



YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, March 15, 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 2017 Interview Skills Workshops
 - b. Discussion of Internships, Job Shadowing, and Other Ideas for Career Exposure
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
 - c. Discussion of March 22, 2017 WorkAbility I Program Mock Interviews
 - d. Discussion of YES Advisory Board Recruitment
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 19, 2017, 8:15 a.m., City Hall Community Room

/s/ _____
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.



CITY OF SIMI VALLEY

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 8:20 a.m., and Secretary Beth Dooley verified that a quorum was present.

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

Staff: Kristin Tignac, YES Coordinator.

Guest: Francine Sprigel, City of Thousand Oaks, Associate Analyst.

2. Agenda Review

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

3. Approval of Minutes

ACTION: A motion to approve the January 18, 2017, minutes as written was made by Brian Miller and seconded by Mary Bandini.

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

The motion passed.

4. Correspondence

Ms. Tignac stated that the Bank of America staff is researching the pre-Expo workshop date prior to the Job and Career Expo for Mock Interviews. No interview clothes closet this year.

5. Public Statements/Comments

No public statements or comments were made.

6. Informational Presentation

City of Thousand Oaks Community Internships Training Youth (C.I.T.Y.) Program by Francine Sprigel

Francine Sprigel, City of Thousand Oaks Associate Analyst, gave a brief overview of the City of Thousand Oaks' Youth Commission and a brief history of the C.I.T.Y. program, including successes and challenges.

Ms. Sprigel announced that this summer 50 internship openings were available compared to 19 the program's first year. She discussed program details including timeline and associated events, including the C.I.T.Y. Internship Fair scheduled on Tuesday, February 28, 2017.

7. Continued Business

Discussion of the 2017 Interview Skills Workshops

Board members reviewed and made recommendations to revise content in the PowerPoint presentation, presenters' notes and the supplemental Interview Skills Workshop workbook.

ACTION: YES Advisory Board members volunteered to present on the following dates and locations:

- o Monday, March 13 and Tuesday, March 14, at Santa Susana High School.
- o Wednesday, April 5 from 8:00 a.m. to 2:50 p.m., at Simi Valley High School.
- o Thursday, April 6, from 9:00 a.m. to 2:20 p.m., at Apollo High School.
- o Tuesday, April 11 and Wednesday, April 12, at Royal High School.
- o Dates pending for the Simi Institute for Careers and Education.

7. New Business

a. Discussion of YES Participation in the Teen Volunteer Fair on Thursday, April 6, 2017

Ms. Tignac reported that the City of Simi Valley and the Simi Valley Public Library would be co-hosting a Teen Volunteer Fair in April. The YES Advisory Board would have an opportunity to man a booth at the event to promote the benefits of volunteering both personally and for gaining valuable work experience, job references and building networking contacts.

ACTION: A motion to approve the YES Advisory Board in participating in the Teen Volunteer Fair from 6:00 p.m. to 7:30 p.m., on Thursday, April 6, 2017, was made by Mary Bandini and seconded by Beth Dooley.

YES Advisory Board vote: 10 Ayes; 0 Noes; 0 abstentions

The motion passed.

The following board members volunteered to represent the YES Advisory Board at the event: Gloria Bowman and Beth Dooley.

b. Discussion of the YES Job and Career Expo on Saturday, April 22, 2017

Board members reviewed the draft YES Job and Career Expo flyer and recommended bold font for the date and time of the event to highlight that pertinent information.

Ms. Tignac thanked Simi Valley Chamber of Commerce President and CEO Rana Ghadban for making an announcement at the podium promoting that employers register to attend the YES Job and Career Expo during the February 10, 2017 Chamber Networking Breakfast.

Ms. Tignac reported which employers had already registered to attend the Expo. Gloria Bowman stated that she had contacted Dutton Plumbing, Pacific Care and AE Com to attend the Expo.

Jennifer Wigdor recommended that the Expo banners be displayed at the high schools two weeks prior to the event.

Members discussed additional marketing ideas to promote the event to out-of-school youth, such as posting flyers on Starbuck's Coffee Community Bulletin Boards.

c. Discussion of Internships, Job Shadowing, and Other Ideas for Career Exposure

Mr. Baxter announced that the Rotary Club of Simi Sunrise would host an Information Career Day on Saturday, March 11, 2017, at the Boys and Girls Club of Simi Valley. He stated that the Simi Institute for Careers and Education, along with representatives from a number of local businesses would be participating.

Heather McKay recommended researching a possible summer Junior Leadership Simi Valley program for high school students. Beth Dooley stated that she was on the Chamber of Simi Valley's Leadership Simi Valley's steering committee and would mention this topic during an upcoming meeting.

Board members also discussed using City Transit or school buses to transport students to different sites for career exposure tours.

Board members would continue this discussion at the March 15, 2017 YES Advisory Board meeting.

8. Youth Employment Service Advisory Board Reports and Comments

No YES Advisory Board reports or comments were made.

9. Coordinator's Report

Ms. Tignac announced that the Ask the Mayor – A Town Hall Meeting with Mayor Bob Huber is scheduled from 10:00 a.m. to 12:00 p.m., on Saturday, February 25, 2017, at the Simi Valley Town Center. For more information, call (805) 583-6701.

10. Adjournment

YES Advisory Board Chair Tim Harrington adjourned the meeting at 10:20 a.m.