



YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

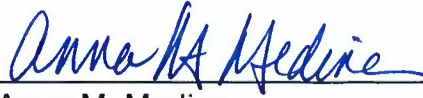
2929 Tapo Canyon Rd., Simi Valley, California 93063-2199 • (805) 583-6766
Wednesday, August 16, 2023, 8:15 a.m.
City Hall Community Room
2929 Tapo Canyon Road

AGENDA

1. Call to Order/Pledge of Allegiance
2. Welcome and Introductions
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 the Minutes of May 17, 2023
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.
7. Informational Presentation
 - a. Overview of the YES Advisory Board
8. Continued Business
9. New Business
 - a. Election of Officers
 - b. Debrief of the 2023 YES Summer Workshop Series
 - c. Discussion of the YES Advisory Board's Participation in the Simi Valley Unified School District's Annual College Fair on Wednesday, September 13, 2023, from 5:30 p.m. to 8:00 p.m., at Simi Valley High School
 - d. Discussion of the YES Advisory Board's Participation in the City of Simi Valley's Annual City Expo in Conjunction with the Chamber of Commerce Biannual Simi Valley Street Fair on Saturday, October 28, 2023
10. 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.



11. Coordinator's Report
12. Adjournment: Wednesday, September 20, 2023, 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/Pledge of Allegiance/Welcome

Youth Employment Service (YES) Advisory Board Chair Gloria Bowman called the meeting to order at 8:15 a.m. and YES Coordinator Kristin Tignac verified that a quorum was present.

P	Anthony Angelini	E	John Tolson		Alternates
P	Gloria Bowman	P	Jennifer Wigdor	P	Ryan Fowler
E	Bobby Calderon	V	Local Government	P	Eric Verwey
P	Tim Harrington	V	Local Government	V	Vacant
P	Connor Kubeisy	V	SVUSD Rep	P = Present E = Excused A = Absent V = Vacant	
P	Rita Longo	E	Youth Council Rep (Chloe Drury)		
E	Mailani McNabb-Robinson	V	Youth Rep		
P	Marc Netka	*Arrived after approval of minutes			

Staff: Kristin Tignac, Community Services Coordinator.

Guests: Kelly Behle, Director, Simi Valley Public Library; Hayley Estrada, College and Career Counselor, Santa Susana High School; and Tammy White, WorkAbility Program Coordinator, Simi Valley Unified School District.

2. Agenda Review

The agenda was approved as presented.

3. Approval of Minutes from April 19, 2023

ACTION: A motion to approve the April 19, 2023 minutes as presented was made by Anthony Angelini and seconded by Marc Netka.

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

The motion passed.

4. Correspondence

Ms. Tignac reported that a representative from Kindling Studios had contacted the City regarding interest in producing an Interview Skills Workshop for special needs students. The representative was referred to Tammy White with the Simi Valley Unified School District's WorkAbility program.

5. Public Statements/Comments

No public statements or comments were made.

6. Continued Business

a. Discussion of the YES Summer Workshop Series

Board members reviewed the draft YES Summer Workshop series flyer, along with the dates and titles for each workshop. Minor revisions were recommended.

The YES Summer Workshop Series Schedule to be as follows:

- **Entering the Workforce Workshop** on Wednesday, June 14, 2023, from 3:00 p.m. to 4:30 p.m. This session with a focus on Entrepreneurism will cover employment options for teens, workplace ethics and safety, work permits and types of jobs permitted, as well as job readiness. This workshop is targeted for 13 to 16 year old job seekers. Participants will also have the opportunity to speak with teen entrepreneurs. Following the workshop, a mini-volunteer fair will be held from 4:30 p.m. to 5:30 p.m. spotlighting local nonprofits with volunteer opportunities.
- **Building a Resume and/or Brag Sheet for Jobs, College and Scholarship Applications Workshop** on Wednesday, June 21, 2023, from 3:00 p.m. to 4:30 p.m. This session will focus on resume writing basics, what is a brag sheet and how it differs from a resume, what students can do now to build an impressive resume and/or brag sheet, and much more. Workshop participants will have access to Library laptops and a wireless printer to be able to leave the workshop with a resume.
- **Interviewing Skills Workshop with Mock Interviews** on Wednesday, July 12, 2023, from 3:00 p.m. to 4:30 p.m. This session will focus on how to successfully complete an application, appropriate interview attire, basics of confident communication, common interview questions and how to answer them, the interview follow-up process, and more. Representatives from the local business community will be on-hand to help participants practice their interviewing skills.
- **You've Got a Job; Learn How to Keep It Workshop** on Wednesday, July 19, 2023. This session will focus on employer expectations once they hire you and how to avoid common mistakes that could lead to the loss of a job or receiving minimal work hours. Participants will learn important soft skills, including workplace communication etiquette.

ACTION: A motion to approve the YES Summer Workshop Series was made by Tim Harrington and seconded by Rita Longo.

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

The motion passed.

Action Items: Ms. Tignac to revise the draft flyer and then to share final version with the Simi Valley Unified School District's College and Career Center Coordinators.

7. New Business

a. Debrief of the YES Job and Career Fair on Saturday, April 22, 2023

Mrs. Behle reported that the door tally for the Job Fair from the 10:00 a.m. to 1:00 p.m. timeframe was 990. The average during the same timeframe is 260 visitors. Per the exit survey and verbal comments, employers were very pleased with the turnout and overall event experience. One employer stated that the event was "Beautifully organized and the whole team was visible and kind. Pleased that job seekers were a mix of both youths and adults."

Many YES Board members attested to the success of the event, sharing that it was the best Job and Career Fair they had put on in a while. Many mentioned that the employers they spoke to told them the event exceeded expectations.

Hayley Estrada stated that she had asked students about their thoughts on the event and the students reported that there were not as many jobs open as they would have liked to see for under 18 years of age. In response, Jennifer Wigdor suggested the Board get a list of employers from Work Experience to better prepare for next year's event.

Other suggestions for improving the event included having clear and separate signage at check in for those over 18 and those 17 years of age and under, to have more paper weights for wind gusts, to keep mock interviews times to 10 minutes to mitigate the wait times.

b. Discussion of Postponing the Alternatives to University Webinar

Board members discussed postponing the Alternatives to University Webinar to fall 2023.

ACTION: A motion to postpone the Alternatives to University Webinar was made by Tim Harrington and seconded by Connor Kubeisy.

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

The motion passed.

c. Discussion and Selection of the YES Advisory Board Interview Subcommittee

The following Board members volunteered to serve on the Interview Subcommittee: Ryan Fowler, Rita Longo and Marc Netka.

Ms. Tignac stated that applicants were needed to fill the vacant seats for two local government representatives, two youth representatives, two business representatives, and an alternate.

ACTION: A motion to approve the YES Advisory Board Interview Subcommittee and authorize Subcommittee to nominate candidates for appointment was made by Tim Harrington and Connor Kubeisy.

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

The motion passed.

8. Youth Employment Service Advisory Board Reports and Comments

Anthony Angelini announced that the Chamber of Commerce Biannual Simi Valley Street Fair in April 2023 reported a record breaking turn out.

Marc Netka invited YES Board members to Pacific OneSource's open house that would feature a barbecue lunch and an Esports trailer from 11:00 a.m. to 2:00 p.m., on May 18, 2023.

Gloria Bowman announced that at the completion of her last lifeguarding session she had distributed Interview Skills Workshop workbooks to students.

9. Coordinator's Report

Ms. Tignac announced that the Simi Valley Youth Council would host a restaurant fundraiser at Yogurtland (all day) and Teen Wellness Night from 5:30 p.m. to 8:00 p.m. on Friday, May 19, 2023.

Ms. Tignac reminded the Board members that the third Financial Literacy Workshop was scheduled on Thursday, May 18, 2023, and the fourth workshop on Investing would be held on Thursday, May 25, 2023.

Ms. Tignac also stated that the next Startup Simi committee meeting would be held at 4:00 p.m., Monday, June 12, 2023, on Zoom.

10. Adjournment: Wednesday, August 16, 2023, 8:15 a.m., City Hall Community Room
Chair Gloria Bowman adjourned the meeting at 9:29 a.m.