



YOUTH  
EMPLOYMENT  
SERVICE

## YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, September 19, 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  
Volunteer Opportunities and New Programs at the Simi at the Garden by Robbie Hidalgo
7. Continued Business
  - a. Discussion of 2019 Annual YES Job and Career Expo
  - b. Discussion of the YES Job and Career Expo Flyer Contest
  - 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.
9. Coordinator's Report
10. Adjournment: Wednesday, October 17, 2018, 8:15 a.m., City Hall Community Room

/s/

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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 Acting Chair Gloria Bowman called the meeting to order at 8:17 a.m., and verified that a quorum was present.

A	John Bagnall	P	Jayesh Patel		Alternates
P	John Baxter	E	Samantha Shapiro	P	Joyce Moses
P	Gloria Bowman	P	Ryan Valencia	P	Mailani McNabb-Robinson
P	Pilar Doolittle	P	Rob West	E	Christopher Connell
P	Ryan Fowler	P	Jennifer Wigdor	P = Present	
E	Tim Harrington	V	Local Government Rep	E = Excused	
P	Samika Karthik	V	Youth Council Rep	A = Absent	
P	Rita Longo	*Arrived after approval of minutes.		V = Vacant	

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

Guest: Erin Edwards and Tammy White, WorkAbility1 representatives with the Simi Valley Unified School District.

2. Agenda Review

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

3. Approval of Minutes

**ACTION:** A motion to approve the May 16, 2018 minutes as written was made by Ryan Valencia and seconded by Joyce Moses.

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

**The motion passed.**

4. Correspondence

No correspondence had been received.

5. Public Statements/Comments

No public statements or comments were made.

6. New Business

a. Election of Officers

Acting Chair Gloria Bowman provided an overview of the duties and responsibilities of Chair, Vice Chair, and Secretary and then opened the floor to nominations and volunteers. The following members ran

unopposed: Gloria Bowman for Chair, John Baxter for Vice Chair, and Jennifer Wigdor for Secretary.

**ACTION:** A motion to approve YES Advisory Board Officers Gloria Bowman as Chair, John Baxter as Vice Chair, and Jennifer Wigdor as Secretary was made by John Baxter and seconded by Ryan Valencia.

**YES Advisory Board vote: 12 Ayes; 0 Noes; 0 Abstentions**

**The motion passed.**

- b. Discussion of 2019 Annual YES Job and Career Expo

Board members discussed the potential dates for the YES Job and Career Expo. After a brief discussion, members selected Saturday, March 16, 2019, as the best date for the event, with April 13, 2019, as the backup date.

**Action Items:** Mailani McNabb-Robinson to reserve both dates at the Boys and Girls Club of Simi Valley for use of the facility.

The Simi Valley Unified School District representatives would check the two selected dates for any conflicting events.

- c. Discussion of the YES Job and Career Expo Flyer Contest

Board members discussed ideas to promote the contest to increase participation.

**ACTION:** A motion to approve the 2019 YES Job and Career Expo graphic design contest, small prize for winner and a November 30, 2018 submission due date was made by Joyce Moses and seconded by John Baxter.

**YES Advisory Board vote: 12 Ayes; 0 Noes; 0 Abstentions**

**The motion passed.**

**Action Items:** Ms. Tignac stated she would revise graphic contest promotional materials.

Ms. Wigdor and Ms. Tignac volunteered to present contest information to graphic design and art classes at Santa Susana High School.

- d. Discussion of the Simi Valley Unified School District College Fair on Wednesday, September 12, 2018.

Ms. Tignac stated that the YES Advisory Board had the opportunity to man a table at the Simi Valley Unified School District's annual College Fair on Wednesday, September 12, 2018 to promote the YES program.

**ACTION:** A motion to approve the YES Advisory Board participation at the Simi Valley Unified School District's annual College Fair on Wednesday, September 12, 2018, was made by Pilar Doolittle and seconded by John Baxter.

**YES Advisory Board vote: 12 Ayes; 0 Noes; 0 Abstentions**

**The motion passed.**

The following volunteered to assist Ms. Tignac at the event: Pilar Doolittle and Erin Edwards.

- e. Discussion and Rescheduling of the Wednesday, September 19, 2018 YES Advisory Board Meeting

After a brief discussion, board members opted to keep the meeting date as scheduled.

7. Continued Business

- a. Discussion of YES Logo Options

There being no objections, discussion of this item was continued to a future YES Advisory Board meeting

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

Mr. Yoshitomi explained key points in the investigative report presented to the Board by the Business Incubator Committee; including research findings, survey results, best practices summary, recommended next steps, and a potential business incubator model. For the complete Report, see attachment A.

Board members discussed options and possible pilot of a youth targeted business incubator.

**ACTION:** A motion to approve accepting the findings, forward the findings to the City Manager's Office, and continue to authorize the Business Incubator Committee to meet to develop a concept for a YES Business Incubator was made by Rob West and seconded by Ryan Valencia.

**YES Advisory Board vote: 12 Ayes; 0 Noes; 0 Abstentions**

**The motion passed.**

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

Mr. Baxter announced that the Parent Teacher Student Association (PTSA) would host its first "How to Talk to Kids Regarding Career Choices" in Spanish on October 1, 2018.

Erin Edwards reported that WorkAbility1 was partnering with the Department of Rehabilitation to help transition-aged students. Students were eligible with any disability, even those without individual educational plans (IEP)

Ms. McNabb-Robinson announced that the Boys and Girls Club of Simi Valley would host its second Teen Leadership program for high school juniors and seniors. The 10-week program, modeled after the Simi Valley Chamber of Commerce's Leadership Simi Valley program, will begin accepting applications in September.

Mr. Valencia announced that Phil Englander, Jennifer Van Laar and he had founded the Royal Alumni Association to connect Royal High School graduates with current students to provide mentorship and career exposure.

Ms. Longo stated that many students for Simi Valley had participated in the City of Thousand Oaks' CITY intern program this past summer.

8. Youth Employment Service Advisory Board Reports and Comments

Chair Gloria Bowman reported that an article was published in the August 20, 2018 Ventura County Star regarding the Simi at the Garden and Big Brothers, Big Sisters approved funding as an evening reporting site for at-risk youth.

Mrs. Bowman also reminded board members that the next Free Farmers Market, held the fourth Tuesday of each month, would be on Tuesday, August 28, 2018 at the Simi at the Garden site located at 1636 Sinaloa Road.

9. Coordinator's Report

Ms. Tignac distributed a handout of the latest Economic 411 by the Economic Development Collaborative (EDC) President Bruce Stenslie.

Ms. Tignac congratulated Youth Representative Samika Karthik on her recent Coding for Girls Workshop that she coordinated at the Simi Valley Public Library. The grant funded workshop provided coding skills, career exposure and mentorship by females working successfully in engineering fields.

10. Adjournment: Wednesday, September 19, 2018, 8:15 a.m., City Hall Community Room

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:48 a.m.