



YOUTH  
EMPLOYMENT  
SERVICE

## YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, March 21, 2018, 8:15 a.m.

\*Boys and 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 YES Job and Career Expo Organization and Set-Up
  - b. Discussion of Internships, Job Shadowing, and Other Ideas for Career Exposure
7. New Business
  - a. Discussion of YES Participation in the 2<sup>nd</sup> Annual Teen Volunteer Fair on Thursday, April 26, 2018
  - b. Discussion of Mock Interviews at Simi Valley High School on Tuesday, April 17, 2018 and Wednesday, April 18, 2018
  - c. Discussion of Location for the YES Advisory Board Meeting on Wednesday, April 18, 2018
  - d. Discussion of YES Advisory Board Recruitment
  - e. 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.
9. Coordinator's Report



CITY OF SIMI VALLEY

10. Adjournment: Wednesday, April 18, 2018, 8:15 a.m., Location to be Determined

/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.

DRAFT MINUTES

1. Call to Order/Welcome/Pledge of Allegiance

Youth Employment Service Advisory Board Chair Gloria Bowman called the meeting to order at 8:24 a.m., and Acting Secretary Pilar Doolittle verified that a quorum was present.

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

Staff: Kristin Tignac, YES Coordinator.

2. Agenda Review

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

3. Approval of Minutes

**ACTION:** A motion to approve the January 17, 2018 minutes as written was made by Joyce Moses and seconded by Rob West.

**YES Advisory Board vote: 8 Ayes; 0 Noes; 0 Abstentions**

**The motion passed.**

4. Correspondence

Ms. Tignac reported that the YES Advisory Board had received a request to assist with Mock Interviews at Simi Valley High School on Tuesday, April 17, 2018 and Wednesday, April 18, 2018.

5. Public Statements/Comments

No public statements or comments were made.

6. Continued Business

a. Discussion of 2018 Interview Skills Workshop Dates

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:

- Thursday, March 1, 2018, and Friday, March 2, 2018, at Royal High School.
- 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.
- Wednesday, March 14, 2018, at Apollo High School.

Board members reviewed the Interview Skills Workshop follow-up questions, developed by John Baxter, that would be given to students after each workshop.

b. Discussion of YES Job and Career Expo Outreach

Ms. Tignac gave an update of businesses and organizations registered to attend the Job and Career Expo (Expo) and the outreach efforts completed. Due to the interest at the 2017 Job and Career Expo, Board members discussed offering mock interviews for interested Expo attendees.

Board members discussed additional outreach ideas to recruit employers and youth to participate and attend the Job and Career Expo, such as a social media campaign.

Board members 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.

Mrs. Bowman reported that she had learned about a filming company that had an interest in filming local community events.

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

John Baxter stated that he had attended the City's Youth Service Providers' Meet and Greet on February 13, 2018, and made positive comments on the information and resources shared.

John Baxter gave a brief overview of the Incubator Committee meetings held on the second and fourth Monday of each month beginning at 4:30 p.m., at the Simi Valley Chamber of Commerce office.

Mr. Baxter also discussed Simi Valley High School's website for internships. He stated that the site needed some content updates. He stated that he was working on making it accessible to other schools. Board members discussed ideas on marketing the internship website and how to screen students for internships and job shadowing opportunities.

**Action:** Ms. Tignac to revise the Youth Service Providers' Meet and Greet Resource Guide and share with Board members as well as middle and high school counselors.

7. New Business

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.

Board members discussed holding the March 21, 2018 YES Advisory Board meeting at the Boys and Girls Club of Simi Valley to allow for an event walk-through for new Board members.

**Action:** Ms. Tignac to inquire as to availability of the Boys and Girls Club of Simi Valley facility on Wednesday, March 21, 2018.

8. Youth Employment Service Advisory Board Reports and Comments

No Board comments or reports were made.

9. Coordinator's Report

Ms. Tignac reminded Board members 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.

Ms. Tignac reported that she had a meeting scheduled with Moorpark College's Outreach Specialist to discuss ways for the College to be more involved with the YES program.

10. Adjournment: Wednesday, March 21, 2018, tentatively at the Boys and Girls Club of Simi Valley.

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:29 a.m.