



YOUTH
EMPLOYMENT
SERVICE

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, November 16, 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. Informational Presentation
Workforce Investment Board Update and Ventura County Job Forecast by Brian Gabler, Economic Development Director/Assistant City Manager
7. Continued Business
Discussion of the YES Job and Career Expo Flyer Contest
8. New Business
 - a. Discussion of Career Day on February 4, 2017
 - b. Discussion of 2017 Interview Skills Workshops
 - c. Discussion and Selection of 2017 YES Job and Career Expo Planning Committee
 - d. WorkAbility 1 Program's Mock Interviews on Thursday, December 1, 2016
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

11. Adjournment: *Wednesday, December 7, 2016, 8:30 a.m., Citizen Scholar Institute Room at Royal High School

/s/

Anna M. Medina
Deputy Community Services Director

*Special Meeting, Annual YES Recognition Breakfast



CITY OF SIMI VALLEY

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
Special Meeting Date and Location

1. Call to Order/Welcome/Pledge of Allegiance

Youth Employment Service (YES) Advisory Board Chair Tim Harrington called the meeting to order at 8:21 a.m., and verified that a quorum was present.

P	Mary Bandini	P	Brian Miller		Alternates
P*	John Baxter	E	Nick Steinwender	E	Pilar Doolittle
P	Gloria Bowman	P	Rob West	V	Alternate
E*	Beth Dooley	E	Jennifer Wigdor	V	Alternate
P	Tim Harrington	E	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.

Guests: Robbie Hidalgo, Simi at the Garden representative; Erin Edwards and Tammy White, Simi Valley Unified School District's WorkAbility 1 Program.

2. Agenda Review

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

3. Approval of Minutes

ACTION: A motion to approve the September 21, 2016, minutes as written was made by Mary Bandini and seconded by John Baxter.

YES Advisory Board vote: 8 Ayes; 0 Noes; 0 abstentions

The motion passed.

4. Correspondence

Ms. Tignac stated that a letter was received from Erin Edwards, WorkAbility 1 Transition Assistant, requesting volunteers to conduct Mock Interviews on Thursday, December 1, 2016.

5. Public Statements/Comments

No public statements or comments were made.

6. Informational Presentation

Simi at the Garden; Volunteering and Job Skill Development Opportunities by Robbie Hidalgo

Robbie Hidalgo gave a brief history and purpose of Simi Valley's first and only community garden called Simi at the Garden. Mr. Hidalgo stated that through the

organization's Garden of Dreams Initiative they started the Sharity Garden, utilizing three acres of land to farm fresh produce for the Samaritan Center, which provided 400 pounds of produce last year. The group has also been researching other community gardens looking for best practices and new ideas. Mr. Hidalgo stated that the community garden received a Community Project grant and is in the process of re-envisioning itself, including offering internships and employment skills based training in a variety of career pathways. They are interested in developing partnership with schools and other community organizations in hopes of making an even greater positive impact on our community.

7. Continued Business

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

Mrs. Bowman gave a summary of the discussions that took place during the City's E-Government Committee meeting on October 3, 2016. She stated that committee members discussed having the YES, Youth Council and the Senior Center pilot individual Facebook pages. She also mentioned some of the concerns to address such as the consistency of a City voice on posts, procedures in the event that a derogatory comment is received and fiscal impacts of monitoring the pages.

Ms. Tignac reported that a friendly URL had been created for the contest and would be linked to the contest submission form on the City's website once published. She also stated that the GFX Design Contest rules and checklist had been sent to the Simi Valley Unified School District for approval.

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

Ms. Tignac stated that she had coordinated a meeting with a Bank of America representative regarding a number of action items in the 2016-17 YES Advisory Board Work Plan; such as taped mock interviews, a pre-Expo event and the coordination of an interview clothes closet.

Ms. Tignac also reported that an informational presentation on the Workforce Investment Board and a Ventura County job forecast was scheduled for the next YES Advisory Board meeting on November 16, 2016.

8. New Business

a. Discussion of Annual YES Recognition Breakfast

Board members discussed timing of the Annual YES Recognition Breakfast, as well as potential locations.

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

ACTION: A motion to approve hosting the YES Annual Recognition Breakfast on December 7, 2016, in the Citizen Scholar Institute Room at Royal High School was made by John Baxter and seconded by Zorko Jezina.

YES Advisory Board vote: 8 Ayes; 0 Noes; 0 abstentions

The motion passed.

ACTION: A motion to approve hosting the YES Annual Recognition Breakfast on December 7, 2016, in the Veterans of Foreign Wars (VFW) Military History Museum at the Simi Valley Town Center as a back-up location in the event that the Citizen Scholar Institute Room at Royal High School is not available was made by John Baxter and seconded by Zorko Jezina.

YES Advisory Board vote: 8 Ayes; 0 Noes; 0 abstentions

The motion passed.

b. Discussion of YES Advisory Board Recruitment

Ms. Tignac gave a brief review of the YES Advisory Board terms of appointment. She indicated that Brian Miller's term is expiring as of November 30, 2016. She also stated that the Board currently has two vacant Alternate positions. She encouraged members to promote the recruitment to those that may be interested to apply prior to the October 28, 2016, deadline date by visiting www.simivalley.org/YESapp.

Ms. Tignac announced that the Simi Valley Chamber of Commerce and the Youth Council had designated the following to be their representatives on the YES Advisory Board: Rana Gadghan and Gurvardaan Bal.

c. Selection of YES Advisory Board Interview Selection Subcommittee

After a brief discussion, the following members volunteered to serve on the YES Advisory Board Interview Subcommittee; Mary Bandini, Gloria Bowman, Tim Harrington and Rob West.

ACTION: A motion to approve Mary Bandini, Gloria Bowman, Tim Harrington and Rob West to serve on the YES advisory Board Interview Selection Subcommittee was made by John Baxter and seconded by Zorko Jezina.

YES Advisory Board vote: 8 Ayes; 0 Noes; 0 abstentions

The motion passed.

After a brief discussion, the Interview Selection Subcommittee selected Wednesday, November 9, 2016, to conduct new YES Advisory Board candidate interviews.

9. Youth Employment Service Advisory Board Reports and Comments

Mr. West recommended posting YES information and events to the Simi Valley Community Forum on Facebook to increase social media exposure within the business community.

Mr. Baxter requested that the Board continue an agenda item discussion of ways to connect the community with schools for added career exposure for students.

10. Coordinator's Report

Ms. Tignac announced that the City of Simi Valley was hosting a Volunteer Fair titled "Guiding Compassion Through Volunteering; a Showcase of Local Non-profits" from 6:00 p.m. to 7:30 p.m. on Thursday, November 10, 2016. For more information regarding participating organizations, visit www.simivalley.org.

11. Adjournment

YES Advisory Board Chair Tim Harrington adjourned the meeting at 9:29 a.m.