



YOUTH  
EMPLOYMENT  
SERVICE

## YOUTH EMPLOYMENT SERVICE (YES) ADVISORY BOARD

Wednesday, May 15, 2019, 8:15 a.m.

City Hall Community Room  
2929 Tapo Canyon Road

### 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 Co-Hosting a Parent Education Event on the Topic of Career Choices and Career Path Options
  - b. Discussion of Scheduling a YES Advisory Board Meeting on Wednesday, August 21, 2019
  - c. Discussion and Selection of the 2020 YES Job and Career Expo Date
7. Continued Business
  - a. Discussion of the YES Summer Programming
  - b. Discussion of Internships, Job Shadowing, and Other Ideas for Career Exposure
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: \*Annual YES Recognition Breakfast, Thursday, May 23, 2019, 8:30 a.m., Citizen Scholar Institute Room at Royal High School. \*Note Special Meeting Date, Purpose, and Location.

/s/

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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.

DRAFT MINUTES

1. Call to Order/Welcome/Pledge of Allegiance

Acting Youth Employment Service Advisory Board Chair Tim Harrington called the meeting to order at 8:16 a.m., and Secretary Jennifer Wigdor verified that a quorum was present.

P*	John Baxter	P	Samantha Shapiro		Alternates
E	Gloria Bowman	P*	Ryan Valencia	P	Joyce Moses
P	Pilar Doolittle	P	Rob West	P	Mailani McNabb-Robinson
P	Ryan Fowler	P	Jennifer Wigdor	E	Christopher Connell
P	Tim Harrington	V	Local Government	P	= Present
E	Samika Karthik	V	Local Government	E	= Excused
E	Rita Longo	P	Youth Council Rep- Anna Sorensen	A	= Absent
P	Jayesh Patel	*Arrived after approval of minutes.		V	= Vacant

Staff: Kristin Tignac, YES Coordinator.

2. Agenda Review

There being no objections, the agenda was approved as presented.

3. Approval of Minutes

**ACTION:** A motion to approve the March 20, 2019 minutes as written was made by Joyce Moses and seconded by Mailani McNabb-Robinson.

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

**The motion passed.**

4. Correspondence

No correspondence was discussed.

5. Public Statements/Comments

No public statements or comments were made.

6. New Business

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

After a brief discussion, the following members volunteered to serve on the YES Advisory Board Interview Subcommittee; Pilar Doolittle, Mailani McNabb-Robinson and Joyce Moses.

**ACTION:** A motion to approve the YES Advisory Board interview selection and nomination subcommittee as listed above was made by Joyce Moses and seconded by Jayesh Patel.

**YES Advisory Board vote: 11 Ayes; 0 Noes; 0 abstentions**

**The motion passed.**

Action Item: Ms. Tignac would contact the Subcommittee to coordinate best date for interviews.

- b. Discussion of the Cancellation of the June 19, 2019, YES Advisory Board Meeting

Ms. Tignac stated that the YES Advisory Board traditionally cancels its June meeting as it falls after the end of the school year.

**ACTION:** A motion to approve cancelling the June 19, 2019, YES Advisory Board meeting was made by Jennifer Wigdor and seconded by John Baxter.

**YES Advisory Board vote: 11 Ayes; 0 Noes; 0 abstentions**

**The motion passed.**

- c. Discussion of the YES Summer Programming

Ms. Tignac stated that the following YES Summer Series of employment workshops, including new workshops intended to encourage an entrepreneurial mindset and highlight resources available for budding entrepreneurs had been tentatively scheduled at the Simi Valley Public Library:

All About the Business Resource Center and Tour - from 3:30 p.m. to 5:00 p.m., on Thursday, June 13, 2019;

LinkedIn Workshop for Job Search - from 5:00 p.m. to 6:30 p.m., on Thursday, June 27, 2019;

Entering the Workforce and the Entrepreneurial Mindset Workshop - from 3:00 p.m. to 4:30 p.m., on Thursday, July 25, 2019;

Interviewing Skills Workshop - from 3:00 p.m. to 4:30 p.m., on Thursday, August 8, 2019.

Free Training Available for Entrepreneurs through Lynda.com – date to be determined.

Ms. Tignac stated she was working with Amazon to schedule a Resume Writing workshop and Aerovironment to coordinate a career exposure event.

Ms. Tignac stated that volunteers would be needed to lead the workshops.

7. Continued Business

a. Debrief of the 2019 YES Job and Career Expo

Ms. Tignac thanked all Board members and volunteers again for their hard work organizing the 32<sup>nd</sup> Annual YES Job and Career Expo. Event evaluation from both job seeker and employer surveys were given. Board members noted the increase in over 18 job seekers compared to previous years.

Members commented on positive feedback received by both youth and employers that participated. The significant increase in the amount of applications received by employers and interviews held onsite was noted.

Members discussed ideas to further market the event to the 18 to 25 years old demographic, including use of targeted Facebook advertising.

b. Discussion of the 2019 Interview Skills Workshops

Ms. Tignac presented the Interview Skills Workshop survey results. Board members reviewed and discussed findings, including topics found most and least helpful. Recommendations to mitigate common questions from feedback, including adding an informational page on the Simi Valley Unified School District's Naviance program and a Frequently Asked Questions page to the Interview Skills Workshop supplemental workbook were discussed.

c. Discussion of Internships, Job Shadowing, and Other Ideas for Career Exposure

Board members discussed ways for parents to objectively open a dialog with their children regarding future career options. Mr. Baxter recommended that adults should ask students what problems the student would like to change versus what job they want to do in the future.

Mr. Baxter also recommended that local organizations create program after reviewing the release of the county's Workforce Development Board's job forecast reports, such as the Rancho Simi Recreation and Park District could design classes based on forecasted skills that will be in demand.

John Baxter recommended partnering with the Parent Teacher Student Association (PTSA) to host a presentation for parents on how to discuss career path and options with their middle and high school age children.

Board members discussed co-hosting an event for parents on how to talk with children about career paths and options.

Action Item: Ms. Tignac to contact PTSA Council regarding interest in co-hosting an event for parents on how to talk with children about career paths and options.

8. Youth Employment Service Advisory Board Reports and Comments  
John Baxter announced that Valley View Middle School staff were seeking volunteers to help conduct interviews with students for the school's annual 8<sup>th</sup> Grade Portfolio Day presentations.
9. Coordinator's Report  
Ms. Tignac reminded YES Board members that the YES Volunteer Recognition Breakfast would be held at 8:30 a.m., on Thursday, May 23, 2019, in Royal High School's Citizen Scholar Institute room.  
Ms. Tignac also reminded YES Advisory Board members that have expiring terms to submit new applications prior to the May 3, 2019 recruitment deadline date.
10. Adjournment: Wednesday, May 15, 2019, 8:15 a.m., City Hall Community Room.  
Acting YES Advisory Board Chair Tim Harrington adjourned the meeting at 9:34 a.m.