

**IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF TRUSTEES**
Adopted Minutes

Meeting of May 21, 2020
Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Ms. Armenta called the virtual meeting to order at 6:30 a.m. The following persons were present:

Ms. Alicia Armenta, Board President, Imperial County Office of Education
Mr. Lorenzo Calderon, Jr., Board Member, Calexico Unified School District
Mr. Jacinto “Jay” Jimenez, Board Member, Central Union High School District
Mr. Victor Lopez, Board Member, Imperial Unified School District
Mr. Raul Navarro, Board Member, Calipatria Unified School District
Ms. Carol Sassie, Board Member, Brawley Union High School District
Mr. Gabriel Aguirre, Project Coordinator, Imperial Valley ROP
Mr. Juan Campos, Project Coordinator, Imperial Valley ROP
Mr. Luis De La Torre, Director of Business & Human Services, Imperial Valley ROP
Mr. Edwin P. Oberghell, Superintendent, Imperial Valley ROP
Ms. Wendy Ramirez, Office Manager, Imperial Valley ROP

PLEDGE OF ALLEGIANCE: Ms. Armenta led the pledge of allegiance.

PUBLIC COMMUNICATIONS: None.

**INTRODUCTIONS/
ANNOUNCEMENTS:** None.

CONSENT AGENDA: A motion was made by Mr. Jimenez and seconded by Mr. Calderon to approve the items on Consent Agenda as presented. ***Motion carried unanimously.***

- Minutes of March 19, 2020, Regular Meeting;
- Minutes of March 19, 2020, Emergency Meeting;
- March '20 Warrant Order #'s: 20087671-20087717; 20088771-20088832; 20089696-20089755; 20090599-20090697; 20091092-20091111; and April '20 Warrant Order #'s: 20092002-20092048; 20092547-20092649; 20093091-20093101; 20094088-20094148;
- Quarterly Investment Report – ending March 31, 2020.

PERSONNEL: **RESIGNATION.** A motion was made by Ms. Sassie and seconded by Mr. Calderon to approve the resignation of Ms. Alejandra Lopez. The resignation was approved with the following roll call vote: AYES: President Armenta, Trustee Calderon, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: Trustee Matt Hester. **Motion carried unanimously.**

NEW BUSINESS: **RESOLUTION No. 05212020.** A motion was made by Mr. Lopez and seconded by Mr. Jimenez to approve Resolution No. 05212020. The resolution was approved with the following roll call vote: AYES: President Armenta, Trustee Calderon, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: Trustee Matt Hester. **Motion carried unanimously.**

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Mr. De La Torre reviewed the Monthly Budget Update. The March projects were based on actuals based through December 31st. He has been working with the all the managers to assess where they will be at by the end of June. He has put together a conservative but optimistic projection. We are projecting a slight increase in deficit spending. Four staff have been furloughed. We have had to invest money in Personal Protective Equipment (PPE) and technology for the organization. We will continue to see where we can reduce cost. In the June meeting I will be able to provide an updated Monthly Budget Update.

IVROP COMMUNITY FOUNDATION. Mr. Obergfell informed the board that the Imperial Valley Regional Occupational Program Community Foundation (IVROPCF) will be announcing scholarship recipients on Tuesday, May 26th. He reminded everyone that unfortunately even though the Dancing with the Stars (DWTS) Gala was cancelled due to COVID-19, scholarships will be awarded. The Stars have committed to participate in the 2021 DWTS if COVID permits. We received scholarship applications from all the school districts. Overall, the applications were well done. Mr. Obergfell said IVROPCF awardees will be recognized in the newspaper. Miyoko Oshima, Vesper Society President has been speaking to Mr. Obergfell regarding a donation for IVROPCF scholarships.

CTE UPDATE. Mr. Campos mentioned Mr. Obergfell, Mr. Luis De La Torre and he have been working on the Memorandum of Agreement's. Mr. De La Torre has worked on a budget for Ed Services. Mr. Campos informed the board that the twenty-five percent has been decreased to twenty-one percent for the MOA's. A COVID termination clause has been included in the MOA's due to budget uncertainties due to COVID-19. With a sixty-day notice districts can withdraw from the MOA. We have shared the current MOA with all the districts. Imperial and Brawley school districts will be taking this twenty-one percent MOA to their board. Mr. Obergfell said Mr. Andrus is requesting a flat rate fee. Mr. Campos said we will need to strategize for Central due to their budget. We will be providing Central with a District Service Agreement. ICOE has also requested a District Service Agreement. Mr. Obergfell said we understand the school districts are going through financial uncertainties. He said we are very grateful that last year we signed a three-year MOA with Calexico. Mr. Obergfell said due to the current situation we will be meeting with Calexico to provide them with opportunity to revise their MOA if needed.

Mr. Obergfell said Mr. Campos and his team have been doing a great job connecting with schools and students as best they can. The current discussion is if Career Specialist are really needed. Career Technical Education (CTE) is an important part. We are discussing a case management

that can support CTE but can also provide case management services. We are analyzing how we best can support the school districts.

Mr. Campos said Mr. Obergfell recently signed three-year contracts for ALTO and Project STAR. Ms. Maria Pantoja oversees Project STAR and Mr. Campos oversees Project ALTO. At this point the contracts are pending approval. Mr. Obergfell informed the board that we will be needing more technology with social distancing. We will be leaning more into distance learning modality. We will be making changes to these budgets due to the need of COVID-19. Mr. Campos said Ms. Maria Pantoja and he informed the county regarding the need of technology purchases due to COVID - 19. Mr. De La Torre said we can demonstrate the need of increase a budget by providing a three-year budget.

The California Learning Communities for School Success Program also know as Prop 47 were submitted for Central Union High School, Brawley Union High School and Brawley Elementary School. Brawley Elementary School was funded for three years for \$599,100. The IVROP portion is \$303,645. Brawley Elementary School is excited to continue to work with us. We will look for opportunities to include Brawley Union High School as much as possible for professional development.

WASC has been put on hold due to COVID-19.

NOVEL CORONAVIRUS/COVID-19 UPDATE. Mr. Aguirre referred to a list of our locally funded projects that are in the current situation of being refunded. Everybody is ready to move forward. The new Project AB 1111 was funded in April. Some modifications will be done to the AB 1111 budget due to social distancing. Mr. Aguirre said he has been communicating with Mr. Adrian Gonzales and Ms. Maria Pantoja regarding their projects. The proposals are about ready to go to the Board of Supervisors. We are all waiting to hear from our local county agencies to see how their budget will look like for next year. We are hoping to move forward and get approval. Project Rising Stars lost funding last year. Behavioral Health might be funding Project Rising Stars. Everybody is currently waiting to move forward with the approval process.

Mr. Obergfell said that IVROP is focused on health and safety of all our employees, students, customers and supporting our partner agencies so that we can all stay safe in this environment. He mentioned the effects that COVID-19 that will have overall on staff and our community in general. IVROP is following CDC Guidelines. Some staff are working in the office and some are working remotely. COVID-19 will continue for a while per the experts. This will be our new normal. Imperial County Public Health Department are increasing their services. As of May 18th, our local hospitals are diverting COVID-19 patients. He shared the Imperial County Health Department Roadmap to Recovery. Mr. Obergfell shared that IVROP has not had any positive COVID-19 cases. Mr. Obergfell said Mr. Ramirez is doing a fantastic job ordering Personal Protective Equipment (PPE) and providing staff with PPE. He informed the board that IVROP will be needing more hardware. Expenses for PPE are increasing. We might need plexiglass in the future. Mr. Obergfell reported all our essential workers are currently working in the office. He clarified all managers are working from their office. Other essential staff are coming to work in the office are working staggered schedules. All nonessential staff are working remotely. Staff are completing a daily sign in sheet. We are having temperature checks for all staff. Staff have been directed to stay home if they are sick or if they are having any COVID-19 symptoms. All employees are practicing social distancing and are wearing face masks. It is a shared responsibility to keep everyone safe. We are following all guidelines and orders. Special accommodations have been made for staff with underlying conditions. Mr. Obergfell mentioned signs that are posted throughout the office. Most of our

meetings are being conducted through Zoom. Senior Cabinet are meeting Mondays and Thursdays. We have increased the hours for our janitor, Ms. Virginia Luna. We have a cleaning and sanitizing procedures. Ms. Ramirez created a system sanitizing system to replace disinfectant wipes. Mr. Obergfell spoke regarding the financial repercussions with COVID-19. Are funding is based on contracts. He informed the board there might be layoffs if contracts and our MOU's are not approved. We have confirmed live scans are a revenue generator for IVROP. We currently are not providing live scan services. Mr. Obergfell shared some issues that arose while providing live scan services. IVROP vehicles are currently not being fully utilized. He mentioned that Ms. Ramirez and have applied for FEMA funding and are pending approval. If we are awarded, we might be able to recover some costs related to COVID-19. Mr. De La Torre and management have been doing a great job tracking PPE expenditures. We are a resilient and resourceful organization. We are in transition due to the current situation that we are going through.

Ms. Ramirez said IVROP is following all CDC guidelines. We are providing staff with PPE. I continue to purchase PPE. We currently have temperature check stations in the morning and afternoon. We have most staff reporting to the office in the morning and some staff reporting to work in the afternoon. I have provided management with a temperature check schedule. Ms. Ramirez explained that Lysol and disinfectant wipes have become scarce. Sanitizing stations have been made available throughout the offices to replace Lysol and disinfectant wipes. Diluted bleach and Waxie Lemon Quat Disinfectant are available for staff to utilize. Safety Data Sheets are available for staff to review for the Waxie Lemon Quat Disinfectant. Clean reusable towels are also available at the sanitizing stations. She informed the board that IVROP purchased and installed a washer and dryer at the IVROP Administration Office. Ms. Virginia Luna, IVROP Janitor sanitizes the towels, replenishes the towels and disinfectant. We are limiting two people at a time in the restrooms and the lounge. Ms. Virginia Luna does a great job in cleaning and disinfecting our IVROP Offices. Ms. Ramirez reviewed the procedure with yellow cards placed on the keyboards to manage the time Ms. Virginia Luna is spending cleaning and disinfecting workstations. Ms. Armenta requested to thank staff for all their hard work.

SUPERINTENDENT EVALUATION. The board discussed the superintendent evaluation. Ms. Armenta asked that the superintendent evaluation be included in the June IVROP Board Meeting. Ms. Armenta asked Ms. Ramirez to email the board with the completed 2018-2019 Superintendent Evaluation and Comments. She also asked Ms. Ramirez to email the board the blank 2019-2020 Superintendent Evaluation.

PRESENTATION: None.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: ***ARTICLES.*** Mr. Obergfell referred to the Imperial Valley Press articles dated March 23, 28, 2020 and April 1, 25, 2020.

EVENTS. Mr. Obergfell said events have not been scheduled.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Ms. Armenta thanked the entire IVROP Staff. She thanked management for keeping up the morale. She thanked Mr. Obergfell for working well with staff and making sure their morale stays up. There is a lot of work that people do not see. I am sure you are all working harder and working smarter. Ms. Armenta thanked Ms. Ramirez for everything she does to keep the organization running.

Mr. Calderon had no comment.

Mr. Jimenez said thanked Mr. Obergfell and his team for applying for the disaster relief from FEMA.

Mr. Lopez said hopefully this COVID-19 will pass.

Mr. Navarro thanked the Board, Mr. Obergfell and Management. He said to ensure everyone's safety. These times will make us better.

Ms. Sassie thanked the Board, Management, and everyone. We do not know what is happening. It is trying times and we are not receiving a lot of guidance the state or federal. Remember that your health and your family are what really matter in life.

Mr. Obergfell thanked the board, reminded everyone to stay safe and he is looking forward to seeing everyone in person but in the meantime, we will continue with the Zoom meetings.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, June 18, 2020 at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 8:22 a.m.