

# YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, December 18, 2019, 8:15 a.m.

City Hall Community Room

2929 Tapo Canyon Road

2929 Tapo Canyon Rd., Simi Valley, California 93063-2199 • (805) 583-6766



## AGENDA

1. Call to Order/Pledge of Allegiance/Welcome
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
  - a. Online Resources for Professional Development Available Through the Simi Valley Public Library
7. Continued Business
8. New Business
  - a. Review and Discussion of the Interview Skills Workshop PowerPoint Presentation
  - b. Discussion of Outreach for the 2020 YES Job and Career Expo
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.
10. Coordinator's Report
11. Adjournment: Wednesday, January 15, 2020, 8:15 a.m., City Hall Community Room

  
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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.



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 8:16 a.m., and Secretary Samantha Shapiro verified that a quorum was present.

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

Staff: David Yoshitomi, Community Services Manager

Guest: Nicholas Gaines, Community Engineer, Office of State Senator Henry Stern

2. Agenda Review

A motion to move item 7b. to before 7a. was made by Gloria Bowman and seconded by Joyce Moses.

**YES Advisory Board vote: 8 Ayes; 0 Noes; 0 Abstentions**

**The motion passed unanimously.**

3. Approval of Minutes

**ACTION:** A motion to approve the October 16, 2019 minutes as presented was made by Pilar Doolittle and seconded by Joyce Moses.

**YES Advisory Board vote: 8 Ayes; 0 Noes; 0 Abstentions**

**The motion passed unanimously.**

4. Correspondence

No correspondence was received.

5. Public Statements/Comments

No public statements or comments were made.

6. Continued Business

No continued business was discussed.

7. New Business

a. Review and Discussion of the Interview Skills Workshop’s Supplemental Workbook



The YES Advisory Board reviewed and discussed the Interview Skills Workshop's supplemental workbook and made recommendations for revisions. A list of revisions were compiled and a draft of the workbook will be brought back for review at a future meeting.

- b. Debrief of the Inspire Entrepreneurship Simi Valley Event on November 5, 2019

Rob West, Business Incubator Committee Chair, provided a summary of the Inspire Entrepreneurship Simi Valley Event. Mr. West shared that there was a good turnout of approximately 70 people. He also stated the committee continues to make progress and invited other YES Advisory Board members to attend a future meeting.

- c. Selection of the 2020 YES Job and Career Expo Planning Committee

Gloria Bowman provided an overview of the tasks of the Planning Committee for the Job and Career Expo. David Yoshitomi, Community Services Manager, advised the YES Advisory Board that the previous date selected was no longer available at the Boys and Girls Club, and that April 4, 2020 and April 25, 2020 were two new proposed dates. After some discussion, April 25, 2020 was selected and the following board members volunteered to serve on the Committee: Mailani McNabb-Robinson; Joyce Moses; Pilar Doolittle; and Gloria Bowman.

**ACTION:** A motion to approve 2020 YES Job and Career Expo Planning Committee members and the date of April 25, 2020 was made by Tammy Harter and seconded by Ryan Valencia.

**YES Advisory Board vote: 10 Ayes; 1 No; 0 Abstentions**

**The motion passed.**

8. Youth Employment Service Advisory Board Reports and Comments

There were no reports or comments.

9. Coordinator's Report

Mr. Yoshitomi reported that Kristin Tignac will return for the next meeting. He thanked everyone who had attended the Inspire Entrepreneurship event. He closed by reminding members on the interview subcommittee that interviews for new board members are scheduled for immediately after the meeting.

10. Adjournment: Wednesday, December 18, 2019, 8:15 a.m., City Hall Community Room

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:20 a.m.