

YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, March 19, 2014, 8:15 a.m.

City Hall Community Room

2929 Tapo Canyon Road

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
Segue Career Mentoring Program, Jerry Beckerman, President and Founder
7. Continued Business
8. New Business
 - a. Discussion of YES Job and Career Expo Outreach
 - b. Discussion of the YES Job and Career Expo Organization and Set-Up
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, April 16, 2014, 8:15 a.m., City Hall Community Room

/s/

Rob Bruce

Deputy Director/Community Programs & Facilities

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

Youth Employment Service (YES) Advisory Board Chair Gloria Bowman called the meeting to order at 8:24 a.m. and verified that a quorum was present.

P	John Baxter	P	Brian Miller		Alternates
E	Nicole Gruetzmacher	E	Timothy Munz	E	Kristen Pichler
E	Marybeth Jacobsen	P	Grace Orate	E	Tracy DiFillipis
P	Zorko Jezina	P	Sandy Porter	P	Gloria Bowman
P	Kiana Kenik	E	Rick Webb	P	= Present
P	Jim King	E	Bruce Yi	E	= Excused
P	Kilian Magness	V	Local Government	A	= Absent
E	Veronica Mertinez			V	= Vacant

Staff: Kristin Tignac, YES Coordinator

2. Agenda Review

The agenda was approved as presented.

4. Approval of Minutes

A motion to approve the January 15, 2014, minutes as presented was made by Jim King and seconded by Brian Miller. The motion passed unanimously.

5. Correspondence

No correspondence received.

6. Public Statements/Comments

No public statements or comments were made.

7. Continued Business

a. Discussion of the 2014 YES Advisory Board Work Plan

A motion to postpone discussion of the 2014 YES Advisory Board work plan to the May 21 YES Advisory Board meeting was made by Sandy Porter and seconded by Grace Orate. The motion passed unanimously.

b. Discussion of the Presentation to the Simi Valley Chamber of Commerce on the 2014 YES Job and Career Expo

As a reminder, Ms. Tignac stated that the following Board members volunteered to attend and represent the YES Advisory Board at the Simi Valley Chamber of Commerce's Networking Breakfast on Friday, March 14; John Baxter, Tracy DiFillipis, Zorko Jezina, Jim King, Timothy Munz, Grace Orate, and Kristen Pichler.

Ms. Orate stated she would be unable to attend.

John Baxter volunteered to lead the allotted three minute presentation at the event to promote the annual YES Job and Career Expo and encourage businesses to participate.

c. Discussion of the 2014 Interview Skills Workshops

Along with the Interview Skills Workshops scheduled at Royal High School on Tuesday, April 8 and Wednesday, April 9; Simi Valley High School on Tuesday, April 15 and Wednesday, April 16; and Apollo High School on Thursday, April 17, the Simi Valley Adult School and Career Institute has requested a Professionalism in the Workplace workshop on Wednesday, March 12, 2014, from 9:20 a.m. to 10:00 a.m., for Machine Technology, Welding, high school diploma and English as a Second Language students.

The following YES Advisory Board members volunteered to present on March 12: Gloria Bowman, Zorko Jezina, Brian Miller and Grace Orate.

A motion was made to accept the invitation from the Simi Valley Career Institute to present and develop a customized presentation was made by Jim King and seconded by Zorko Jezina. The motion passed unanimously.

7. New Business

a. Review and Discussion of Interview Skills Workshop PowerPoint Presentation and Supplemental Video

Board members reviewed the Interview Skills Workshop PowerPoint presentation. Mr. King requested that each slide be timed to give the presenter a timeframe for each slide. Ms. Orate recommended adding the word "reliability" as a characteristic under employer expectations and to encourage new employees to take notes during training period.

Board members discussed adding information on career exploration in high demand occupations and industries, such as manufacturing and healthcare; ideas of businesses that may hire 14, 15, 16 and 17 year old students; and employers that offer internships.

b. Review and Discussion of Interview Skills Workshop Workbook

Board members reviewed the Interview Skills Workshop workbook and recommended inserting a page with career exploration websites.

Ms. Bowman requested that the Simi Valley Unified School District representatives forward career exploration websites to Ms. Tignac.

c. Discussion of the 2014 YES Job and Career Expo Sponsorship Opportunities

Ms. Tignac stated that the Rotary Club of Simi Sunrise had consistently sponsored a YES Job and Career Expo advertisement in the Simi Valley Acorn the Friday prior to the Expo. Mr. Baxter volunteered to contact a

representative with the Rotary Club to request the advertisement sponsorship for the 2014 YES Job and Career Expo and would report back to the Board.

Board members discussed additional corporate sponsorship opportunities to help reduce Job and Career Expo expenses.

d. Discussion of Rescheduling the April 16, 2014, YES Advisory Board Meeting

After a brief discussion, a motion was made by Zorko Jezina to reschedule the April 16, 2014, YES Advisory Board meeting to Wednesday, April 23, 2014, due to a conflict with Simi Valley High School's scheduled Interview Skills Workshops. Jim King seconded. The motion passed unanimously.

Per a recommendation by the YES Job and Career Expo committee, Ms. Tignac would coordinate scheduling the April 23, 2014, meeting at the Boys and Girls Club of Simi Valley, which would allow a brief tour of the Job and Career Expo site following the meeting.

8. Youth Employment Service Advisory Board Reports and Comments

Sandy Porter and Zorko Jezina recommended changing the graphic on the Job and Career Expo event flyer.

Ms. Porter recommended holding a school-wide poster contest next year for the Job and Career Expo flyer.

Veronica Martinez reported that the Simi Valley Youth Council would be presenting at the 2014 Leaders in Life Youth Conference on March 13, 2014.

9. Coordinator's Report

Ms. Tignac announced that the City of Simi Valley was seeking nominations for the 2014 Community Volunteer of the Year Award. She stated that nomination forms were due no later than 5:00 p.m. on Friday, March 7, 2014. To submit an online nomination form, visit www.simivalley.org/Volunteer or contact Rob Bruce, Deputy Director/Community Programs and Facilities at (805) 583-6874.

10. Adjournment

By consensus of the YES Advisory Board, the meeting was adjourned at 9:24 a.m.