



YOUTH
EMPLOYMENT
SERVICE

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, May 16, 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. New Business
 - a. Discussion of YES Logo Options
 - b. Discussion of Recommendations Based on the Business Incubator Committee's Research Findings
 - c. Discussion of the YES Summer Programming
 - d. Discussion of Scheduling a YES Advisory Board Meeting on Wednesday, August 22, 2018
7. Continued Business
Discussion of Internships, Job Shadowing, and Other Ideas for Career Exposure
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, September 19, 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 Acting Chair Ryan Fowler called the meeting to order at 8:17 a.m., and Secretary Heather McKay verified that a quorum was present.

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

Staff: Kristin Tignac, YES Coordinator.

Guest: Rita Longo, Royal High School Work Experience and Career Education Coordinator.

2. Agenda Review

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

3. Approval of Minutes

ACTION: A motion to approve the March 21, 2018 minutes as written was made by Mailani McNabb-Robinson and seconded by Tim Harrington.

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

The motion passed.

4. Correspondence

Ms. Tignac reported that the State of the City presentation was available on the City's website at www.simivalley.org. Ms. Tignac shared the Economic Development portion of the presentation with members.

5. Public Statements/Comments

No public statements or comments were made.

6. Informational Presentation

Business Trends by Maggie Kestly, Mid Valley Properties

Maggie Kestly provided a brief overview of Mid Valley Properties, her background, and trends in occupancy over the past 30 years. Ms. Kestly also

provided information regarding the Chamber of Commerce's Economic Development committee and the new Manufacturer's Round Table.

Board members asked a variety of questions from opportunities for tenants to co-share space to local industry clusters.

7. New Business

a. Debrief of the 2018 YES Job and Career Expo

Ms. Tignac thanked all Board members and volunteers for their hard work organizing the 31st Annual YES Job and Career Expo. Event evaluation results were given. Members discussed increase in attendance compared to previous year. Members also discussed need for more event volunteers to help in the Job Bank area, assist arriving employers to the main Expo room, and conduct mock interviews.

Members noted that this year we had a record number of employers that did not show after reserving tables.

Members commented on positive feedback received by both youth and employers that participated. Employers were extremely pleased with the quality of candidates.

Rob West recommended offering onsite employers the option of also posting openings in the Job Bank with a legend indicating where they were located in the Expo.

b. Discussion and Selection of the YES Advisory Board Interview Subcommittee

After a brief discussion, the following members volunteered to serve on the YES Advisory Board Interview Subcommittee; John Baxter, Tim Harrington, and Jayesh Patel.

ACTION: A motion to approve the YES Advisory Board interview selection and nomination Subcommittee as listed above was made by Heather McKay and seconded by Tim Harrington.

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

The motion passed.

Action Item: Ms. Tignac would coordinate interviews the week of May 14, 2018.

c. Discussion and Cancellation of the June 20, 2018 YES Advisory Board Meeting

Ms. Tignac 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 20, 2018, YES Advisory Board meeting was made by Jennifer Wigdor and seconded by Tim Harrington.

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

The motion passed.

8. Continued Business

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

There being no objections, Acting Chair Ryan Fowler continued the discussion of this agenda item to the May 16, 2018, YES Advisory Board meeting.

9. Youth Employment Service Advisory Board Reports and Comments

Mailani McNabb-Robinson reported on the Boys and Girls Club new pilot Teen Leadership program for high school seniors that began this past February. She stated that the program is going well and the students will graduate the program on May 11, 2018.

Jennifer Wigdor announced that Mr. Golden, the video production teacher at Santa Susana High School, agreed to let representatives from the Board speak to his students to see if any had an interest in re-creating the Interview Skills Workshop video as a senior project.

10. Coordinator's Report

Ms. Tignac stated that the next Incubator/Accelerator Committee meeting would be held at 12:00 p.m., on Monday, April 23, 2018, at the Boys and Girls Club of Simi Valley.

Ms. Tignac shared the Economic Development Collaboration Ventura County's Econ 411 report by Bruce Stenslie. The report included a detailed Labor Market Report for February 2018.

Ms. Tignac announced that 805 Startups, the City of Agoura Hills and the Greater Conejo Chamber of Commerce would host a free quarterly event, the Innovation and Growth Fair, from 3:00 p.m. to 7:00 p.m., on April 25, 2018.

11. Adjournment: Wednesday, May 16, 2018, in the City Hall Community Room

YES Advisory Board Acting Chair Ryan Fowler adjourned the meeting at 9:34 a.m.