



YOUTH
EMPLOYMENT
SERVICE

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, September 16, 2020, 8:15 a.m.

Zoom Online Meeting

<https://simivalley.zoom.us/j/92313674072>

Or by Telephone: Dial US: +1 669 900 9128 Webinar ID: 923 1367 4072

AGENDA

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND LOCAL ORDER RESULTING FROM THE NOVEL CORONAVIRUS, THE CITY IS NOT CONDUCTING IN-PERSON MEETINGS. TO FIND OUT HOW YOU MAY ELECTRONICALLY PARTICIPATE IN THE YES ADVISORY BOARD MEETING AND PROVIDE PUBLIC COMMENT, PLEASE REFER TO AGENDA ITEM 6.

1. Call to Order/Pledge of Allegiance
2. Welcome/Introduction of YES Advisory Board Members
3. 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.

4. Approval of Minutes
5. Correspondence
6. 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.

NEW COMMENT PROCEDURE DUE TO THE COVID-19 PANDEMIC.

Public comment is the opportunity for members of the public to participate in meetings by addressing the YES Advisory Board in connection with one or more agenda or non-agenda items.

The following options allow for public participation:

- a. Watch the YES Advisory Board Meeting live online at Zoom:
<https://simivalley.zoom.us/j/92313674072>
Or listen by telephone: +1 669 900 9128 Webinar ID: 923 1367 4072
- b. If you wish to make a comment on a specific agenda item, please sign-on via this Zoom Link <https://simivalley.zoom.us/j/92313674072> and use the raise hand function when this agenda item is called. If you wish to make a public comment, you must be signed into the meeting and available at the time this agenda item is called.



CITY OF SIMI VALLEY

- c. Or, if you are unable to sign-on to Zoom and wish to make a comment on a specific agenda item, please submit your comment via email by 4:00 p.m. on the Tuesday prior to the YES Advisory Board meeting to the YES Coordinator at ktignac@simivalley.org and include the Agenda Item topic and/or your comments. These emails will be provided to the YES Advisory Board prior to the meeting and made a part of the record.
7. New Business
 - a. Overview of Pre-COVID YES Annual Events and Programs
 - b. Election of Officers
 - c. Discussion of Near-Term COVID-19 Action Plan
 8. Continued Business
 - a. Discussion of the 2020 Interview Skills Workshops
 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, October 21, 2020, 8:15 a.m., Online Zoom Meeting



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 8:19 a.m. and verified that a quorum was present.

| | | | | | |
|---|-----------------|---|----------------------|---|--------------------|
| P | Gloria Bowman | P | Samantha Shapiro | | Alternates |
| P | Ryan Fowler | P | Ryan Valencia | P | Mailani M-Robinson |
| E | Nicholas Gaines | P | Rob West | V | Vacant |
| P | Tim Harrington | P | Jennifer Wigdor | V | Vacant |
| P | Tammy Harter | V | Local Government Rep | P | = Present |
| E | Ashley Kilmnick | V | Youth Council Rep | E | = Excused |
| P | Rita Longo | V | Youth Rep | A | = Absent |
| A | Amin Maghsoodi | | | V | = Vacant |

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

2. Agenda Review

The agenda was approved as presented.

3. Approval of Minutes

ACTION: A motion to approve the May 20, 2020 minutes as presented was made by Rita Longo and seconded by Tim Harrington.

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

The motion passed unanimously.

ACTION: A motion to approve the May 27 special meeting minutes as presented was made by Tammy Harter and seconded by Tim Harrington.

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

The motion passed.

ACTION: A motion to approve the June 3 special meeting minutes as presented was made by Tammy Harter and seconded by Tim Harrington.

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

The motion passed.

4. Correspondence

Ms. Tignac reported that she had been contacted by staff from the City of Elk Grove requesting information on the history, structure, and coordination of the YES Advisory Board as we have a successful and effective program.

5. Public Statements/Comments

No public statements or comments were made.

6. New Business

a. Selection of the YES Advisory Board Interview Subcommittee

After a brief discussion, the following board members volunteered to serve on the YES Advisory Board Interview Subcommittee to interview Board applicants: Gloria Bowman, Ryan Fowler, Tim Harrington, and Ryan Valencia.

ACTION: A motion to approve YES Advisory Board Interview Subcommittee and authorize to nominate applicants to serve on the Board to the City Council was made by Ryan Valencia and seconded by Tim Harrington.

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

The motion passed.

b. Discussion and Selection of Near-Term COVID-19 Action Plan Committee

Mr. Yoshitomi and Ms. Tignac shared a draft YES Near-Term COVID-19 Action Plan covering the purpose, list of potential stakeholders, engagement methods for needs assessment and a proposed timeline.

Board members discussed separating into two committees to address data gathering ideas for job seekers and employers.

Samantha Shapiro recommended including an employer focus group- as the Simi Valley Chamber of Commerce had recently hosted a successful employer focus group via Zoom.

There being no objections, Chair Gloria Bowman requested staff schedule a special Advisory Board meeting at 10:00 a.m., on Thursday, August 27, 2020 to further discuss this agenda item.

7. Continued Business

a. Update on StartUp Simi

Pilar Doolittle provided an update on the StartUp Simi group reporting that a logo had been created; content was being posted on the StartUp Simi Facebook page and blog. The tagline "Connect. Create, Inspire." had also been created. Mrs. Doolittle reported that the Virtual Inspire Entrepreneurship Speaker Event held on July 29, 2020 went very well, with panelists from Max Guardian and the Mecka and moderator David Yoshitomi.

Rob West stated that StartUp Simi had looked into hosting a Lemonade Day, a youth competition to promote entrepreneurship. Due to the COVID-19 pandemic, plans have been put on hold.

b. Discussion of the 2020 Interview Skills Workshops

Mr. Yoshitomi and Ms. Tignac thanked everyone for helping to revise content for both the Interview Skills Workshop presentation and supplemental workbook, as well as members that volunteered to be filmed presenting in the video.

Ms. Tignac reminded Board members that both parts one and two of the workshop video had been emailed to them for review. Any comments or suggestions for retakes should be sent to Mr. Yoshitomi at dyoshitomi@simivalley.org.

8. Youth Employment Service Advisory Board Reports and Comments

No board reports or comments were made.

9. Coordinator's Report

Ms. Tignac announced that SCORE Mentors Ventura County would host a free online workshop titled "Secrets of Buying a Franchise" on August 25, 2020. For more information, visit www.score.org

10. Adjournment: Wednesday, August 27, 2020, 10:00 a.m., Special Zoom Meeting

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 9:17 a.m.

DRAFT MINUTES

1. Call to Order/Welcome/Pledge of Allegiance

Youth Employment Service (YES) Advisory Board Chair Gloria Bowman called the special meeting to order at 10:06 a.m. and verified that a quorum was present.

| | | | | | |
|---|-----------------|---|----------------------|--|--------------------|
| P | Gloria Bowman | P | Samantha Shapiro | | Alternates |
| E | Ryan Fowler | E | Ryan Valencia | P | Mailani M-Robinson |
| E | Nicholas Gaines | P | Rob West | V | Vacant |
| P | Tim Harrington | E | Jennifer Wigdor | V | Vacant |
| P | Tammy Harter | V | Local Government Rep | P = Present E = Excused A = Absent V = Vacant | |
| E | Ashley Kilmnick | V | Youth Council Rep | | |
| P | Rita Longo | V | Youth Rep | | |
| A | Amin Maghsoodi | | | | |

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

2. Agenda Review

The agenda was approved as presented.

3. Public Statements/Comments

No public statements or comments were made.

4. Continued Business

a. Discussion and Selection of a Near-Term COVID-19 Action Plan Committee

Board members discussed stakeholders and methods for data gathering for the Near-Term COVID-19 Action Plan. Members decided to form two targeted subcommittees tasked with developing and implementing surveys for both employers and job seekers.

The following board members volunteered to serve of the Job Seeker Committee: Tammy Harter, Rita Longo, Mailani McNabb-Robinson, and Rob West.

The following board members volunteered to serve of the Employer Committee: Gloria Bowman, Tim Harrington, and Samantha Shapiro.

Action Item: Both Committees scheduled to meet via Zoom on Wednesday, September 2, 2020. Job Seeker Committee at 8:15 a.m. and Employer Committee at 10:00 a.m.

5. Adjournment: Wednesday, September 16, 2020, 8:15 a.m., Online Zoom meeting

YES Advisory Board Chair Gloria Bowman adjourned the meeting at 11:00 a.m.