



YOUTH
EMPLOYMENT
SERVICE

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, December 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. Informational Presentation
Rancho Simi Game Center and Arcade by Richard Lemmo, Recreation Coordinator
7. New Business
 - a. Review and Discussion of Interview Skills Workshop PowerPoint Presentation and Supplemental Workbook
 - b. Discussion of Ideas to Increase Youth Attendance at the 2019 YES Job and Career Expo
 - c. Discussion of YES Job and Career Expo Outreach
8. Continued Business
 - a. Discussion of Career Event Collaboration with the Simi Institute for Careers and Education
 - b. 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.



CITY OF SIMI VALLEY

10. Coordinator's Report
11. Adjournment: Wednesday, January 16, 2019, 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 (YES) Advisory Board Chair Gloria Bowman called the meeting to order at 8:18 a.m., and Secretary Jennifer Wigdor verified that a quorum was present.

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

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

2. Agenda Review

Ms. Tignac recommended that the YES Advisory Board be flexible with moving Agenda Item 6a to accommodate the guest presenter's schedule. There were no objections.

3. Approval of Minutes

ACTION: A motion to approve the October 17, 2018 minutes as written was made by John Baxter and seconded by Joyce Moses.

YES Advisory Board vote: 9 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

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

Chair Gloria Bowman gave a brief overview of the City's Annual Volunteer Fair and role YES Advisory Board members held as volunteers at the event.

ACTION: A motion to approve the YES Advisory Board's participation in the City of Simi Valley's 3rd Annual Volunteer Fair from 6:00 p.m. to 7:30 p.m., on Thursday, November 29, 2018, was made by Joyce Moses and seconded by Mailani McNabb-Robinson.

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

The motion passed.

The following YES Board members volunteered to help at the event; Gloria Bowman, Mailani McNabb-Robinson, and Joyce Moses.

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

- a. Discussion of Career Event Collaboration with the Simi Institute for Careers and Education

Nicole Pacheco, Counselor at Simi Institute for Careers and Education (Institute), and Board members discussed ideas for students to receive career exposure and job training programs available at the Institute.

Members recommended looking at the successful event offered in Valencia coordinated by the Education Foundation of Santa Clarita Valley.

Mrs. Pacheco to ascertain the Institute's interest in hosting such an event.

7. Continued Business

- a. Discussion of the 2019 YES Interview Skills Workshops

The following dates were scheduled for the Interview Skills Workshops:

- Monday, February 4, 2019, from 9:00 a.m. to 2:23 p.m., at Royal High School;
- Monday, February 25, 2019 6th period and Tuesday, February 26, 2019 from 8:00 a.m. to 3:00 p.m. at Santa Susana High School; and
- Tuesday, March 5, 2019, from 8:00 a.m. to 2:50 p.m., at Simi Valley High School.

Ms. Tignac stated that the date for Apollo High School was pending confirmation.

Action Items:

1. John Baxter and Jennifer Wigdor to give Admin rights for the Interview Skills Workshop follow-up survey/Google Form.
2. Ms. Tignac to email the 2018 Interview Skill Workshop PowerPoint and workbook for Board member review prior to the December 19 YES Advisory Board meeting.

Members discussed adding to the section in the workbook regarding "How to Look For a Job".

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

See agenda item 6a for discussion of career exposure ideas.

8. Youth Employment Service Advisory Board Reports and Comments

Ms. McNabb-Robinson announced that the Boys and Girls Club of Simi Valley's 2nd annual Teen Leadership Program would be kicking off on December 8, 2018. High school seniors interested in applying for the free ten week program were encouraged to contact leaders@bgcsimi.com to apply.

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 Thursday, November 15, 2018. Members of the public invited to attend to watch the competition for free.

Mr. Baxter announced that Simi Valley High School would host an auto shop event during the second week in January. More details to be given during the December 19 YES Advisory Board meeting.

Samantha Shapiro stated that she was working on a Survey Monkey incubator interest survey on behalf of the Incubator committee.

Mrs. Bowman requested to add a discussion of ideas or incentives to increase youth attendance at the Job and Career Expo for the December 19 YES Advisory Board meeting agenda.

9. Coordinator's Report

Ms. Tignac announced that she and David Yoshitomi had toured the HUB101 and are currently awaiting a proposal for a pilot Business Start-up program, to include ten week of curriculum/course work and a Start Up Simi Valley event as a kick-off event.

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

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:39 a.m.