



YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, April 18, 2018, 8:15 a.m.

*Simi Valley High School, Room D-9
5400 Cochran Street

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. Informational Presentation
Business Trends by Maggie Kestly, Mid Valley Properties
7. New Business
 - a. Debrief of the 2018 YES Job and Career Expo
 - b. Discussion and Selection of the YES Advisory Board Interview Subcommittee
 - c. Discussion of the Cancellation of the June 20, 2018, YES Advisory Board Meeting
8. Continued Business
Discussion of Internships, Job Shadowing, and Other Ideas for Career Exposure
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, May 16, 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.

DRAFT MINUTES

1. Call to Order/Welcome/Pledge of Allegiance

Youth Employment Service Advisory Board Chair Gloria Bowman called the meeting to order at 8:19 a.m., and Acting Secretary Pilar Doolittle verified that a quorum was present.

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

Staff: David Yoshitomi, Community Services Manager; and 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 February 21, 2018 minutes as written was made by Joyce Moses and seconded by Tim Harrington.

YES Advisory Board vote: 10 Ayes; 0 Noes; 0 Abstentions

The motion passed.

4. Correspondence

Ms. Tignac reported that Beth Dooley had resigned from the YES Advisory Board effective on February 25, 2018, due to accepting a promotional opportunity with the Oxnard Police Department.

5. Public Statements/Comments

No public statements or comments were made.

6. Continued Business

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

Ms. Tignac gave an update of businesses and organizations registered to attend the Job and Career Expo (Expo) and the outreach efforts completed. She also stated that additional volunteers were needed to assist in the Job Bank and conduct mock interviews.

Ms. Tignac stated that City staff would be present at the Expo to help where most needed.

Chair Gloria Bowman stated that her husband George had volunteered to greet and count event attendance at the entrance.

Mailani McNabb-Robinson stated that she would ask Boys and Girls Club Leaders in Training members to provide additional volunteer support at the Expo.

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

There being no objections, Chair Gloria Bowman continued the discussion of this agenda item to the April 18, 2018, YES Advisory Board meeting.

7. New Business

- a. Discussion of YES Participation in the 2nd Annual Teen Volunteer Fair on Thursday, April 26, 2018

Gloria Bowman gave a brief overview of the first Teen Volunteer Fair held in April 2017.

ACTION: A motion to approve the YES Advisory Board's participation in the 2nd Annual Teen Volunteer Fair to be held from 6:00 p.m. to 7:30 p.m., on Thursday, April 26, 2018, was made by Ryan Valencia and seconded by Tim Harrington.

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

The motion passed.

The following YES Board members volunteered to help at the event; Pilar Doolittle, Tim Harrington, Joyce Moses and Mailani McNabb-Robinson.

Ryan Fowler stated that he would also be at the event staffing the Simi Valley Family YMCA table.

- b. Discussion of Mock Interviews at Simi Valley High School on Tuesday, April 17, 2018 and Wednesday, April 18, 2018

Ms. Tignac reported that Board member Heather McKay received a request from an English teacher at Simi Valley High School that would like YES Advisory Board to again assist in providing volunteers to conduct mock interviews with her 12th grade students on Tuesday, April 17, 2018 and Wednesday, April 18, 2018.

Chair Gloria Bowman gave a brief overview of the mock interviews provided last spring.

ACTION: A motion to approve the YES Advisory Board's participation in providing mock interviews for 12th grade Simi Valley High School English students on Tuesday, April 17, 2018 and Wednesday, April 18, 2018, was made by Joyce Moses and seconded by Ryan Valencia.

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

The motion passed.

The following Board members volunteered to do mock interviews:

- Tuesday, April 17, 2018, from 11:12 a.m. to 12:12 p.m. – Mailani McNabb-Robinson and Tim Harrington; and from 12:49 p.m. to 1:46 p.m. – Mailani-McNabb-Robinson.
- Wednesday, April 18, 2018, from 11:12 a.m. to 12:12 p.m. – Tim Harrington, Joyce Moses and Rob West; and from 12:49 p.m. to 1:46 p.m. – Ryan Fowler, Joyce Moses and Rob West.

- c. Discussion of Location for the YES Advisory Board Meeting on Wednesday, April 18, 2018

Ms. Tignac reported that the City Hall Community Room would not be available for the YES Advisory Board meeting on Wednesday, April 18, 2018. Alternate locations were discussed. With the mock interviews scheduled on the same day, Board members discussed having the public meeting at Simi Valley High School in room D-9.

ACTION: A motion to approve the YES Advisory Board's April 18, 2018, meeting to be held at Simi Valley High School was made by Joyce Moses and seconded by Brian Miller.

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

The motion passed.

Ms. Tignac stated that the best location to park for the meeting would be in the school's west parking lot off Cochran Street. All Board members and the public would need to enter through the front gate to receive visitors' badges per school rules.

- 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, 2018: She encouraged those members interested in continuing on the Board to re-apply prior to the Friday, May 11, 2018, 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 Board positions.

- e. Tour of Boys and Girls Club of Simi Valley

A tour of the Boy and Girls Club was provided after the meeting adjourned.

8. Youth Employment Service Advisory Board Reports and Comments

Brian Miller reported that the America's Job Center in Simi Valley would be hosting a Job Fair on March 24, 2018.

Gloria Bowman announced that the City of Calabasas would host a Life Guard training beginning on Monday, March 26, 2018.

Youth Council member Zalma Quezada reported that the Youth Council held its 17th annual Youth Summit on March 16, 2018. She stated that it went very well and thanked topic specialist Mailani McNabb-Robinson for helping the Teen Health and Teen Activities breakout group.

9. Coordinator's Report

Ms. Tignac thanked Chair Gloria Bowman for a wonderful presentation of the YES Comments at the March 5, 2108 City Council Meeting. She also thanked Mrs. Bowman for her assistance helping the Youth Council at the Youth Summit on March 16, 2018.

Ms. Tignac stated that the next Incubator/Accelerator Committee meeting would be held on Monday, March 26, 2018.

10. Adjournment: Wednesday, April 18, 2018, at Simi Valley High School, Room D-9
YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:10 a.m.