

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

Meeting of December 17, 2020  
Imperial Valley Regional Occupational Program Main Office

**CALL TO ORDER:** Ms. Armenta called the virtual meeting to order at 6:32 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. Carlos Hernandez**, Board Member, Central Union High School District  
**Mr. Matt Hester**, Board Member, Holtville Unified School District  
**Mr. Victor Lopez**, Board Member, Imperial Unified School District  
**Mr. Raul Navarro**, Board Member, Calipatria Unified 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:** Ms. Armenta led the pledge of allegiance.

**PUBLIC COMMUNICATIONS:** None.

**INTRODUCTIONS/ ANNOUNCEMENTS:** Ms. Armenta welcomed Mr. Hernandez to the IVROP Board. Ms. Armenta asked everyone to introduce themselves.

**CONSENT AGENDA:** A motion was made by Mr. Lopez and seconded by Mr. Hester to approve the items on Consent Agenda as presented. The consent agenda was approved with the following roll call vote: AYES: AYES: President Armenta, Trustee Calderon, Jr., Trustee Hernandez, Trustee Hester, Trustee Navarro, and Trustee Lopez. NAYES: None. Absent: None. ***Motion carried unanimously.***

- Minutes of November 19, 2020, Regular Meeting;
- November '20 Warrant Order #'s: 21114336-21114354; 21114962-21114975; 21115827-21115876; 21116778-21116869.

**PERSONNEL:**

**APPOINTMENT OF PERSONNEL.** A motion was made by Mr. Hester and seconded by Mr. Calderon to approve the appointment of Ms. Chantelle Gerardo, Ms. Paloma Nieblas, Ms. Yessenia Partida, and Mr. Victor Villanueva. The appointment of personnel was approved with the following roll call vote: AYES: AYES: President Armenta, Trustee Calderon, Jr., Trustee Hernandez, Trustee Hester, Trustee Navarro, and Trustee Lopez. NAYES: None. Absent: None. **Motion carried unanimously.**

**JOB DESCRIPTIONS.** A motion was made by Mr. Navarro and seconded by Mr. Lopez to approve the revised job descriptions. Mr. Obergfell explained the Environmental Requirements were revised to include the potential risk of being exposed to COVID-19 as recommended by the attorney. He mentioned all the job descriptions have been revised to include a COVID-19 statement to keep staff informed and for liability reasons. The job descriptions were approved with the following roll call vote: AYES: AYES: President Armenta, Trustee Calderon, Jr., Trustee Hernandez, Trustee Hester, Trustee Navarro, and Trustee Lopez. NAYES: None. Absent: None. **Motion carried unanimously.**

**VARIABLE TERM WAIVER.** A motion was made by Mr. Hernandez and seconded by Mr. Calderon to approve to employ Victor Nuno, CTE instructor on the basis of a Variable Term Waiver (English Learner) for the 2020-2021 school year as part of the IVROP CTE MOA Addendums for supplemental services. The variable term waiver was approved with the following roll call vote: AYES: AYES: President Armenta, Trustee Calderon, Jr., Trustee Hernandez, Trustee Hester, Trustee Navarro, and Trustee Lopez. NAYES: None. Absent: None. **Motion carried unanimously.**

**NEW BUSINESS:**

**APPOINTMENT OF THE CLERK OF THE BOARD.** A motion was made by Mr. Hester and second by Mr. Navarro to appoint Mr. Lopez as Clerk of the Board. The appointment of the clerk of the board was approved with the following roll call vote: AYES: AYES: President Armenta, Trustee Calderon, Jr., Trustee Hernandez, Trustee Hester, Trustee Navarro, and Trustee Lopez. NAYES: None. Absent: None. **Motion carried unanimously.**

**2020-21 1<sup>st</sup> Interim Financial Report.** Mr. De La Torre reviewed the 2020-21 1<sup>st</sup> Interim Financial Report. IVROP is the lead fiscal agent for Strong Workforce Program Round II funding. COVID is creating a lot of challenges for services. It is going to impact our projected expenditures and revenue. One of our biggest challenges is the fingerprinting services. Fingerprints has been a revenue generator for IVROP. Ms. Ramirez reported December 10<sup>th</sup> was the last day live scan services were provided due to the increase of COVID cases in Imperial County. She explained that IVROP is trying to keep staff and the public safe. Mr. Obergfell explained that IVROP Staff were exposed to COVID while providing live scan services. To limit the exposure to our staff we decided to temporarily stop fingerprinting services. We are currently providing live scan services for internal preemployment purposes. Mr. De La Torre pointed out the 192.0% increase in revenue due to the Strong Work Force Program Round II funding. He explained the Strong Workforce Program funds have already been transferred to the schools in the consortium. Mr. De La Torre announced IVROP has been awarded Strong Workforce Program Round III funding. IVROP will also be the lead fiscal agent for the Strong Workforce Program Round III. Mr. De La Torre explained the criteria and standards that were not met in the 2020-21 Interim Financial Report. IVROP continues to project deficit spending. We do show a decrease in deficit spending from the July 1<sup>st</sup> budget. We had anticipated having a lower rate in deficit spending but due to COVID we are having expenditures for safety and infrastructure expenses. We due anticipate continuing to decrease deficit spending. The cost recovery for the fleet has decreased this year due to COVID. We are reducing cost as much as we can. IVROP has a very strong cashflow projection. Mr. Obergfell shared that before COVID-19 we had been reducing the deficit spending. The 2020-21 1<sup>st</sup> Interim Financial Report was approved with the following roll call vote: AYES: AYES: President Armenta,

Trustee Calderon, Jr., Trustee Hernandez, Trustee Hester, Trustee Navarro, and Trustee Lopez.  
NAYES: None. Absent: None. ***Motion carried unanimously.***

***BOARD POLICY UPDATE.*** A motion was made by Mr. Lopez and seconded by Mr. Calderon to approve the Final 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). The Board Policy Update was approved with the following roll call vote: AYES: President Armenta, Trustee Calderon, Jr., Trustee Hernandez, Trustee Hester, Trustee Navarro, and Trustee Lopez. NAYES: None. Absent: None. ***Motion carried unanimously.***

## INFORMATIONAL ITEMS:

***MONTHLY BUDGET UPDATE.*** Mr. De La Torre said the Monthly Budget Update reflects exactly what was in the 1<sup>st</sup> Interim Report. He informed Mr. Hernandez that he provides the board with a Monthly Budget update to provide monthly projections. We know we were awarded Strong Workforce Program Round III, but we have not received the funds. Once we receive the funds, I will include it in the Monthly Budget Update as a revenue and as a projected expenditure.

***IVROP COMMUNITY FOUNDATION.*** Mr. Obergfell provided Mr. Hernandez with an overview of the Imperial Valley Regional Occupational Program Community Foundation (IVROPCF). We've had a successful scholarship issuance. The scholarship awards range from \$1,000, \$750, to \$500. We have five scholarship categories: Scholastic Achievement Award, Exemplary Community Involvement Award, IVROP/CTE Student Award, General Award, and the Empowerment Award. Two-thousand two-hundred and fifty dollars are awarded for each scholarship category. The 2020 Dancing with the Stars Gala was cancelled due to COVID. Ms. Terri Rogers, Mr. Sam Couchman, Mr. Jay Jimenez, Mr. Efrain Silva, and he is part of the IVROPCF Board. Ms. Terri Rogers will continue to be the IVROPCF Board President, Mr. Jay Jimenez will be the IVROPCF Vice President, Mr. Efrain Silva will be the IVROPCF Treasurer, Mr. Obergfell will be the IVROPCF Secretary, and Mr. Sam Couchman is an IVROPCF Board Member. We will be reviewing and revising the IVROPCF Scholarship Application. The IVROPCF will be issuing scholarships. Vesper Society donated \$20,000 for scholarships for the 2021 school year. We currently don't have information on the 2021 DWTS Gala.

***CTE UPDATE.*** Mr. Campos introduced himself. He presented on the Regional Advisory Committee Meeting. He said this is the fourth year of the Annual Advisory Meeting. Due to COVID this year we had virtual events with breakout sessions throughout. The General Session was held on October 21<sup>st</sup>. The goal of the Advisory Meeting is to connect the programs to industry. He extended an invitation to Mr. Hernandez to join the breakout sessions. We had one-hundred attendees at the general session. The evaluations informed us that 64.3% preferred virtual meetings. Ninety-three percent rated the relevance and usefulness of the session/content. Mr. Campos provided highlights from the industry survey as follows: **Student Preparation:** Work-based learning/work experience/professional skills; **Future Trends:** Technology training; qualified candidates; **Industry Support for CTE:** Work-based learning; **Future Advisory Topics:** Professional Skills; Student Expectations, Engaging Industry; **Supporting CTE:** Virtual guest speaking.

Mr. Campos reported that they have already started meeting with school site administration to discuss the current services and next round of MOAs for CTE support services. The site administrators are sharing what we are doing well and things that we need to work on. We also want to hear other services that the school districts would like to be added to the future Memorandum of Agreements (MOAs). Mr. Obergfell reminded the board that in the past IVROP was

seeking three years of MOAs. We are ending the one-year MOAs on June 30, 2021. We are having these discussions with the site administrators for a one-year MOA. We are trying to align IVROP services to district needs. We will also be seeking the boards involvement and support. Mr. Campos shared the abstract for Ready4Life. Mr. Campos shared that he provides a monthly update on a different school district each month to the IVROP Board. This month he provided an update on Calexico High School. He announced Ms. Nancy Camacho is the Career Specialist (CS) for Calexico High School. The summary of services for Calexico includes the following: CTE Support: CS contacted all CTE teachers from CHS and Aurora High School via email to offer our Virtual Services and share our distance learning resources; CS worked on developing ready-to-use workshops and curating resources for teachers and students to use during Distance Learning on several topics, including: Social Emotional Learning (SEL), Soft Skills, Career Awareness, Career Exploration, Career Preparation, Constructive Use of Time, Financial Literacy, and Self-Awareness, along with other "How to" tutorials; Program manager and CS met with Mrs. Williams, Mr. Jaime and Mr. Leyva on September 2nd to discuss IVROP Services and Calexico High School needs. They requested SEL support and resources. CS sent them links to resources developed and curated by IVROP and offered to customize and develop new resources based on their needs; CTE CS, Strong Workforce Program (SWP) CS, and Program manager met with Mr. Alex Jaime to ask if he needs any support and start planning for CTE Month activities.

Mr. Calderon asked Mr. Campos that he would like to showcase a student that has been through the social and emotional services at the Calexico Board Meeting.

**WASC UPDATE.** The Initial Accreditation Status is valid through June 30, 2022. The WASC Mission and SLO Activity beginning December 2020 through January 2021. WASC Self-Study activities will be resuming by February 2021. The Action Plan to focus on student demographics and services provided to students and alignment to Student Learning Outcomes (SLOs). Work Group will resume on ongoing tasks. Mr. Campos provided a list of the Focus and Work Groups.

**IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM ORGANIZATIONAL CHART.** Mr. Obergfell shared the Imperial Valley Regional Occupational Program Organizational Chart.

**PRESENTATION.** None.

**CORRESPONDENCE:** Mr. Obergfell referred to the letter received from Sandra Cano, Imperial County Workforce Development Office Accountant-Auditor.

**LEGISLATION:** None.

**OTHER:** **ARTICLES.** None.

**EVENTS.** None.

**BOARD AND SUPERINTENDENT COMMENTS:**

Ms. Armenta wished everyone a Merry Christmas and a Happy New Year. We thank Staff for their hard work. A special welcome to Carlos. She told Victor that he will be a great Clerk.

Mr. Calderon wished everyone a Happy Holiday and stay safe.

Mr. Hernandez was grateful for all the information. I was just sworn in about two days ago. Mr. Obergfell has known me since kindergarten. I look forward to learning from all of you.

Mr. Hester welcomed Mr. Hernandez. He told Mr. Lopez that he will do a great job.

Mr. Lopez told Mr. Hernandez that this a great family. He welcomed Mr. Hernandez. He told everyone to stay safe and try to have a Happy Holiday. It is hard not being with family and friends. Try to enjoy the holidays.

Mr. Navarro wished everyone a Happy Holiday. He told everyone to stay safe. It is a good time to spend with family and think about all those first responders that put their life on the line.

Mr. Obergfell welcomed Mr. Hernandez. He said he is honored to have Mr. Hernandez on the board. He thanked the returning board members. We will be providing an IVROP Board 101 for the board. Ms. Ramirez will email you the IVROP Board 101 dates and times. Mr. Obergfell said the board is aware that Ms. Ramirez is the IVROP Office Manager and she also compiles and reports the IVROP COVID-19 situations on an ongoing basis. He thanked Ms. Ramirez for her work. He wished everyone a Merry Christmas and Happy Holidays. Please stay safe, please don't let your guard down.

**NEXT MEETING:** The next IVROP Board Meeting was scheduled for Thursday, January 21,2021 at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

**ADJOURNMENT:** The meeting adjourned at 8:08 a.m.