

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

Adopted Minutes

Meeting of November 19, 2020

Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Ms. Armenta called the virtual meeting to order at 6:33 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. Matt Hester, Board Member, Holtville 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. Obergfell, Superintendent, Imperial Valley ROP
Ms. Wendy Ramirez, Office Manager, Imperial Valley ROP

PLEDGE OF ALLEGIANCE: Mr. Jimenez led the pledge of allegiance.

PUBLIC COMMUNICATIONS: Ms. Armenta asked Ms. Ramirez if there were any public comments. Ms. Ramirez confirmed no public comments were provided.

INTRODUCTIONS/ ANNOUNCEMENTS: Ms. Sassie introduced Ms. Karin Morgan, Brawley Union High School District Board Member. Mr. Obergfell presented plaques to Ms. Sassie and Mr. Jimenez. On a personal note Mr. Obergfell also presented Ms. Sassie and Mr. Jimenez with an IVROP personalized polo. Ms. Armenta thanked Ms. Sassie and Mr. Jimenez for their dedication and commitment to IVROP. She said they will both be missed.

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

- Minutes of October 15, 2020, Regular Meeting;

- October '20 Warrant Order #'s: 21110243-21110292;21110997-21111065; 21111749-21111777; 21112442-21112499; 21113694-21113730.

PERSONNEL:

RESIGNATION. A motion was made by Mr. Jimenez and seconded by Mr. Lopez to approve the resignation of Ms. Linda Lopez. **Motion carried unanimously.**

DATA PROGRAM MANAGER JOB DESCRIPTION. A motion was made by Mr. Jimenez and seconded by Ms. Sassie to approve the Data Manager Job Description. Mr. Obergfell explained the Environmental Requirements were revised to include the potential risk of being exposed to COVID-19. **Motion carried unanimously.**

NEW BUSINESS:

IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM ORGANIZATIONAL CHART. Mr. Obergfell reviewed the Imperial Valley Regional Occupational Program Organizational Chart with the board. The board requested to have names added to the Imperial Valley Regional Occupational Program Organizational Chart. A motion was made by Mr. Lopez and seconded by Mr. Jimenez to approve the Imperial Valley Regional Occupational Program Organizational Chart. **Motion carried unanimously.**

BOARD POLICY UPDATE. A motion was made by Mr. Lopez and seconded by Ms. Sassie to approve the Second Reading of the Board Policy Updates BS 4119.24 Personnel (Maintaining Appropriate Adult-Student/Participant Interactions), BP 4219.24 Personnel (Maintaining Appropriate Adult-Student/Participant Interactions), and BP 4319.24 Personnel (Maintaining Appropriate Adult-Student/Participant Interactions). **Motion carried unanimously.**

ACCEPTING THE CONTINUATION OF. Mr. Obergfell informed the board it is a new three-year grant that initially was worked on by Mr. Luis Torres. Mr. Luis Torres worked with the Foster Youth program and worked well with Behavioral Health. A motion was made by Ms. Sassie and seconded by Mr. Jimenez to accept the funding for Project Rising Star (\$1,199,940). **Motion carried unanimously.**

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Mr. De La Torre stated Monthly Budget Update reflects the same information that he presented during the last months meeting. He had already projected Project Rising Star into the current budget. He mentioned he is working on the First Interim Report. Next months Monthly Budget Update will reflect the First Interim Report. Funds were received for Strong Workforce Program Round 2. You will see a larger budget increase in our budget again. We are the fiscal lead agent for that County wide Consortium, and we will be doing the transfer of funds with the school districts. Mr. Campos informed us yesterday that it looks like we are going to be approved for Strong Workforce Program Round 3 for the High School and for the Middle School. We are the fiscal agent Strong Workforce Program Round 3 High School. We anticipate this fiscal year our revenues will show close to about ten million dollars for the 2021 IVROP Budget. IVROP ended last year with 8.2 million dollars. Some of it is pass through money that is for the Consortium, but it will show as a huge revenue with a huge expenditure for IVROP. In general things are looking good. The managers continue to review their budgets and their trends. Some activities could be held back because of COVID. We are being very conservative with deficit spending. We are investing in required PPE and infrastructure. Ms. Ramirez, Mr. Obergfell, and the team have been working hard to make sure that we install touchless faucets and that we have temperature readings. We continue to have to replace thermometers. These things are projecting into our expenditures. We are being very diligent in cost recovery.

IVROP COMMUNITY FOUNDATION. Mr. Obergfell shared the IVROPCF Board met on October 27th. Edwin shared the Dancing with the Stars (DWTS) fundraiser had to be rescheduled for 2021. The funds are used to provide scholarships to high schools. This year thanks to the generosity of the Vesper Foundation we were able to sustain and increase the effort of scholarships awarded. The IVROPCF is moving into more direct services. State funded California Workforce Association grant AB 1111 that Ms. Yessenia Partida is the Program Manager. READY4Life is federally funded through the Health and Human Services Office of Family Assistance. The IVROPCF Board was provided with an update on AB 1111 and READY4Life. IVROP is the fiscal agent for AB 1111 and READY4Life. Mr. Obergfell shared the IVROPCF discussed the options for DWTS. The IVROPCF board discussed other alternatives that they will be looking at. The IVROPCF Board recognized the scholarship application process will need to be changed. There have been recommendations regarding SAT's and ACT's. The scholarship applications will be reviewed and revised. Mr. Jimenez is also part of the IVROPCF Board.

CTE UPDATE. Mr. Campos announced the funding for Strong Workforce Program Round 3. The funding is through the California Community College Chancellor's Office. The program focuses on enhancing, expanding, supporting Career Technical Education (CTE). In October, we submitted a grant for two million dollars for three years. IVROP is serving as the fiscal agent and Local Educational Agency (LEA) on behalf of high school consortium and is also a service provider as part of the grant. An additional grant was submitted at the same time for the middle school with ICOE being the fiscal agent. IVROP was included in the middle grant for \$50,000 to support staffing. The grant was awarded on Nov. 17th with a projected start date of January 1st, pending contract approval with the Chancellor's Office. The focus is on career exploration, work-based learning, which will assist to support all the high school districts in Imperial Valley. The focus is on Career Exploration, Work-based learning, Information and Communication Technologies (ICT), Engineering and Architecture, and Education, Child Development, and Family Services.

Mr. Campos provided an update on the 4th Annual Regional CTE Advisory Committee Meeting. IVROP supports the districts by holding the Advisory meeting for all the CTE Program's in the Imperial Valley. Several years ago, IVROP moved to a regional approach by holding one meeting on a single day to support all the industry sectors with breakout sessions. The intent is to make sure all our stakeholders are informed directly from industry so that CTE programs will better prepare what the elements that will better prepare students for careers. We invite educators, parents, students, industry, labor, and employers. He shared the vision from our superintendent; a virtual platform will allow the advisory meeting to expand beyond our county and bring experts from the state and national level. The General Session of the Advisory meeting was held on October 21st we invited Mr. Stephen DeWitt, Association for Career and Technical Education Deputy Executive Director; Ms. Tina Ngo Bartel, Center of Excellence for Labor Market Research Director, and Mr. Bob Lanter, California Workforce Association Executive Director. Mr. Campos shared some of the topics that were covered by Mr. Stephen DeWitt, Ms. Tina Ngo Bartel, and Mr. Bob Lanter. The goal is to provide students with greater opportunities. This year the sessions were held virtually, and the number of attendees increased this year compared to previous years as the format was more accessible to presenters and guests. We had one-hundred attendees. We would like to improve on student involvement. Industry breakout sessions are being held through January 2021. In October we held the Health and the Public Service breakout session. We created a Career Technical Education Advisory Committee (CTEAC) website which stores all the recorded meetings and resources curated to support CTE (<http://bit.ly/ivropcteac>). All the meetings are being held via Zoom. The Zoom meetings are edited prior to being posted on the CTEAC website. Also participating as speakers were Mr. Efrain Silva, IVC Dean of Workforce Development and Ms. Priscilla Lopez, Director, Imperial County Workforce and Economic Development.

Mr. Campos provided the board with an update for Brawley High School. He reminded the board that some of the services and activities being provided at Brawley High School are also being provided at the other high school districts. Ms. Jessica Reyes is the Career Specialist assigned to Brawley High School; Mr. Reyes has a website and virtual classroom dedicated to providing resources to BUHSD (<https://bit.ly/buhsivropcs>). Mr. Campos reviewed the list of services and number of students served this year, so far. Services include CTE pathway presentations, employability, industry presenters, "Wellness Wednesday," and CTSO Officer Training. In addition to providing CTE teachers and students with services, IVROP has also been able to continue Developmental Assets (DA) embedded work through the initiation of Wellness Wednesday workshops for all students and continuation of Coffee Cat for parental engagement. A principal and CTE update is provided to parents at the Coffee Cat. Our participation levels have changed because we are holding meetings via Zoom. The Career Specialist and our Program, Ms. Adriana Hernandez, are involved in the parental engagement meetings. We provide support to our teachers via presentations, virtual resources, and assisting with documentation of resources provided.

WASC is currently on hold, with some elements of the WASC do continuing such as data collection, with plans to resume WASC focused activities in the weeks and months to come.

PRESENTATION. None.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: **ARTICLES.** Mr. Obergfell referred to the Imperial Valley Press articles dated October 29, 2020 and November 2, 2020.

EVENTS. None.

BOARD AND SUPERINTENDENT COMMENTS:

Ms. Armenta thanked Mr. Jimenez and Ms. Sassie. She said they will be missed as they gave so much to IVROP and to their community. She wished them the best and the best of luck to them. Ms. Armenta congratulated Mr. Lopez and Mr. Hester on their reelection.

Mr. Calderon thanked Mr. Jimenez and Ms. Sassie for their dedication and their work. He expressed to them that they will be missed. He thanked them for their support.

Mr. Hester thanked Mr. Jimenez and Ms. Sassie. He told them it has been a pleasure and an honor to serve on the board with them.

Mr. Lopez said it was great working with Mr. Jimenez and Ms. Sassie. He told them they will be missed. Thank you for your services. He announced he was reelected. He will continue to be part of the IVROP Board.

Mr. Navarro said he would also like to thank Mr. Jimenez and Ms. Sassie for their years of service. I am sure at some capacity they will continue to serve our communities. He also thanked Mr. Obergfell, Mr. Campos, and everyone in the IVROP Family. He can see IVROP evolving from previous times to what they are doing now. It seems to be innovative, doing things out of the box. I applaud them on things they are doing, kudos to IVROP. Kudos to Mr. Campos for his report. He

congratulated Mr. Lopez on his reelection. He said if he is nominated again, he will back for an additional year. He thanked everyone.

Ms. Sassie congratulated Mr. Lopez and Mr. Hester. She wished Mr. Jimenez the best of luck. Ms. Sassie said the Regional Advisory Meeting that was held on October 21st was fantastic. She shared she was so proud of what IVROP did in the Regional Advisory Meeting, the professionalism, the way it was put together. For those of you that were not able to attend you missed a great moment of IVROP putting together a virtual presentation, it was fantastic. Kudos to everyone that was involved with the Regional Advisory Meeting and those that worked behind the scenes. She expressed she will really miss the IVROP Staff, IVROP Board, and attending the IVROP Board Meetings. It has been a pleasure. She told Ms. Ramirez she always does everything with a smile and you never makes us feel like we are adding more work on you. I just want to thank you. It has been an enjoyable ride. The IVROP board works well together. I learn a lot by attending the IVROP Board Meetings. She thanked everyone.

Mr. Jimenez shared he is glad he was able to be part of the movement from the Sperber Trailer Office in 1995 to the current IVROP Office. It has been a pleasure to work with the IVROP Board. He said the Mobile Lab is also great. He thanked Mr. Obergfell for being very professional. He told Mr. Campos that he has grown a lot. He pointed out Mr. Aguirre he is quiet but very efficient when he speaks. He said Mr. De La Torre he is right on the money. Mr. Jimenez shared Ms. Ramirez is the second Office Manager that he has known, and he is glad she has not left us. He told Ms. Ramirez she is very professional; you touch all the bases and cover all the bases. He expressed Mr. Obergfell he could not say enough about him. He recalls when Mr. Obergfell was a Project Coordinator. He shared he has an affinity for this young man. When you retire you will be missed because you have been very instrumental in moving the whole program from a vocational training to CTE and holistic approach. He shared he is happy to see a Data Program Manager will be hired. He regrets leaving the Central Union High School District Board prior to completing the swimming pool at Southwest High School. He has requested to part of the swimming pool committee.

Mr. Obergfell shared we are preparing for the projected surge. We trying to keep staff safe. Our COVID-19 hours are still having essential staff working at the office on staggered schedules. The rest of the staff are working remotely while continuing to communicate with their managers. We are being productive but also staying safe through the process. We will be providing a Board 101 for new IVROP Board Members. We are pleased with our new grants and service opportunities. We will be hiring a new Program Manager for READY4Life through the foundation. We will be adding an additional day of technology services. We are also recruiting an additional part-time Janitor. Ms. Virginia Luna is our awesome janitor. COVID-19 adds an additional layer of work. We have used Edjoin.org and CalJobs to advertise our current job announcements. The quantity of applications has decreased and the quality of applications we have received have been different through this COVID period. We are looking for new opportunities to increase the number of our applicants and quality of our applicants. The Senior Cabinet Team and the person in charge of advertising job announcements has been working with Indeed recruiting organization. We have a bigger applicant pool from a broader place with Indeed applicants. We are looking to expand our recruitment process. Yesterday, I emailed the board two evaluation emails. I want to recognize the great work that Ms. Sassie and Mr. Jimenez have done for IVROP and the community in general. They made the educational experience better for students and for the community. This is a good time to start an emeritus board. Ms. Sassie and Mr. Jimenez are qualified to be an emeritus board member for their outstanding work. It does not come with pay. We appreciate the great work Mr. Jimenez and Ms. Sassie have done. He congratulated Mr. Lopez and Mr. Hester. He thanked them for the work they have done. Thank you for your willingness to come back. He wished board members and everyone a Happy Thanksgiving. Please stay safe.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, December 17, 2020 at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 7:51 a.m.