



YOUTH
EMPLOYMENT
SERVICE

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, August 22, 2018, 8:15 a.m.

Boys and Girls Club Simi Valley

2850 Lemon Drive

AGENDA

Please note change in 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. New Business
 - a. Election of Officers
 - b. Discussion of 2019 Annual YES Job and Career Expo
 - c. Discussion of the YES Job and Career Expo Flyer Contest
 - d. Discussion of Simi Valley Unified School Districtwide College Fair on Wednesday, September 12, 2018
 - e. Discussion and Rescheduling of the Wednesday, September 19, 2018, YES Advisory Board Meeting
7. Continued Business
 - a. Discussion of YES Logo Options
 - b. Discussion of Recommendations Based on the Business Incubator Committee's Research Findings
 - c. 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.



CITY OF SIMI VALLEY

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 Chair Gloria Bowman 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	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
E	Samika Karthik	*Arrived after approval of minutes.		V	= Vacant

Staff: David Yoshitomi, Community Services Manager; and Kristin Tignac, YES Coordinator.

Guest: Rita Longo, Royal High School Work Experience and Career Education Coordinator; and Samantha Shapiro, Government Relations Coordinator, Simi Valley Chamber of Commerce.

2. Agenda Review

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

3. Approval of Minutes

ACTION: A motion to approve the April 18, 2018 minutes as revised to reflect John Baxter as Acting Chair was made by Joyce Moses and seconded by Tim Harrington.

YES Advisory Board vote: 11 Ayes; 0 Noes; 1 Abstention

The motion passed.

4. Correspondence

Ms. Tignac reported that a request to participate in the May 19, 2018 Simi Institute for Careers and Education’s Job Fair was received on May 15, 2018.

Heather McKay announced that this would be her last regular meeting of her current term. She announced that Rita Longo had been selected as the Simi Valley Unified School District representative to complete her term.

5. Public Statements/Comments

No public statements or comments were made.

6. New Business

a. Discussion of YES Logo Options

Board members discussed having the logo shape changed to either be square or round and similar size as other partner agency logos. Members reviewed sample designs created by City Graphics Department staff.

Brian Miller suggested keeping a similar image from original for consistency.

Heather McKay stated that the text was more important than the image within the logo.

Action Item: Ms. Tignac to request a revised design of the current logo with text options.

b. Discussion of Recommendations Based on the Business Incubator Committee's Research Findings

Mr. Yoshitomi gave brief update on the status of the Business Incubator Committee's research, including the incubator survey scheduled to close on June 30, 2018. Board members discussed items to include in the report presented to the City Council, including benefits and purpose of an incubator, along with best practices and research findings summary.

Members discussed different ways to name an incubator, since there may be misconceptions when the term is heard; such as Entrepreneurial Center or Business Start-up.

c. Discussion of the YES Summer Programming

Ms. Tignac stated that the following YES Summer Series of employment workshops had been scheduled at the Simi Valley Public Library:

Interview Skills Workshop - from 3:00 p.m. to 4:30 p.m., on Thursday, June 28, 2018;

Entering the Workforce Workshop - from 3:00 p.m. to 4:30 p.m., on Thursday, July 19, 2018;

Resume Writing Workshop - from 6:00 p.m. to 7:30 p.m., on Thursday, August 30, 2018.

Ms. Tignac stated that volunteers were needed to lead the workshops.

ACTION: A motion to approve the YES Summer Workshop schedule as presented was made by John Baxter and seconded by Joyce Moses.

YES Advisory Board vote: 15 Ayes; 0 Noes; 0 Abstentions

The motion passed.

d. Discussion of Scheduling a YES Advisory Board Meeting on Wednesday, August 22, 2018

Ms. Tignac stated that the YES Advisory Board holds its first meeting of the school year in September. Ms. Tignac suggested meeting in August due to the earlier start of the school year.

ACTION: A motion to approve scheduling the first YES Advisory Board of the 2018-19 school year at 8:15 a.m., on Wednesday, August 22, 2018 was made by Joyce Moses and seconded by John Baxter.

YES Advisory Board vote: 15 Ayes; 0 Noes; 0 Abstentions

The motion passed.

7. Continued Business

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

John Baxter requested suggestions on ways to help youth and families that are homeless. Tim Harrington, who also serves on the Board for Many Mansions, stated that Many Mansions has programs designed to break the cycle of homelessness.

Members also stated that many services are currently provided through the Samaritan Center of Simi Valley.

Ms. Tignac stated that the Board could offer to go to group homes to lead Interview Skills Workshops. She stated that many of the youth in foster or group homes have anxiety or other related issues that add additional barriers to seeking employment.

8. Youth Employment Service Advisory Board Reports and Comments

Chair Gloria Bowman and John Baxter reported that they promoted the incubator survey while volunteering during the 2018 Expo, in conjunction with the Simi Valley Street Fair. Mrs. Bowman stated that she enjoyed volunteering alongside Youth Council volunteers promoting the @Socialfeed; a citywide hunger project.

Ryan Valencia congratulated the Simi Valley Chamber of Commerce on the Street Fair. He stated that he liked the layout for vendors and new location at the Simi Valley Town Center.

9. Coordinator's Report

Ms. Tignac stated that the next Incubator/Accelerator Committee meeting would be held at 4:30 p.m., on Monday, June 11, 2018, at the Simi Valley Chamber of Commerce.

Ms. Tignac was pleased to announce that Gloria Bowman had been selected as the 2018 City Volunteer of the Year.

Ms. Tignac reminded Board members that the annual YES Volunteer Recognition Breakfast would be held on Wednesday, May 23, 2018, 8:30 a.m., in the Citizen Scholar Institute (CSI) room at Royal High School.

10. Adjournment: Wednesday, August 22, 2018, 8:15 a.m., City hall Community Room

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 8:59 a.m.