



YOUTH  
EMPLOYMENT  
SERVICE

## YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, January 18, 2017, 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 Business
  - a. Discussion of the YES Job and Career Expo Flyer Contest
  - b. Discussion of 2017 Interview Skills Workshops
7. New Business
  - a. Discussion of the Simi Valley Chamber of Commerce Networking Breakfast on Friday, March 10, 2017
  - b. Discussion and Selection of a YES Advisory Board Comments Presenter to the City Council on Monday, March 20, 2017
  - c. Discussion of Internships, Job Shadowing, and Other Ideas for Career Exposure
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



CITY OF SIMI VALLEY

10. Adjournment: Wednesday, February 15, 2017, 8:15 a.m., City Hall Community Room

/s/

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Anna M. Medina  
Deputy Community Services 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 Chair Tim Harrington called the meeting to order at 8:17 a.m., and Secretary Beth Dooley 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
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		
P	Kilian Magness	*Arrived after approval of minutes.			

Staff: Jeri Cooper, Senior Management Analyst; and 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 October 26, 2016, minutes as written was made by Mary Bandini and seconded by Zorko Jezina.

**YES Advisory Board vote: 9 Ayes; 0 Noes; 0 abstentions**

**The motion passed.**

4. Correspondence

Ms. Tignac stated that an invite was received from Bank of America's Tri-Valley Regional Council for four YES Advisory Board members to attend their year-end event on December 6, 2016.

5. Public Statements/Comments

No public statements or comments were made.

6. Informational Presentation

Workforce Investment Board Update and Ventura County Job Forecast by Brian Gabler, Director of Economic Development/Assistant City Manager

Mr. Gabler gave a brief overview of the Ventura County Economic Collaborative and Workforce Investment Board, which is now named the Workforce Development Board.

Mr. Gabler discussed current trends in Ventura County. The following key points for Ventura County were mentioned:

- Its labor market strength is in its industry sector diversity, such as agriculture, defense, leisure, health and hospitality.
- Rated #1 in the nation to live for its physical characteristics and natural elements per the Washington Post.
- Out of the 58 counties in California, Ventura County ranks in the bottom 20% when analyzing employment statistics.
- Wage growth is relatively flat, though an increase has been seen in lower paying jobs.
- Since 2007-08 Ventura County population increased by 45,000, but no change in labor force numbers.
- Real Estate shows low vacancy rates in commercial/industrial buildings with Simi Valley holding the lowest vacancy in the county. However, with very few new builds and many buildings previously used for manufacturing that are now being used as warehousing and/or distribution centers, employment rates are being kept low.

Other theories for the steady employment decline in manufacturing sector include an increase in the use of automation and higher employee productivity.

Mr. Gabler stated that some possible ways to boost the economy and job market were being discussed, such as affordable housing for the workforce and better utilization of our coastal areas for tourism and hospitality. Specifically, in Simi Valley, creating more affordable housing, which could include pushing retail into more concentrated, already developed areas zoned for that purpose.

For workforce development, he stated that it is recommended that educators concentrate on the career pathways and other educational aspects that will bridge the gap and raise a more work ready labor force through education.

Mr. Gabler also gave a brief Simi Valley specific economic development update.

## 7. Continued Business

### Discussion of the YES Job and Career Expo Flyer Contest

Ms. Tignac stated that the GFX Design Contest online submission form is active on the City's website. Zorko Jezina stated that he would follow-up with the visual arts teachers at Royal High School to help promote the contest to their students. Ms. Tignac reported that an internship was secured through Beznig Design for the high school winner and a job-shadowing day for a middle school winner.

Students interested in entering the contest are encouraged to submit their GFX Designs directly at [www.simivalley.org/2017GFX](http://www.simivalley.org/2017GFX) before the December 16, 2016, deadline date.

8. New Business

a. Discussion of Career Day on February 4, 2017

John Baxter presented ideas for a 'Career Information Expo' to be held on Saturday, February 4, 2017, at the Boys and Girls Club of Simi Valley. He stated that the event will be hosted by the Rotary Club of Simi Sunrise.

Concerns as to the similarity with the April 22, 2017 YES Job and Career Expo were discussed, as well, as potentially making the event a "preview" to the Job and Career Expo by making it be more of a career exposure day while the April event will focus on job attainment, interviewing, internships and more.

b. Discussion of 2017 Interview Skills Workshops

**Action Item:** Each representative from the high schools would contact teachers to organize the Interview Skills Workshops dates.

c. Discussion and Selection of 2017 YES Job and Career Expo Planning Committee

After a brief discussion, the following members volunteered to serve on the 2017 YES Job and Career Expo Planning Committee; Mary Bandini, Gloria Bowman, Tim Harrington, Zorko Jezina and Shannon Johnson.

d. WorkAbility 1 Program's Mock Interviews on Thursday, December 1, 2016

After a brief discussion, the following members volunteered to serve as mock interviewers on Thursday, December 1, 2016, at the Boys and Girls Club of Simi Valley; Mary Bandini, John Baxter, Gloria Bowman, Beth Dooley, Pilar Doolittle, and Tim Harrington.

9. Youth Employment Service Advisory Board Reports and Comments

Mr. Jezina reported that the Career Technical Education (CTE) program will host a Pathways Expo at the Ronald Reagan Presidential Library and Museum on Wednesday, January 18, 2017.

10. Coordinator's Report

Ms. Tignac thanked Gloria Bowman, Tim Harrington and Rob West for serving on the YES Advisory Board Interview Subcommittee.

Ms. Tignac reminded Board members that the YES Volunteer Recognition Breakfast would be held at 8:30 a.m., on December 7, 2016, in the Citizen Scholar Institute Room at Royal High School. She thanked Mr. Jezina for reserving the room and coordinating the onsite catering with the school's Culinary Arts and Hospitality program.

11. Adjournment

YES Advisory Board Chair Tim Harrington adjourned the meeting at 9:40 a.m.