

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, October 16, 2019, 8:15 a.m.

City Hall Community Room

2929 Tapo Canyon Road



2929 Tapo Canyon Rd., Simi Valley, California 93063-2199 • (805) 522-4473

AGENDA

1. Call to Order/Pledge of Allegiance/Introductions
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. Continued Business
 - a. Update on the YES Business Incubator Committee's Progress
 - b. Discussion of the YES Job and Career Expo Flyer Contest
 - c. Discussion of YES Interview Skills Workshop Dates for Spring 2020
7. New Business
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, November 20, 2019, 8:15 a.m., City Hall Community Room

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 (YES) Advisory Board Chair Gloria Bowman called the meeting to order at 8:21 a.m., and Secretary Samantha Shapiro verified that a quorum was present.

P	Gloria Bowman	P	Samantha Shapiro		Alternates
P	Pilar Doolittle	E	Ryan Valencia	P	Joyce Moses
E	Ryan Fowler	P	Rob West	E	Mailani-McNabb-Robinson
P	Tim Harrington	E	Jennifer Wigdor	P	Jason Williams
P	Tammy Harter	V	Youth Representative	P = Present E = Excused A = Absent V = Vacant	
P	Denise Kniter	V	Youth Representative		
P	Rita Longo	P	Youth Council – Anna Sorensen		
A	Amin Maghsoodi	*Arrived after approval of minutes.			

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

Guest: Caitlyn McKee, Santa Susana High School, Interim College and Career Center Coordinator

2. Agenda Review

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

3. Approval of Minutes

ACTION: A motion to approve the August 21, 2019 minutes as presented was made by Pilar Doolittle and seconded by Rob West.

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

The motion passed.

4. Correspondence

Ms. Tignac stated that she had been contacted by two new representatives from Amazon that had requested a meeting. She stated that Amazon would like to help with upcoming YES events, such as mock interviews and the interview skills workshops, as well as hosting a resume writing workshop at the Simi Valley Public Library.

5. Public Statements/Comments

No public statements or comments were made.

6. Informational Presentation

Center for Entrepreneurship and HUB101 by Greg Monterrosa, Community Relations Manager

YES Business Incubator Committee Chair Rob West introduced Greg Monterrosa. Mr. Monterrosa gave an overview of the HUB101's purpose, programs and events offered, success stories, and answered board member questions.

Mr. Monterrosa also shared his recommendations for the YES Advisory Board for collaborating with existing organizations in the region that bring value to entrepreneurship. He also stated that rallying the community would be essential, then identifying community leaders that can help with establishing a start-up incubator.

7. New Business

a. Update on the YES Business Incubator Committee's Progress

YES Business Incubator Committee Chair Rob West stated that the committee had continued to meet to plan three upcoming events; Entrepreneur Evening with keynote speaker to gauge community interest in starting a business incubator; a Startup Simi Valley Weekend, and potential 10 week entrepreneurial program. Mr. West stated that Mayor Keith Mashburn had met with a few committee members at HUB101 to take a tour of the facility and learn more about the programs offered.

b. Discussion of the YES Job and Career Expo Flyer Contest

Ms. Tignac stated that no graphic design submissions were received in 2018. She stated that the board could choose to hold the Job and Career Expo flyer contest or a flyer design could be requested through the City's Graphic's Department.

School District representatives stated that they would promote the contest and gauge interest at each of their respective high schools.

ACTION ITEM: Ms. Tignac to update contest rules and forward to the School District representatives.

c. Selection of the YES Advisory Board Interview Selection Subcommittee

After a brief discussion, the following members volunteered to serve on the YES Advisory Board Interview Selection Subcommittee: Gloria Bowman, Pilar Doolittle, Rita Longo, and Joyce Moses.

ACTION: A motion to approve the YES Advisory Board interview Selection and Nomination Subcommittee as listed above was made by Joyce Moses and seconded by Rita Longo.

YES Advisory Board vote: 10 Ayes; 0 Noes; 0 Abstentions

The motion passed.

d. Discussion of the YES Interview Skills Workshop Dates for Spring 2020

YES Advisory Board Chair Gloria Bowman gave a brief overview of the Interview Skills Workshops and coordination.

Rita Longo stated that the Interview Skills Workshop had been scheduled on Monday, February 3, 2020, beginning at 9:00 a.m., in Royal High School's Library.

ACTION ITEMS:

Ms. Tignac to contact Counselor Maria Sprowl to coordinate scheduling the workshops at Apollo High School.

Ms. McKee and Ms. Harter would coordinate scheduling the Interview Skills Workshops at Santa Susana High School and Simi Valley High School prior to the October 16 YES Advisory Board meeting.

8. Continued Business

No continued business was discussed.

9. Youth Employment Service Advisory Board Reports and Comments

Tammy Harter announced that Simi Valley High School was underway with planning for the school's centennial celebration in 2020. She stated that the celebration would include alumni guest speakers and a gala in the spring.

Caitlyn McGee reported that more than 600 students signed in at the School District's College and Career Fair.

Jason Williams stated that his brother, who works at Meggitt, was friends with a Battle Bot Team leader and thought students interested in robotics may want to learn more about what he does

Pilar Doolittle reported that she, Tim Harrington and Ms. Tignac spoke with many students and parents during the School District's College and Career Fair. She said it was one of her favorite events to volunteer at.

Gloria Bowman announced that the Simi Valley Cultural Arts Center Foundation and Youth Council's Multicultural Day Festival date has been postponed to the spring. She stated she would share a new date once confirmed.

10. Coordinator's Report

Ms. Tignac reminded members that the Boys and Girls Club of Simi Valley registration for the free ten week Teen Leadership Simi Valley had begun. She stated that to register, juniors or seniors, could register by calling their main office at (805) 527-4437.

11. Adjournment: Wednesday, October 16, 2019, 8:15 a.m., City Hall Community Room

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:21 a.m.