



YOUTH
EMPLOYMENT
SERVICE

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, February 20, 2019, 8:15 a.m.

City Hall Community Room

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
Discussion of the YES Job and Career Expo Organization and Set-Up
7. Continued Business
 - a. Discussion of the 2019 YES Interview Skills Workshops
 - b. Discussion of the 2019 Annual Job and Career Expo
 - c. Discussion of Career Event Collaboration with the Simi Institute for Careers and Education
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, March 20, 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.



CITY OF SIMI VALLEY

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 Jennifer Wigdor verified that a quorum was present.

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

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

2. Agenda Review

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

3. Approval of Minutes

ACTION: A motion to approve the December 19, 2018 minutes as written was made by Joyce Moses and seconded by Tim Harrington.

YES Advisory Board vote: 10 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. Discussion of the Simi Valley Chamber of Commerce Networking Breakfast on Friday, February 8, 2019

Chair Gloria Bowman stated that the Simi Valley Chamber of Commerce holds monthly Networking Breakfasts. For the past few years, members of the YES Advisory Board have attended the month prior to the YES Job and Career Expo to encourage local businesses to participate in the event.

Ms. Tignac stated that the Chamber had offered to only charge \$20.00 per person, the member rate, for the catered breakfast. Each Board member would also be able to promote the Expo during the 30 second introductions at each table. Samantha Shapiro stated that there had been a slight change in the program format and that the location of the Breakfast would be the Best Western Posada Royale on Madera Road.

Action Item: The following Board members volunteered to attend and promote the YES Job and Career Expo at the Networking Breakfast on February 8, 2019; Gloria Bowman and Rob West.

- b. Discussion and Selection of a YES Advisory Board Comments Presenter to the City Council on Monday, February 25, 2019

Ms. Tignac gave a brief overview of the Comments presenter opportunity. Chair Gloria Bowman was selected to present as the YES Advisory Board Chair.

ACTION: A motion to approve Chair Gloria Bowman as the YES Advisory Board Comments presenter to the City Council on Monday, February 25, 2019, was made by John Baxter and seconded by Tim Harrington.

YES Advisory Board vote: 12 Ayes; 0 Noes; 0 abstentions

The motion passed.

- c. Discussion of Scheduling the Annual YES Volunteer Recognition Breakfast

Board members discussed potential dates and locations to hold the annual YES Volunteer Recognition Breakfast.

Action Item: Mrs. Longo stated that she would request use of Royal High School's Citizen Scholar Institute room and contact the Culinary Arts Pathway teacher to request catering for the event for first week in May or the back-up date of Thursday, May 23, 2019.

Rob West generously offered to have a Sub Zero Ice Cream employee, who is also a student at Royal High School, serve ice cream at the event, if available.

7. Continued Business

- a. Discussion of the 2019 YES Interview Skills Workshops

Ms. Tignac provided an update on the Interview Skills Workshops dates, class times and open presenter time slots.

Action Items: YES Advisory Board members volunteered to present on the following dates and locations:

- Monday, February 4, 2019, at Royal High School;

- Monday, February 25, 2019, from 8:00 a.m. to 3:00 p.m., and Tuesday, February 26, 2019 during sixth period only at Santa Susana High School;
- Tuesday, March 5, 2018 from 8:00 a.m. to 2:50 p.m., at Simi Valley High School.
- Apollo High School – date pending.

High school representatives to ask teachers to have students complete the Interview Skills Workshop follow-up survey on Google Classroom.

b. Discussion of the 2019 Annual Job and Career Expo

Ms. Tignac announced that 22 employers had already registered to attend the Job and Career Expo.

Samantha Shapiro announced that the Simi Valley Chamber of Commerce would assist in the YES Job and Career Expo outreach efforts by emailing chamber members regarding registering to attend and then two weeks before the event would email the event flyer to their Chamber members.

Ms. Tignac announced that the YES Advisory Board had the opportunity to promote the Job and Career Expo to Neighborhood Councils in March. The following Board members volunteered to present at the following Neighborhood Council meetings:

7:30 p.m., on Thursday, March 7, 2019 to Neighborhood Council #1 – Pilar Doolittle;

7:30 p.m., on Tuesday, March 12, 2019 to Neighborhood Council #2 – Possibly Tim Harrington, Samantha Shapiro potentially if Tim is not available;

7:30 p.m., on Thursday, March 14, 2019 to Neighborhood Council #3 – No board members were available;

7:30 p.m., on Tuesday, March 19, 2019 to Neighborhood Council #4 – Gloria Bowman.

Board members discussed resources to include on the YES table at the event.

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

John Baxter stated that the event was pending further discussing with school site representatives. He also stated that there would be a meeting on Friday, February 18, 2019 with Nicole Pacheco with the Simi Institute or Careers and Education, along with Shayna Ledesma from Santa Susana High School to discuss event logistics.

8. Youth Employment Service Advisory Board Reports and Comments

David Yoshitomi reported that he was waiting for Hub101's staff to forward a proposal for an abbreviated incubator program and Start Up Simi Valley weekend competition.

Rob West announced that he was coordinating a meeting with Howard Davis at Moorpark College to discuss incubator/business start-up ideas.

John Baxter announced that a cyber security competition was being planned in February. For further information, he recommended contacting Wendy Mayea with the Simi Valley Unified School District.

9. Coordinator's Report

Ms. Tignac announced that the City Council was requesting applications for the vacant City Council seat to be submitted by 5:00 p.m., on January 28, 2019. She encouraged those interested in applying to visit the City's website at www.simivalley.org.

Ms. Tignac reminded the Job and career Expo Planning committee that the next meeting was scheduled at 3:30 p.m., on Wednesday, February 6, 2019, in the City Hall Community Room.

10. Adjournment: Wednesday, February 20, 2019, 8:15 a.m., City Hall Community Room.

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:09 a.m.