



## YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, \*November 14, 2018, 8:15 a.m.

City Hall Community Room  
2929 Tapo Canyon Road

### AGENDA

#### \*Special Meeting Date

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 Career Event Collaboration with the Simi Institute for Careers and Education

b. Discussion of the Annual Volunteer Fair on Thursday, November 29, 2018

7. Continued Business

a. Discussion of the 2019 YES Interview Skills Workshops

b. 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, December 19, 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.

DRAFT MINUTES

1. Call to Order/Welcome/Pledge of Allegiance

Youth Employment Service Advisory Board Chair Gloria Bowman called the meeting to order at 8:15 a.m., and Secretary Jennifer Wigdor verified that a quorum was present.

P	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
P	Tim Harrington	V	Local Government	E	= Excused
P	Samika Karthik	P	Youth Council Rep- Anna Sorensen	A	= Absent
P	Rita Longo	*Arrived after approval of minutes.		V	= Vacant

Staff: 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 September 19, 2018 minutes as written was made by Joyce Moses and seconded by Mailani McNabb-Robinson.

**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. Continued Business

Discussion of Internships, Job Shadowing, and Other Ideas for Career Exposure  
Ms. Tignac reported that she and the Community Services Manager toured the Rancho Simi Recreation and Park District's new Rancho Simi Game Center and Arcade. She stated that programs have already begun that include career exposure and arcade game maintenance and repairs.

Mrs. Bowman stated that an article in Los Angeles (LA) Parent magazine found at the Simi Valley Public Library included a list of companies with paid and non-paid internships for students.

Mr. Patel recommended that YES create a social media page, such as a Facebook page, to promote and announce information on internships, jobs and other career exposure programs.

Mr. Bagnall stated that Congressman Steve Knight's Office had student internships available.

Ms. Karthik discussed her experience researching, applying, and then receiving internships in areas of interest to her.

Board members discussed the City of Thousand Oaks CITY Internship program, providing 60 internship hours over the summer and that the program had a hard time filling all of the internship positions available.

Two leadership events were mentioned that would be held on Saturday, November 3, 2018; the Soroptimist International of Simi Valley's Dream It, Be Girls Conference and the Rotary Club's Youth Empowerment Summit. Both events were free.

7. New Business

a. Discussion of Rescheduling the November 21, 2018 YES Advisory Board Meeting

Chair Gloria Bowman stated that the YES Advisory Board regular November meeting fell on the week of Thanksgiving. Board members discussed alternate meeting dates to ensure a quorum.

**ACTION:** A motion to approve rescheduling the November 21, 2018 YES Advisory Board meeting to Wednesday, November 14, 2018 was made by John Baxter and seconded by Tim Harrington.

**YES Advisory Board vote: 14 Ayes; 0 Noes; 0 Abstentions**

**The motion passed.**

b. Discussion of the Simi Valley Business Incubator Committee

Ms. Tignac shared the Community Services Manager's meeting notes from his meeting on September 19, 2018 with Brian Gabler, Director of Economic Development/Assistance City Manager regarding the Simi Valley Business Incubator Findings and recommendations. The main challenge seen would be funding. Mr. Gabler recommended that the YES Advisory Board create a business plan for a pilot YES Incubator.

The following Board members volunteered to serve on the Simi Valley Business Incubator committee; John Baxter, Pilar Doolittle, Samika Karthik, Jayesh Patel, Samantha Shapiro, Ryan Valencia.

c. Discussion of the 2019 YES Interview Skills Workshops

Board members discussed gathering exit surveys via Google Forms after students attend the Interview Skills Workshop, as well as incorporating additional ideas for student engagement during the presentation (i.e. Poll Everywhere).

Simi Valley Unified School District school representatives would coordinate and schedule the workshops at their schools to the November 14, 2018 YES Advisory Board meeting.

Board members to review survey questions during November 14, 2018 YES Advisory Board meeting.

d. Discussion of the Summer Internship Program

Mrs. McNabb-Robinson stated that the Boys and Girls Club offered a nine-week summer Leader in Training program that gives students the opportunity to gain leadership and work-related experience. The program fee is \$300.00 with lunch and two free field trips included.

Adventist Health Simi Valley also offers a two year paid program.

Mr. Baxter stated that the Career Education Center and Simi Institute for Careers and Education may be interested in collaborating on a Career Exposure event. Ideas discussed included a two week program where students rotate among various businesses in different industries. Program should have an orientation portion to assist students in getting the most out of the experience.

Ms. Karthik stated that she would be hosting a districtwide Science Fair in February 2019.

8. Youth Employment Service Advisory Board Reports and Comments

Mr. Baxter announced that Simi Valley High School would host a districtwide Robotics competition from 3:30 p.m. to 5:30 p.m. on November 15, 2018.

Mrs. Bowman stated that an auto shop competition was being held in Las Vegas, Nevada at the end of October.

Ms. Karthik announced that a computer science Hack-a-thon would be held in Ventura on December 2, 2018. Students could enter as an individual or as a team.

9. Coordinator's Report

Ms. Tignac announced that she would be attending Sinaloa Middle School's Community Services Faire on October 30, 2018.

10. Adjournment: Wednesday, November 14, 2018, 8:15 a.m., City Hall Community Room. Please note special meeting date.

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:28 a.m.