



YOUTH  
EMPLOYMENT  
SERVICE

## YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, February 21, 2018, 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 2018 Interview Skills Workshops Dates
  - b. Discussion of YES Job and Career Expo Outreach
  - c. Discussion of Internships, Job Shadowing, and Other Ideas for Career Exposure
7. New Business  
Discussion of YES Job and Career Expo Organization and Set-Up
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, March 21, 2018, 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 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
E	Beth Dooley	E	Zalma Quezada	P	Mailani-McNabb-Robinson
P*	Ryan Fowler	P*	Ryan Valencia	P = Present E = Excused A = Absent V = Vacant	
E	Rana Ghadban	E	Rob West		
P	Tim Harrington	P	Jennifer Wigdor		
P	Samika Karthik	*Arrived after approval of minutes.			

Staff: Kristin Tignac, YES Coordinator.

Guest: Rita Longo, Work Experience Teacher, Royal High School.

2. Agenda Review

There being no objections, Chair Gloria Bowman moved agenda item 6b to follow agenda item 7e.

3. Approval of Minutes

**ACTION:** A motion to approve the November 15, 2017 minutes as revised to include Gloria Bowman on the Job and Career Expo Planning Committee was made by Joyce Moses and seconded by Tim Harrington.

**YES Advisory Board vote: 9 Ayes; 0 Noes; 3 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 2018 Interview Skills Workshop Dates

The following dates were scheduled for the Interview Skills Workshops:

- Monday, March 5, 2018, from 6:55 a.m. to 3:00 p.m., at Santa Susana High School.
- Wednesday, March 7, 2018 from 8:00 a.m. to 3:00 p.m., at Simi Valley High School

Ms. Tignac stated that the dates for Apollo High School and Royal High School were pending confirmation. Mrs. Longo stated that she would check with Sandy Porter, College and Career Counselor at Royal High School, regarding the scheduling status.

**Action Item:** Ms. Tignac would email Board members the Interview Skills Workshops sign-up sheet once all dates and times were confirmed.

8. New Business

- a. Review and Discussion of Interview Skills Workshop PowerPoint Presentation and Workbook

Board members reviewed each slide in the PowerPoint presentation, as well as the presenters' notes and made recommendations to update the presentation and supplemental workbook.

**Action Item:** Ms. Tignac would email Board members the revised Interview Skills Workshops PowerPoint along with presenters' notes.

- b. Discussion of the Simi Valley Chamber of Commerce Networking Breakfast on Friday, February 9, 2018

Ms. Tignac reported that the Simi Valley Chamber of Commerce hosts a monthly Networking Breakfast. For the past few years, members of the YES Advisory Board have attended the month prior to the YES Job and Career Expo to encourage local businesses to participate in the event.

Ms. Tignac stated that the cost is \$20.00 per person, the member rate, for the catered breakfast. Each Board member would also be able to promote the Expo during the 30 second introductions at each table.

**Action Item:** The following Board members volunteered to attend and promote the YES Job and Career Expo at the Networking Breakfast on February 9, 2018; John Bagnall, Gloria Bowman, and tentatively Tim Harrington.

- c. Discussion and Selection of a YES Advisory Board Comments Presenter to the City Council on Monday, March 5, 2018

Ms. Tignac gave a brief overview of the Comments presenter opportunity. Chair Gloria Bowman was selected to present as the YES Advisory Board Chair.

**ACTION:** A motion to approve Chair Gloria Bowman as the YES Advisory Board Comments presenter to the City Council on Monday,

March 5, 2018, was made by Pilar Doolittle and seconded by Tim Harrington.

**YES Advisory Board vote: 11 Ayes; 0 Noes; 0 abstentions**

**The motion passed.**

d. Discussion of YES Job and Career Expo Outreach

Board members discussed outreach ideas to recruit employers and youth to participate and attend the Job and Career Expo.

Board members discussed re-using last year's Graphic Contest winning design as an e-flyer. Ms. Wigdor stated that she would contact the student and ask the student if she would be in favor to the idea.

Board members discussed not using hardcopy flyers this year and instead focusing on a social media campaign for event promotion.

**Action Item:** Ms. Tignac would have ten Job and Career Expo banners printed and delivered to each high school and to the Boys and Girls Club two weeks prior to the Job and Career Expo.

e. Discussion of Rescheduling the Annual YES Volunteer Recognition Breakfast

Due to school closures on December 6, 2017, the Annual YES Volunteer Recognition Breakfast had been cancelled. Board members discussed potential dates to reschedule the event.

Mrs. Longo stated that she would request use of Royal High School's Citizen Scholar Institute room and contact the Culinary Arts Pathway teacher to request catering for the event.

**ACTION:** A motion to approve May 23, 2018, as the rescheduled date for the annual YES Volunteer Recognition Breakfast, with a back-up date of May 16, 2018, was made by Heather McKay and seconded by Tim Harrington.

**YES Advisory Board vote: 11 Ayes; 0 Noes; 0 abstentions**

**The motion passed.**

6. Continued Business

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

Ms. Tignac stated that Rana Ghadban and Ryan Valencia would represent the YES Advisory Board at the Economic Development Collaborative, Ventura County's Annual meeting on January 18, 2018, at the Spanish Hills Golf Club.

John Baxter gave a brief overview of the Incubator Project meetings, held on the second and fourth Monday of each month at 4:30 p.m., at the Simi

Valley Chamber of Commerce office, including the last guest speaker, youth entrepreneur Annika Pasetta. He asked Board members to contact him with names of local businesses that may want to be involved.

8. Youth Employment Service Advisory Board Reports and Comments

Chair Gloria Bowman stated that Samantha Argabrite, Deputy City Manager, spoke during a recent Neighborhood Council meeting regarding the Ventura County Civic Alliance's State of the Region Report. Mrs. Bowman stated that the report featured key statistics regarding the local economy, housing, and more.

9. Coordinator's Report

Ms. Tignac stated that she would email Board members to schedule the next Job and Career Expo Planning Committee meeting.

Ms. Tignac announced that the Each Mind Matters Directing Change Contest for Student Public Service Announcements (PSA) on mental health and suicide prevention deadline for submission would be on March 1, 2018. Those interested were encouraged to visit [www.directingchange.org](http://www.directingchange.org) for more information or to participate.

10. Adjournment: Wednesday, February 21, 2018, at City Hall in the Community Room.

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:42 a.m.