



**Imperial Valley Regional Occupational Program**  
687 State Street · El Centro, California 92243  
Office: (760) 482-2600 · Fax: (760) 482-2751  
[www.ivrop.org](http://www.ivrop.org)

**Regular Meeting  
of the  
BOARD OF TRUSTEES  
Thursday, August 17, 2017  
MEETING STARTS AT 6:30 AM**

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**IVROP Main Office – 687 State Street, El Centro, CA 92243**

**AGENDA**

- *Any person wishing to address the Board on any matter, whether or not it appears on agenda is invited to speak, however, no action will be taken on any items not on agenda, unless the Board makes a determination that an emergency exists or that the need to take action arose subsequent to the posting of the agenda. Speakers are to give their names and addresses. Time limit is 3 minutes. The Board shall limit the total time for public input on each item to 20 minutes.*
- *An individual or group representative may address the Board on any agenda item or subject within its jurisdiction. The District will not respond to your comments at this time. Your questions, concerns and/or input will be referred to the appropriate Department.*
- *Individuals who require special accommodations, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should notify the Superintendent in writing at least two days before the meeting date.*

*Thank you for attending the meeting.*

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
  - A. Trustee Enrique Alvarado
  - B. President Alicia Armenta
  - C. Trustee Matt Hester
  - D. Clerk of the Board Jacinto “Jay” Jimenez
  - E. Trustee Victor Lopez
  - F. Trustee Margie Pizano
  - G. Trustee Carol Sassie

#### 4. PUBLIC COMMUNICATIONS

Recommendation:

1. Hear public communications; and
2. Respond to public questions or concerns.

#### 5. INTRODUCTIONS/ANNOUNCEMENT

#### 6. CONSENT AGENDA ITEMS

*All items appearing will be acted upon by one motion, without discussion. Should any Trustee or other person request that any item be considered separately, that item will be added to the end of the regular agenda.*

- A. Minutes of June 15, 2017, Regular Meeting, as presented in Exhibit 6(a).
- B. June '17 Warrant Order #'s: 17099529-17099622; 17100472-17100508; 17101258-17101300; 17102763-17102841; and July '17 Warrant Order #'s: 18103357-18103425; 18103994-18104037; 18105053-18105096; 18106004-18106045, as presented in Exhibit 6(b).

#### 7. PERSONNEL

##### A. APPOINTMENT OF PERSONNEL (*Motion*):

| <u>Employee:</u> | <u>Title:</u>                | <u>Project:</u>             |
|------------------|------------------------------|-----------------------------|
| Olivia Cotero    | Adult Development Specialist | Life Skills                 |
| Luis De La Torre | Director of Business & HR    | IVROP                       |
| Maria Pantoja    | Project Coordinator          | STAR/WorkAbility/NENES/CARE |

Recommendation:

Approve the appointment of Ms. Olivia Cotero, Mr. Luis De La Torre and Ms. Maria Pantoja.

##### B. RESIGNATION (*Motion*):

| <u>Employee:</u>   | <u>Title:</u>                | <u>Project:</u>        |
|--------------------|------------------------------|------------------------|
| Erica Baiz         | Guidance Technician          | IVROP/CTE              |
| Cecilia Duron      | Director of Business & HR    | IVROP                  |
| Christina Gonzales | Adult Development Specialist | STAR                   |
| Wendy Prewett      | Project Coordinator          | WorkAbility/Nenes/Care |
| Daniela Rodriguez  | Attendance Analyst           | IVROP/CTE              |

Recommendation:

Approve the resignation of Ms. Erica Baiz, Ms. Cecilia Duron, Ms. Christina Gonzales, Ms. Wendy Prewett and Ms. Daniela Rodriguez, as presented in Exhibit 7(b).

##### C. JOB DESCRIPTIONS PROPOSED REVISIONS (*Motion*):

Recommendation:

Approve the job descriptions, as presented in Exhibit 7(c).

D. 2017-18 SALARY SCHEDULE PROPOSED REVISIONS (*Motion*):Recommendation:

Approve the revised Classified Salary Schedule 2017-18 and Classified Management Schedule 2017-18 effective September 1, 2017, as presented in Exhibit 7(d).

**8. NEW BUSINESS**A. RESOLUTION No. 08182017 (*Motion/Roll Call*):Recommendations:

Approve Resolution No. 08182017, Delegation of Authority to Pay and Sign Proper Legal Bills, Billings, Invoices, and Orders Under Specific Limitations, as presented in Exhibit 8(a).

B. ACCEPT THE CONTINUATION OF (*Motion*):

1. CARE
2. Nenes
3. Life Skills
4. Project WORK-E.S.E.
5. Project ACE
6. Project ACE THP-Plus

Recommendation:

Accept funding for Project CARE (\$24,998); Project Nenes (\$183,900); Life Skills (\$333,543); Project WORK-E.S.E (\$1,208,350.95), Project ACE (\$215,001) and Project ACE THP-Plus (\$112,387), as presented in Exhibit 8(b1)-8(b6).

C. ACCEPT FUNDING OF (*Motion*):

1. Job Readiness
2. Pre-Employment Preparation Program

Recommendation:

Imperial Valley Regional Occupational Program-Job Readiness serves as a support a state mandated element of Universal Engagement activities assigned to Welfare to Work clients. This collaborative service with the Imperial County Department of Social Services Family Development and Self Sufficiency Unit, will operate to create a continuum of employment development along with IVROP Project WORK-E.S.E. Currently, Project WORK-E.S.E. serves as the provider of subsidized employment services to all eligible welfare-to-work clients.

Imperial Valley Regional Occupational Program-PREP (Pre-Employment Preparation Program) serves as an addendum to the services provided to the Imperial County Department of Social Services Family Development and Self Sufficiency Division, under the auspices of IVROP Project WORK-E.S.E. Currently, Project WORK-E.S.E. serves as the provider of subsidized employment services to all eligible welfare-to-work clients. Accept funding Job Readiness (\$77,351.20) and Pre-Employment Preparation Program (\$57,670), as presented in Exhibit 8(c1)-8(c2).

D. ACCEPT E-RATE FUNDING OF (*Motion*):

1. Telecommunications (\$3,644.39)
2. Internal Connections (\$2,570.03)
3. Internal Connections (\$1,276.70)

Recommendation:

Accept E-Rate funding of Telecommunications (\$3,644.39); Internal Connections (\$2,570.03) and Internal Connections (\$1,276.70), as presented in Exhibit 8(d).

E. DECLARATION OF OBSOLETE VEHICLES (*Motion*):

Recommendation:

Request that the Board declare the vehicles obsolete and allow IVROP to trade-on the vehicles, upon leasing new vehicles, under the direction of the Superintendent, as presented in Exhibit (8e).

**9. INFORMATIONAL ITEMS**

A. MONTHLY BUDGET UPDATE.

Recommendation:

Monthly Budget Update, presented as Exhibit 9(a).

B. IVROP COMMUNITY FOUNDATION.

Recommendation:

Hear update.

C. CTE UPDATE.

Recommendation:

CTE update, as presented in Exhibit 9(c).

**10. PRESENTATION**

A. None.

**11. CORRESPONDENCE**

A. NONE.

**12. LEGISLATION**

A. NONE.

**13. OTHER**

A. ARTICLES.

1. The Desert Review dated June 26, 2017.
2. Imperial Valley Press articles dated June 12, 17, 19, 24, 25, 26, 28, 29, 2017; July 3, 10, 17, 20, 24, 28, 30, 31, 2017 and August 7, 2017.
3. KYMA.com date July 13, 2017.
4. Telemundo dated July 13, 2017.
5. Univision dated June 23, 2017.

B. EVENTS.

- Events:
- CTEIG Workshop
  - IVROP Staff Meeting

- Location:
- Eagle's Lodge, El Centro
  - Eagle's Lodge, El Centro

- Date/Time:
- 8/16/17 12-3:30 pm
  - 8/31/17 3-5:00 pm

**14. BOARD AND SUPERINTENDENT COMMENTS**

- A. President Armenta
- B. Trustee Alvarado
- C. Trustee Hester
- D. Clerk of the Board Jimenez
- E. Trustee Lopez
- F. Trustee Pizano
- G. Trustee Sassie
- H. Superintendent Obergfell

**15. NEXT MEETING DATE: Thursday, September 21, 2017, 6:30 a.m., at Imperial Valley Regional Occupational Program Main Office.**

**16. ADJOURNMENT**