



## YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, \*October 26, 2016, 8:15 a.m.

City Manager's Conference Room  
2929 Tapo Canyon Road

### AGENDA

*\*Special Meeting Date and Location*

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  
Simi at the Garden; Volunteering and Job Skill Development Opportunities by Robbie Hidalgo
7. Continued Business
  - a. Discussion of the YES Job and Career Expo Flyer Contest
  - b. Discussion of YES Advisory Board Work Plan for the 2016-2017 School Year
8. New Business
  - a. Discussion of YES Annual Recognition Breakfast
  - b. Discussion of YES Advisory Board Recruitment
  - c. Selection of YES Advisory Board Interview Selection Subcommittee
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

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

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

11. Adjournment: Wednesday, November 16, 2016, 8:15 a.m., City Hall Community Room

/s/  
\_\_\_\_\_  
Anna M. Medina  
Acting Deputy Director

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 Acting Chair Zorko Jezina called the meeting to order at 8:17 a.m., and verified that a quorum was present.

P	Mary Bandini	P	Brian Miller		Alternates
P*	John Baxter	E	Nick Steinwender	P	Pilar Doolittle
P	Gloria Bowman	P	Rob West	V	Alternate
P*	Beth Dooley	E	Jennifer Wigdor	V	Alternate
E	Tim Harrington	P*	Bruce Yi	P = Present E = Excused A = Absent V = Vacant	
P	Zorko Jezina	V	Chamber of Commerce Rep		
P	Shannon Johnson	V	Youth Council Rep		
E	Kilian Magness	*Arrived after approval of minutes.			

Staff: Kristin Tignac, YES Coordinator.

Guest: Pierrette Authier, Youth Specialist, Youth Networked Services, PathPoint.

2. Agenda Review

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

3. Approval of Minutes

**ACTION:** A motion to approve the August 24, 2016, minutes as written was made by Pilar Doolittle and seconded by Mary Bandini.

**YES Advisory Board vote: 7 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

PathPoint's Youth Networked Services by Pierrette Authier, Youth Specialist

Pierrette Authier, Youth Specialist, Youth Networked Services with PathPoint, gave a brief overview of PathPoint's current program and eligibility requirements. She stated that components of the program include; 120-hour paid internships, rewards for participants that stay on track, as well as paid vocational or GED/Diploma training. They have a total of 75 program spots that are managed

by three Youth Specialists. Board members gave recommendations on how to find eligible candidates for the program.

7. Continued Business

a. Discussion and Selection of the Date for the 30<sup>th</sup> Annual YES Job and Career Expo

Board members discussed the two potential dates that had been tentatively selected, Saturday, April 22, 2017 and Saturday, April 29, 2017.

Bruce Yi reported that he had reserved both dates for use of the Boys and Girls Club of Simi Valley facility.

**ACTION:** A motion to approve Saturday, April 22, 2017 as the date for the 30<sup>th</sup> Annual YES Job and Career Expo was made by Brian Miller and seconded by Beth Dooley.

**Youth Council vote: 9 Ayes; 1 No; 0 Abstentions**

**The motion passed.**

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

Ms. Tignac reported that approval had not been received to use a temporary contest-specific twitter account for the GFX Contest. As an option, she stated that GFX designs could be submitted via the City's website.

Board member Mary Bandini stated that she had requested to present the YES Advisory Board's proposal for use of social media at the City's E-Government Committee meeting on October 3, 2016, at 4:00 p.m.

Action Items:

- Mrs. Bandini to type up the proposal and forward to Ms. Tignac prior to the E-Government Committee's meeting.
- Mr. Jezina and Mr. Baxter to send list of teachers at Royal and Simi Valley High Schools that have classes where the GFX Contest would be of interest.
- Ms. Tignac to reach out to middle schools to promote the GFX Contest.

c. Discussion of the YES Advisory Board Work Plan for the 2016-17 School Year

Ms. Tignac reviewed the timeline for current events coordinated by the YES Advisory Board. She briefly updated Board members on ideas discussed during the debrief of the 2016 YES Job and Career Expo, including offering onsite mock interviews and an Interviewing Clothes

Closet inspired and to be organized by Bank of America's Anjanette Guerrero, who has been an integral part of the volunteer partnership between the Board and Bank of America's LEAD for Women program.

Mr. West recommended videotaping the onsite mock interviews to add value to the experience for students.

Board members also discussed offering resume writing assistance onsite at the Job Expo. Prior to the Expo, members discussed an idea to offer a Passport to Success, providing a series of job search related workshops where participants can receive a certificate of completion for taking a certain number of workshops.

Additional ideas included the following:

- Offering mini workshops at each high school, such as resume writing, mock interviews, etc.
- Multiple workshops held during a one day event at the Boys & Girls Club prior to the Job Expo.
- Informational Presentations during upcoming YES Advisory Board meetings, such as Non-Profit Careers by Fred Bauermeister; and Workforce Investment Board and current data on jobs in Ventura County.

#### 7. New Business

Discussion of Business Internships and New Ideas for Career Exposure

Mr. Baxter stated that he wanted to open a dialog on ways to increase career exposure for students in what he called a five-year project. He stated that a better link for business owners/professionals to interact with students was needed.

Mr. Baxter stated that he had been researching best practices from across the nation and highlighted that in the City of Boston all high school students do internships.

Board members discussed the following ideas; Job Shadow Day, summer internships offered through the VC Innovates program, or an event where students conduct a series of mini informational interviews with multiple business community members.

#### 8. Youth Employment Service Advisory Board Reports and Comments

Ms. Dooley announced that the 11<sup>th</sup> Annual Wag 'n Walk event would be held from 7:00 a.m. to 12:00 p.m., on Saturday, September 24, 2016, at the Rancho Simi Community Park.

9. Coordinator's Report

Ms. Tignac announced that the recruitment for five vacant and expiring term positions on the YES Advisory Board would begin on September 23, 2016 and conclude on October 28, 2016.

Ms. Tignac stated that the City of Simi Valley's Annual Living Green Expo would be held on Saturday, September 24, 2016. For more information regarding the event, visit [www.simivalley.org/lge](http://www.simivalley.org/lge).

10. Adjournment

YES Advisory Board Acting Chair Zorko Jezina adjourned the meeting at 9:43 a.m.