller and seconded by Bruce Yi.

**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 Interview Skills Workshops

Chair Gloria Bowman stated that the date needed to be re-scheduled for Santa Susana High School's second day of workshops. Zorko Jezina and John Baxter volunteered to lead the presentation on March 23, 2016.

7. New Business

a. Discussion of YES Job and Career Expo Outreach

Board members discussed outreach ideas to recruit employers and youth to participate and attend the Job and Career Expo. An update on employers registered to attend the Job and Career Expo was given.

Ms. Tignac stated that she would e-mail Board members an e-version of the Job and Career Expo flyer for event promotion.

Chair Gloria Bowman stated that all Board members would be asked to complete up to five follow-up telephone calls to employers that had previously participated at the Job and Career Expo. Ms. Tignac would e-mail the employer contact information and call script to each Board member by March 25, 2016.

Ms. Tignac reminded the Job and Career Expo committee that its next meeting would be held at 12:00 p.m., on March 23, 2016, at the Simi Valley Chamber of Commerce's office.

Due to a limited number of parking spaces, Bruce Yi reported that Board members and volunteers would be asked to park in the adjacent parking lot on the day of the event.

b. Discussion of the Job and Career Expo Organization and Set-Up

The sign-up list for Job and Career Expo volunteer tasks was routed for board members to select desired volunteer assignments. Ms. Tignac stated that Bank of America would be recruiting volunteers for the event.

Ms. Tignac stated that Bank of America had offered to conduct their mini-workshop again regarding the importance of checking and savings accounts for new hires.

8. Youth Employment Service Advisory Board Reports and Comments

Chair Gloria Bowman stated that she was looking forward to the Job and Career Expo.

John Baxter requested the City contact person to schedule tours for students.

Bruce Yi offered to host the April 20 YES Advisory Board meeting at the Boys and Girl Club of Simi Valley, allowing for new board members to tour the facility prior to the Job and Career Expo.

9. Coordinator's Report

Ms. Tignac reported that she had received an increase in youth requesting to register with the YES program.

10. Adjournment

Youth Council Chair Gloria Bowman adjourned the meeting at 9:03 a.m.