



YOUTH
EMPLOYMENT
SERVICE

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, November 15, 2017, 8:15 a.m.

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

Center for Entrepreneurship and HUB101 by Mike Panesis, Executive Director

7. Continued Business

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

b. Discussion of the Location for the 31st Annual YES Job and Career Expo on Saturday, March 24, 2018

8. New Business

a. Discussion of YES Interview Skills Workshop Dates – Spring 2018

b. Selection of the 2018 YES Job and Career Expo Planning Committee

c. Discussion of Local Business Incubator/Accelerator

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 6, 2017, 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

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 Advisory Board Chair Gloria Bowman called the meeting to order at 8:15 a.m., and Secretary Heather McKay verified that a quorum was present.

P	John Bagnall	P	Heather McKay		Alternates
P	John Baxter	P	Brian Miller	P	Pilar Doolittle
P	Gloria Bowman	P	Jayesh Patel	P	Joyce Moses
P	Beth Dooley	P*	Ryan Valencia	V	Alternate
P	Ryan Fowler	P	Rob West	P = Present E = Excused A = Absent V = Vacant	
P*	Rana Ghadban	P*	Jennifer Wigdor		
P	Tim Harrington	V	Youth Council Representative		
P	Samika Karthik	*Arrived after approval of minutes.			

Staff: Kristin Tignac, YES Coordinator.

Guests: Rita Longo, Work Experience Teacher, Royal High School; and Connor Kubeisy, Moorpark College student.

2. Agenda Review

Chair Gloria Bowman recommended moving Agenda Item 7a to accommodate Board member Beth Dooley’s schedule. There were no objections.

3. Approval of Minutes

ACTION: A motion to approve the September 20, 2017 minutes as written was made by Beth Dooley and seconded by Tim Harrington.

YES Advisory Board vote: 13 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.

7. New Business

a. Discussion and Selection of the Date for the 31st Annual YES Job and Career Expo

After a lengthy discussion, the following Board members volunteered to scout the Simi Valley Town Center site to see if it would be a viable location for the YES Job and Career Expo on March 24, 2018: Gloria Bowman, Pilar Doolittle, Tim Harrington and Joyce Moses.

6. Continued Business

a. Discussion of the Fall Scholarship Workshop

Board members discussed ways to accommodate all students that signed up to attend, thus an additional room with Wi-Fi at the Simi Valley Senior Center had been reserved. Two simultaneous workshops would be led by Heather McKay and Jennifer Wigdor.

Action Item: Ms. Tignac would forward the alternate room dimensions to Mrs. McKay and Mrs. Wigdor.

The following individuals volunteered to assist students during the hands-on portion of the workshop: Heather McKay, Jennifer Wigdor, Pilar Doolittle, Tim Harrington, Beth Dooley, Gloria Bowman, Joyce Moses and Rita Longo.

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

John Baxter stated that he was developing a job shadowing career development class.

Rana Ghadban gave an update on the progress of the Chamber of Commerce and Boys and Girls Club of Simi Valley's new Youth Leadership Simi Valley program.

Ryan Valencia mentioned the benefits of a local business incubator with regards to career development and exposure. He stated that the City of Santa Clarita, partnering with the College of the Canyons, had started a business incubator called ThinkQuarium for Creative and Technology Startup Entrepreneurs. He also stated that Pennsylvania State University in partnership with its local municipality and Chamber started a pre-accelerator called Happy Valley LaunchBox.

Board members discussed interest in investigating starting a local incubator or accelerator to help young entrepreneurs.

The following Board members volunteered to serve on a Business Incubator/Accelerator Ad Hoc Committee: John Bagnall, John Baxter, Gloria Bowman, Rana Ghadban, Samika Karthik, and Ryan Valencia.

Action Item: The Business Incubator/Accelerator Committee would meet at 4:30 p.m. on October 24, 2017, at the Chamber of Commerce office.

7. New Business

b. Discussion of the YES Annual Volunteer Recognition Breakfast

Board members discussed potential locations to hold the Breakfast.

Rita Longo stated she would check room availability at Royal High School and if the school's Culinary program would again be interested in catering the event.

As a backup, Board members recommended hosting the event at the Cultural Arts Center, if available.

Board members discussed businesses and organizations to potentially recognize for their contributions in preparing students for the workforce, such as Space Vector Corporation for donating robotics equipment to all high schools in Simi Valley.

- c. Discussion Regarding the Cancellation of the December 20, 2017, YES Advisory Board Meeting

Chair Gloria Bowman stated that the YES Advisory Board traditionally cancels its regular December meeting in lieu of the YES Volunteer Recognition Breakfast.

ACTION: A motion to approve cancelling the December 20, 2017, YES Advisory Board meeting was made by Brian Miller and seconded by Tim Harrington.

YES Advisory Board vote: 14 Ayes; 0 Noes; 0 abstentions

The motion passed.

- d. Discussion of the YES Advisory Board's Participation in the City of Simi Valley's Volunteer Fair on Thursday, November 2, 2017

Chair Gloria Bowman gave a brief overview of her experience manning the YES Booth at last year's Volunteer Fair. She stated it was a great opportunity to promote community service as a way to gain work experience and job skills.

The following Board members volunteered to participate at the event: John Baxter, Gloria Bowman, Pilar Doolittle, and Tim Harrington. Rita Longo stated that she would be able to volunteer, but would arrive after the event started.

ACTION: A motion to approve the YES Advisory Board's Participation in the City of Simi Valley's Volunteer Fair on Thursday, November 2, 2017, was made by John Baxter and seconded by Tim Harrington.

YES Advisory Board vote: 13 Ayes; 0 Noes; 0 abstentions

The motion passed.

8. Youth Employment Service Advisory Board Reports and Comments

Rana Ghadban announced that the Chamber of Commerce would host the annual Living Green Expo from 10:00 a.m. to 3:00 p.m., on Saturday, November 4, 2017, at the Simi Valley Town Center. A number of green businesses and City Departments would be onsite, as well as a blood drive, shredding event and an e-waste collection.

Ms. Ghadban reported that the Chamber was discussing expanding its annual Street Fair from 330 booths to 530 by holding the event at the Simi Valley Town Center.

John Baxter announced that the Rotary Club of Simi Sunrise would co-host the Simi Valley Unified School District's first Auto Technology Open House from 3:30 p.m. to 5:30 p.m., on November 14, 2017, at Simi Valley High School.

John Bagnall reported that he had recently attended the Air Force Junior Reserve Officers' Training Corps (AFJROTC) program's Change of Command ceremony at Royal High School. He commented on how impressed he was with the program.

Ryan Valencia announced that the Simi Valley Historical Society would host its annual Dia De Los Muertos event from 2:00 p.m. to 7:00 p.m., on Sunday, October 29, 2017, at the Strathearn Historical Park.

Rob West announced that the Church of Latter Day Saints would host four performances of The Grand; a play celebrating Simi Valley, the first weekend in November. He stated that stage crew volunteers were needed to help with sets and props. Jennifer Wigdor asked Mr. West to email her details to forward to Santa Susana High School Stage Craft students.

Samika Karthik recommended having two targeted flyers to promote the YES Job and Career Expo, one for high school and one for college-age youth.

John Baxter stated that he would contact the International Marketing program in Camarillo to request an informational presentation at a future YES advisory Board meeting.

Gloria Bowman reported that she had volunteered at the Simi Valley Community Garden's first Free Farmers Market on October 17, 2017, to help distribute five pallets of food to those in need. Mrs. Bowman stated that the food was all given out during the first hour of the event. She stated that volunteers are needed to help at the next two scheduled Free Farmers Markets on Tuesday, November 14, 2017, and Tuesday, December 12, 2017. They also need help promoting the event. For more information, visit www.simiatthegarden.org/get-involved.

9. Coordinator's Report

Ms. Tignac announced that the Ask the Mayor – A Town Hall Meeting with Mayor Bob Huber would be held from 10:00 a.m. to 12:00 p.m., on Saturday, October 28, 2017, at the Simi Valley Town Center. For more information, call (805) 583-6701.

Ms. Tignac reported that she and Heather McKay presented at the Soroptimist International of Simi Valley's Dream It, Be It Career Support For Girls conference on October 7, 2017. 57 high schools had attended the event held at the Simi Valley Senior Center.

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

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:41 a.m.