



YOUTH  
EMPLOYMENT  
SERVICE

## YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, March 20, 2019, 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
  - a. Debrief of the 2019 YES Job and Career Expo
  - b. Discussion of the YES Advisory Board Recruitment
  - c. Discussion of Annual Teen Volunteer Fair
  - d. Debrief of the 2019 Interview Skills Workshops
7. Continued Business  
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, April 17, 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	E	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	P	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 January 16, 2019 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

Ms. Tignac reported she had received correspondence from Senior Engagement Coordinator, Samantha Stephens with Amazon regarding becoming more involved in Simi Valley, specifically assisting with the Interview Skills Workshops and offering a resume writing training.

5. Public Statements/Comments

No public statements or comments were made.

6. New Business

Discussion of the YES Job and Career Expo Organization and Set-Up

Chair Gloria Bowman distributed a sign-up sheet for volunteer tasks for set-up, during the event, and breakdown. She stated that former YES Advisory Board

member Gregory Seymour had graciously volunteered to lead Orientations at the Expo.

Ms. Tignac stated that Bank of America would be recruiting to get 15 volunteers to help at the Expo, mainly with orientations, mock interviews, and Job Bank.

Ms. Tignac also reported that the Chamber of Commerce would have a representative present to help at the event.

All volunteers to arrive at 8:15 a.m. on Saturday, March 16, 2019 for event set-up.

Members made the following recommendations: List of onsite employers displayed in the Job Bank and more chairs available for parents waiting in the front lobby.

Mailani McNabb-Robinson stated that the tables would be set-up the night before.

Action Item: Ms. Tignac would have the Job and Career Expo banners to each school before Friday, March 1, 2019.

7. Continued Business

a. Discussion of the 2019 YES Interview Skills Workshops

Ms. Tignac stated that Apollo High School had scheduled their Interview Skills Workshops on Thursday, February 28, 2019. No Board members were available to assist leading the workshops on that day.

John Baxter stated that he would be providing the workshop survey link to teachers prior to the Interview Skills Workshops scheduled at Simi Valley High School on Tuesday, March 5, 2019.

YES Board members stated they would be able to present an Interview Skills Workshop from 12:55 p.m. to 1:55 p.m. on Monday, February 25, 2019, at Santa Susana High School.

b. Discussion of the 2019 Annual Job and Career Expo

Ms. Tignac announced that 42 employers had registered to attend the Job and Career Expo to date.

Follow-up call log sheets and blank job bank forms were given out to Board members to make follow-up calls to employers that had participated in the past, but had not yet responded. Orientation talking points were also distributed.

Ms. Tignac reminded Board members that had 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 – Samantha Shapiro;

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

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

Action Item: Ms. Tignac to email the employer follow-up call script and link for employers to register to attend and/or post in the job bank to Board members that signed up to make follow-up calls. Follow-up calls and/or emails to be completed by Wednesday, February 27, 2019.

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

John Baxter reported that the college and career center coordinators took the lead and had organized the career exposure field trip to the Simi Institute for Careers and Education on Monday, February 25, 2019.

#### 8. Youth Employment Service Advisory Board Reports and Comments

Rob West, Pilar Doolittle and David Yoshitomi reported that they had met with Business Department Professors at Moorpark Community College to discuss the business entrepreneurship program and possible collaboration with the Simi Valley Business Incubator or Start Up program. It was recommended that the committee contact Dr. Tiffany Morse as a next step.

Rob West reported that he toured the Hub101 in Westlake Village. He stated that the coordinator was interested in having a Hub101 satellite in Simi Valley. Rob stated that the next step would be to develop a model of association, defining our niche.

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 reported that the Job and Career Expo planning was going very well. Especially the employers registered to attend onsite.

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

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:33 a.m.