

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, April 19, 2017, 8:15 a.m.

*The Boys & Girls Club of Simi Valley
2850 Lemon Drive

AGENDA

*Special Meeting 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. Continued Business
 - a. Discussion of 2017 Interview Skills Workshops
 - b. Discussion of the YES Job and Career Expo Organization and Set-Up
 - c. Discussion of Internships, Job Shadowing, and Other Ideas for Career Exposure
7. New Business
 - a. Discussion of YES Hosting a Scholarship Fair or Workshop
 - b. Selection of the YES Advisory Board Interview Subcommittee
 - c. Discussion of Mock Interviews at Simi Valley High School the Week of May 15, 2017
 - d. Discussion of Location for the YES Advisory Board Meeting on May 17, 2017
 - e. Discussion and Selection of YES Outreach Ad Hoc Committee
 - f. 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.



CITY OF SIMI VALLEY

9. Coordinator's Report
10. Adjournment: Wednesday, May 17, 2017, 8:15 a.m., *location to be determined

/s/

Anna M. Medina
Deputy Community Services Director

*Please note change in meeting location to be determined.

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 Beth Dooley called the meeting to order at 8:18 a.m., and verified that a quorum was present.

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

Staff: Kristin Tignac, YES Coordinator.

Guests: Erin Edwards and Tammy White, WorkAbility I Program representatives; Amanda Rosales, Rigoberto Ruiz and Monica Vergara, Street Outreach Specialists from Interface Children and Family Services.

2. Agenda Review

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

3. Approval of Minutes

ACTION: A motion to approve the February 15, 2017, minutes as written was made by Mary Bandini and seconded by John Baxter.

YES Advisory Board vote: 11 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

a. Discussion of the 2017 Interview Skills Workshops

Ms. Tignac provided an update on the Interview Skills Workshops dates, class times and open presenter time slots.

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

- Wednesday, April 5 from 8:00 a.m. to 2:50 p.m., at Simi Valley High School.
 - Thursday, April 6, from 9:00 a.m. to 2:20 p.m., at Apollo High School.
 - Tuesday, April 11 and Wednesday, April 12, at Royal High School.
- b. Discussion of Internships, Job Shadowing, and Other Ideas for Career Exposure

John Baxter reported that the Information Career Day held on March 11, 2017, at the Boys and Girls Club of Simi Valley went well. Though youth attendance was lower than anticipated, they did have 28 representatives from a variety of career fields participate. He also stated that the event was well organized.

7. New Business

- a. Discussion of YES Job and Career Expo Outreach

Beth Dooley reported that she had attended and presented at the Simi Valley Town Center Managers' Meeting on March 10, 2017. She stated that she received positive comments about the event, as well as interest in hosting the YES Job and Career Expo at the Simi Valley Town Center next year.

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.

For additional outreach, board members discussed specific local businesses to contact.

Board members also volunteered to do follow-up calls to businesses that had participated in past Job and Career Expos. A call script was given out to serve as a guide for the follow-up calls.

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

Gloria Bowman gave a brief overview of the Job and Career Expo event, along with volunteer needs. A sign-up list for Job and Career Expo volunteer tasks was routed for board members to confirm desired volunteer assignments. Ms. Tignac stated that Bank of America would still have volunteers attend, just not as many as past years due to other events taking place on the same day.

- c. Discussion of March 22, 2017, WorkAbility I Program Mock Interviews

Erin Edwards announced that three to four additional volunteers were needed for the WorkAbility I program Mock Interviews scheduled on March 22, 2017.

d. Discussion of YES Advisory Board Recruitment

Ms. Tignac gave a brief review of the YES Advisory Board terms of appointment. She indicated which Board members' terms would be expiring on June 30, 2017: She encouraged those members interested in continuing on the Board to re-apply prior to the May 12, 2017, deadline date. Ms. Tignac stated that the Youth Council representative would not be designated until September. Ms. Tignac encouraged members to actively promote the recruitment for the open local business, local government, youth representatives ages 16 to 22, community-at-large, and alternate Board positions.

8. Youth Employment Service Advisory Board Reports and Comments

Mary Bandini announced that a donation drive for Suits for Soldiers would run until May 18, 2017. Donation sites were at the following locations: Simi Valley Chamber of Commerce office, Nationwide, Epic Fitness and at a collection booth at the Chamber of Commerce's annual Simi Valley Street Fair on May 13, 2107.

Mrs. Bandini also requested that the Board agendize a discussion of coordinating a scholarship fair for students. Heather McKay recommended the idea of holding a scholarship workshop to help students write scholarship essays and recommended developing a scholarship template to make it easier for students to submit multiple applications at once.

9. Coordinator's Report

Ms. Tignac shared the February 27, 2017, Economic Development Update to the City Council, that included information on new or businesses relocating to Simi Valley, business closures, and latest release of unemployment statistics.

10. Adjournment

YES Advisory Board Acting Chair Beth Dooley adjourned the meeting at 9:17 a.m.