

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, February 19, 2020, 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
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. Discussion of the Simi Valley Chamber of Commerce Networking Breakfast on Friday, March 13, 2020
 - b. Discussion of the YES Job and Career Expo Organization and Set-Up
 - c. Recap of the Inspire Entrepreneurship Simi Valley Event on Tuesday, February 11, 2020
 - d. Discussion of Co-Hosting the Annual Teen Volunteer Fair on Monday, April 6, 2020
7. Continued Business
 - a. Discussion of the 2020 Interview Skills Workshops
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



CITY OF SIMI VALLEY

10. Adjournment: Wednesday, March 18, 2020, 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.

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 verified that a quorum was present.

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

Staff: Kristin Tignac, Community Services Coordinator

2. Agenda Review

The agenda was approved as presented.

3. Approval of Minutes

ACTION: A motion to approve the November 20, 2019 minutes as presented was made by Tim Harrington and seconded by Pilar Doolittle.

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

The motion passed unanimously.

ACTION: A motion to approve the December 18, 2019 meeting notes as presented was made by Joyce Moses and seconded by Tim Harrington.

YES Advisory Board vote: 8 Ayes; 0 Noes; 1 Abstention

The motion passed.

4. Correspondence

Ms. Tignac stated that she received correspondence from Simi Valley Public Library Director Kelly Behle inquiring about co-hosting a Teen Volunteer Fair on Monday, April 6, 2020.

Ms. Tignac stated that she also received an email from John Nemoto, parent of a student that attends Santa Susana High School on behalf of Principal Matthew Guzzo regarding the school's need of volunteer Senior Project Judges on Thursday, March 19, 2020.

5. Public Statements/Comments

No public statements or comments were made.

6. New Business

- a. Discussion and Selection of a YES Advisory Board Comments Presenter to the City Council

Chair Gloria Bowman gave a brief background and purpose of the YES Advisory Board Comments to the City Council. Chair Bowman volunteered and there being no objections, she was selected as the presenter.

- b. Discussion of Scheduling the Annual YES Volunteer Recognition Breakfast in May 2020

Board members discussed potential locations and dates during the third week of May for the annual YES Volunteer Recognition Breakfast.

Action Item: Rita Longo to contact Royal High School’s Foods teacher Carrie Smith to coordinate the breakfast catering and reserve the Citizen Scholar Institute Room for the event location.

- c. Discussion of the Inspire Entrepreneurship Simi Valley Event on Tuesday, February 11, 2020

Rob West, Business Incubator Committee Chair, gave a brief background on the Inspire Entrepreneurship Speaker Series guest speaker Michelle Wilner, Co-founder and Chief Executive Officer of Virtis, an international cybersecurity company, as well as the new event format.

Mr. West asked Board members to help promote the event.

- d. Discussion of the 2020 YES Interview Skills Workshops

Ms. Tignac provided a list of the Interview Skills Workshops dates, class times and open presenter time slots. The following Board members volunteered to present on the following days and times:

Monday, February 3rd – Royal High School with 579 sophomores total.

Class Period	Times	Presenters
1	9:00 a.m. to 9:43 a.m.	Pilar Doolittle, Ashley Kilmnick, Joyce Moses, Mailani M-Robinson, Rob West, and Gloria Bowman
2	9:50 – 10:33 a.m.	Joyce Moses, Mailani M-Robinson, Rob West, Ryan Fowler, Gloria Bowman and Ashley Kilmnick
3	10:40 a.m. – 11:23 a.m.	Joyce Moses, Mailani M-Robinson, Rob West, Ryan Fowler, Gloria Bowman and Ashley Kilmnick
4	11:30 a.m. – 12:13 p.m.	Joyce Moses, Mailani M-Robinson, Rob West, Tim Harrington, Gloria Bowman and Ashley Kilmnick
5	12:50 p.m. – 1:33 p.m.	Ryan Valencia, Joyce Moses, Nick Gaines, Tim Harrington, and Gloria Bowman
6	1:40 p.m. – 2:23 p.m.	Ryan Valencia, Joyce Moses, Nick Gaines, Tim Harrington, and Gloria Bowman

Tuesday, March 3rd - at Santa Susana High School for ~250 students.

Class Period	Times	Presenters
2	8:00 a.m. – 9:00 a.m.	Ryan Fowler, Rob West, Tim Harrington, Mailani M-Robinson, Gloria Bowman and Ashley Kilmnick
3	9:05 a.m. – 10:05 a.m.	Ryan Fowler, Rob West, Tim Harrington, Mailani M-Robinson, Gloria Bowman and Ashley Kilmnick
4	10:10 a.m. – 11:10 a.m.	Rob West, Tim Harrington, Mailani M-Robinson, Gloria Bowman and Ashley Kilmnick
5	11:15 a.m. – 12:15 p.m.	Rob West, Tim Harrington, Mailani M-Robinson, Gloria Bowman and Ashley Kilmnick
6	12:55 p.m. – 1:55 p.m.	Tim Harrington, Joyce Moses, Gloria Bowman and Ashley Kilmnick
7	2:00 p.m. – 3:00 p.m.	Nick Gaines, Tim Harrington, Joyce Moses, Gloria Bowman, Ashley Kilmnick and Pilar Doolittle

Thursday, April 9th – Simi Valley High School with 425 students total.

Class Period	Times	Presenters
1	8:00 a.m. – 8:57 a.m.	Pilar Doolittle, Ashley Kilmnick, Joyce Moses, Rob West and Ryan Fowler
2	9:04 a.m. – 10:01 a.m.	Joyce Moses, Rob West, Ryan Fowler, and Ashley Kilmnick
3	10:08 a.m. – 11:05 a.m.	Joyce Moses, Rob West and Ashley Kilmnick. We need one more presenter.
4	11:12 a.m. – 12:12 p.m.	Joyce Moses (tentative), and Rob West. We need two more presenters.
5	12:49 p.m. – 1:46 p.m.	Ryan Valencia, Joyce Moses (tentative) and Nick Gaines. We need one more presenter.
6	1:53 p.m. – 2:50 p.m.	Ryan Valencia, Joyce Moses (tentative), and Nick Gaines. We need one more presenter.

Ms. Tignac stated that the date for Apollo High School’s Interview Skills Workshops is pending.

- e. Discussion of the 2020 Annual Job and Career Expo on Saturday, April 25, 2020

Mailani McNabb-Robinson stated that she would email the Boys and Girls Club of Moorpark and Simi Valley’s new logo for placement on the Job and Career Expo flyer.

Rita Longo requested Job and Career Expo Save the Date cards for her to distribute to employers during Work Experience site visits.

Board members discussed continuing using the bingo stamp cards to encourage attendees to visit each table and offering pizza to the attendees when ready to leave, enabling volunteers to debrief and reiterate follow-up procedures.

Board members discussed the idea of having a clothes closet available with interview attire for job seekers with limited resources. Mrs. McNabb-Robinson stated that the Boys and Girls Club had clothing racks that could be used.

Joyce Moses offered to contact the Samaritan Center of Simi Valley to see if job seekers in need of interview attire could be referred there prior to the Job and Career Expo.

7. Continued Business

No continued business was discussed

8. Youth Employment Service Advisory Board Reports and Comments

Ryan Valencia stated that he would continue attending the Simi Valley Chamber of Commerce's Economic Development Committee meeting and report on upcoming events.

Pilar Doolittle commented that she really liked the idea of coordinating a suit closet for young job seekers with limited resources.

Tim Harrington reported that Catholic Charities had a clothes closet with staggered hours and the information may be helpful to include during the Interview Skills Workshops.

Tim Harrington and Rita Longo stated that they were interested in serving on the Job and Career Expo Planning Committee.

9. Coordinator's Report

Ms. Tignac stated that once available she would email the flyers for the February 11, 2020 Inspire Entrepreneurship event to Board members.

10. Adjournment: Wednesday, February 19, 2020, 8:15 a.m., City Hall Community Room

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:25 a.m.