



YOUTH
EMPLOYMENT
SERVICE

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

*Wednesday, August 23, 2017, 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. New Business
 - a. Election of Officers
 - b. Discussion of Resume Writing Workshop on Monday, August 28, 2017
 - c. Discussion of the Fall Scholarship Workshop
 - d. Discussion of YES Outreach
 - e. Discussion of the YES Job and Career Expo Flyer Contest
7. 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.
8. Coordinator's Report
9. Adjournment: Wednesday, September 20, 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 (Board) Acting Chair Gloria Bowman called the meeting to order at 8:19 a.m., and Secretary Beth Dooley verified that a quorum was present.

A	Gurvardaan Bal	P	Shannon Johnson		Alternates
P*	Mary Bandini	P	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 E = Excused A = Absent V = Vacant	
E	Rana Ghadban	E	Jennifer Wigdor		
E	Tim Harrington	E	Bruce Yi		
*Arrived after approval of minutes.					

Staff: Kristin Tignac, YES Coordinator.

Guests: Joyce Moses and Daniel Shibata-Lopez.

2. Agenda Review

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

3. Approval of Minutes

ACTION: A motion to approve the April 19, 2017, minutes as written was made by Beth Dooley and seconded by Pilar Doolittle.

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

The motion passed.

4. Correspondence

Thank you notes were received from Simi Valley High School students regarding the YES Interview Skills Workshops held at the school in April.

Ms. Tignac shared the Economic Development Update presented to City Council on April 24, 2017.

5. Public Statements/Comments

No public statements or comments were made.

6. Continued Business

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

Ms. Tignac stated that the Simi Valley Senior Center computer lab had been reserved on both November 8 and November 15, 2017, for the fall Scholarship Workshop.

Beth Dooley stated that students and adults seeking community service hours had an opportunity to volunteer at the Cops and Cruisers event on June 25, 2017.

John Baxter stated that volunteer opportunities were also available at the Rotary Clubs of Simi Valley's Cajun and Blues Festival on May 27 and 28, 2017.

7. New Business

a. Debrief of the 2017 YES Job and Career Expo

Ms. Tignac thanked all Board members and volunteers for their hard work organizing the 30th Annual YES Job and Career Expo. Event evaluation results were given. Members discussed low youth attendance and higher business participation citing the current local economy as a factor with many businesses promoting entry level job openings. Members also discussed ways to reach youth with event promotion and to incentivize participation.

Gloria Bowman stated that positive feedback was received from both youth and employers that participated.

Brian Miller stated that even with the lower youth turnout, business representatives at the event were still happy with the event and quality of candidates.

b. Discussion of the YES Summer Programming at the Simi Valley Public Library

Ms. Tignac gave an update of the planned YES summer programming, including an Entering the Workforce Workshop in July and a Resume Writing Workshop in August. Board members stated that September and October were impacted with school related events and to hold off scheduling more events until after the start of the school year.

c. Discussion of the Cancellation of the June 21, 2017, YES Advisory Board Meeting

Acting Chair Gloria Bowman stated that the YES Advisory Board traditionally cancels its June meeting as it falls after the end of the school year.

ACTION: A motion to approve cancelling the June 21, 2017, YES Advisory Board meeting was made by Brian Miller and seconded by Mary Bandini.

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

The motion passed.

d. Discussion of Scheduling a YES Advisory Board Meeting on Wednesday, August 23, 2017

Ms. Tignac stated that the Board had the option of scheduling its first meeting of the 2017-18 school year on Wednesday, August 23, 2017.

Board members discussed the advantage of getting a jump start on discussion and scheduling YES events.

ACTION: A motion to approve scheduling the first YES Advisory Board meeting on Wednesday, August 23, 2017, was made by John Baxter and seconded by Beth Dooley.

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

The motion passed.

8. Youth Employment Service Advisory Board Reports and Comments

Gloria Bowman and Pila Doolittle reported that they had volunteered to run the YES/Youth Council booth at the 2017 Expo, a City event in conjunction with the Chamber of Commerce's Simi Valley Street Fair. They both stated that the Youth Council volunteers did a great job enthusiastically promoting the @Social Feed, a community hunger project.

Heather McKay reminded Board members that the mock interviews at Simi Valley High School would begin after the Board meeting. She thanked all of the members that were volunteering their time.

John Baxter announced that Royal High School had hired a new Work Experience teacher. He stated he would return to working full-time as Simi Valley High School's Work Experience Teacher at the beginning of the new school year.

Rob West stated that Sub Zero Ice Cream's business model included offering STEM curriculum for students. He announced that he was hiring an employee to manage the coordination of Sub Zero Ice Cream's science-based school assemblies. For more information, interested individuals were encouraged to visit www.subzeroicecream.com.

9. Coordinator's Report

Ms. Tignac gave the following reminders:

- The YES Interview Subcommittee would meet from 5:00 p.m. to 6:00 p.m., in the City Hall Community Room later that evening to conduct new YES Advisory Board Member interviews;
- The first YES Advisory Board Outreach committee meeting would be held at 8:15 a.m., on May 31, 2017 in the City Hall Community Room. Mary Bandini, Gloria Bowman, Rana Ghadban, Heather McKay and Jennifer Wigdor are on the committee.
- Appointments to the YES Advisory Board were scheduled to occur during the June 5, 2017 City Council Meeting.

Ms. Tignac announced that the City of Simi Valley Transit Division would be exchanging old bus pass booklets with new bus fare cards through Wednesday, May 31, 2017. For additional information, call (805) 583-6456 or visit www.simivalley.org/transit.

Ms. Tignac also announced that the public was invited to attend a City Budget meeting at 5:30 p.m., on Wednesday, May 24, 2017, in the City Hall Community Room. Copies of the Proposed Budget, Supporting Document, and Capital Improvement Program, were available online at www.simivalley.org.

10. Adjournment: Wednesday, August 23, 2017, 8:15 a.m., City Hall Community Room

YES Advisory Board Acting Chair Gloria Bowman adjourned the meeting at 9:30 a.m.