

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

Adopted Minutes

Meeting of December 19, 2019
Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Ms. Armenta called the 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. 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. Mario Alvarado
Mr. Juan Campos, Project Coordinator, Imperial Valley ROP
Mr. Luis De La Torre, Director of Business & Human Services, Imperial Valley ROP
Mr. Adrian Gonzales, Program Manager, Imperial Valley ROP
Mr. Miguel Gutierrez, Project Specialist, Imperial Valley ROP
Ms. Adriana Hernandez, Program Manager, Imperial Valley ROP
Mr. Guadalupe Navarro
Mr. Edwin P. Obergfell, Superintendent, Imperial Valley ROP
Ms. Maria Pantoja, Project Coordinator, Imperial Valley ROP
Ms. Yessenia Partida, Program Manager, Imperial Valley ROP
Ms. Wendy Ramirez, Office Manager, Imperial Valley ROP

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

CLOSED SESSION: A motion was made by Mr. Jimenez and seconded by Mr. Lopez to adjourn into Closed Session at 6:31 a.m. ***Motion carried unanimously.***

RETURN TO OPEN SESSION: A motion was made by Mr. Jimenez and seconded by Mr. Hester to return to Open Session at 7:37 a.m. Ms. Armenta reported that no action was taken during Closed Session.

PUBLIC COMMUNICATIONS: Mr. Armenta informed Mr. Alvarado that he would receive up to three minutes to address the Board in the public comment of the meeting as stated on the agenda. Mr. Alvarado said he was a local Imperial Valley resident. He mentioned he currently works at Imperial Irrigation District as a Heavy

Equipment Operator. He said right now he doesn't know if he's employed by IVROP as he was suspended on November 1, 2019. He stated he hadn't been provided with a reason for the suspension. He provided the board copies of letters from previous students and Mr. Joab Gonzalez. He mentioned he fell in love with the job because he felt he was giving something back. He said it really felt good helping people. He said in fact, he still has contact with a lot of his students. He stated Mr. Adrian Gonzales had informed him he was suspended on November 1st after a staff meeting. Mr. Alvarado mentioned Mr. Adrian Gonzales had told him to would provide him with an answer in a week. Mr. Alvarado said Mr. Adrian Gonzales would provide him with his supervisors contact information after Mr. Alvarado contacted Mr. Adrian Gonzales. Mr. Alvarado contacted Mr. Obergfell to schedule a meeting.

Mr. Jimenez made a motion to provide Mr. Alvarado with an additional two minutes to address the board. Mr. Alvarado informed the board of a meeting with Mr. Obergfell and Mr. Adrian Gonzales. He mentioned Mr. Cesar Valenzuela had attended the meeting with him. He mentioned Ms. Ramirez was at the reception area during the meeting. Mr. Alvarado said he had asked why he had been suspended during this meeting. Mr. Obergfell told Mr. Alvarado that he was not on the schedule. Mr. Alvarado said he told Mr. Obergfell he wanted to know why he was suspended. Mr. Obergfell again told Mr. Alvarado he wasn't on the schedule. Mr. Alvarado stated that Mr. Obergfell told Ms. Ramirez if Mr. Alvarado didn't leave to call the police. Mr. Alvarado mentioned he had called Ms. Ramirez but didn't receive a response. Ms. Armenta informed Mr. Alvarado that his time had ended.

**INTRODUCTIONS/
ANNOUNCEMENTS:**

None.

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

- Minutes of November 21, 2019, Regular Meeting;
- November '19 Warrant Order #'s: 20070708-20070765; 20071737-20071800; 20072795-20072874; 20074053-20074122.

PERSONNEL:

APPOINTMENT OF PERSONNEL. A motion was made by Mr. Lopez and seconded by Mr. Hester to approve the appointment of personnel of Ms. Yessenia Partida and Ms. Jessica Reyes. ***Motion carried unanimously.***

NEW BUSINESS:

2019-2020 1st INTERIM FINANCIAL REPORT. Mr. De La Torre reviewed the 2019-2020 1st Interim Financial Report. He pointed out the IVROP Community Foundation had donated \$35,000 to the IV Mobile Career Lab. He mentioned IVROP is the fiscal agent for the Strong Workforce Program. There was an increase in revenue for the Strong Workforce Program. Funds have already been advanced to the school districts that have provided an invoice. Mr. Dr La Torre pointed out the projected deficit spending and said deficit spending is projected for a few more years. He said the cash flow is strong. Mr. De La Torre informed the board that the IVROP Community Foundation had been awarded AB 1111. AB 1111 is an eighteen-month project, which is scheduled to begin on April 2020. Mr. Obergfell announced that the third party audit had been received from Wilkinson Hadley King & Co. LLP without any findings and he recognized the business team and everyone that is involved in the audit process. A motion was made by Mr. Jimenez and seconded by Ms. Sassie to approve the 2019-2020 1st Interim Financial Report. ***Motion carried unanimously.***

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Mr. De La Torre said the managers and staff are working hard to provide the services. Funders are happy with the services that are being provided.

IVROP COMMUNITY FOUNDATION. Mr. Obergfell announced AB 1111 had been awarded to the IVROPCF. The AB 1111 will be providing services to 250 young adults. This program will help expand services to foster youth. The IVROPCF Board met on Tuesday, December 17th and approved AB 1111. The foundation will contract IVROP for services. The IVROPCF Board approved a CTE Scholarship for Southwest High School HOSA, Ms. Jackie Valadez, Advisor. The DWTS Gala will be held on Friday, May 8th at the Saint Mary's Hall. The DWTS Orientation will be held on January 22nd or January 30th. Mr. Calderon mentioned Mr. Mike Castillo had not been contacted regarding DWTS. Mr. Obergfell explained that Ms. Marcela Miranda-Silva, DWTS Coordinator would be contacting Mr. Mike Castillo regarding DWTS. Mr. Obergfell shared Mr. Matt Hester, Mr. Mike Castillo, Mr. Mike Castro, Ms. Jill Nelipovich, Mr. Tomás Oliva, Ms. Martha Singh, Ms. Sherrie Cowie and Mr. Matt Cowie would be competing in the 2020 DWTS. This year ticket prices were increased to \$90 per ticket and \$720 per table. All the sponsor levels were also increased by \$500 each.

CTE UPDATE. Mr. Campos shared that Fall is when various regional and state trainings and conferences happen for CTE, which is why he and Adriana were out for the last board meeting. Mr. Campos and Mrs. Hernandez attended the CAROCP Conference at Rancho Mirage in November. Some of the major themes and takeaways from the CAROCP Conference was the need for more and varied work-based learning opportunities in CTE, developing and implementing a continual improvement process, how advisory meetings support continual improvement in several ways, and the need for equity/inclusiveness in CTE programs. Ms. Hernandez and other members of the Ed. Services team attended the National ACTE conference; Mrs. Hernandez shared her takeaways: Just like it is across the nation, the rollout for the new Perkins V is very important across the State and throughout all the regions. Some of the other takeaways and focus areas of the conference included: Empowering Students (STEM & CE K-12), Continual Improvement, and student equity.

Mr. Campos provided a brief update on the past Regional CTE Advisory Committee Meeting held in October, and mentioned how the meeting is an important aspect of continual improvement of CTE programs and an important aspect of a new Comprehensive Local Needs Assessment required as part of the new Perkins V application process. Ms. Hernandez said the notes will be posted on the website in January 2020. An important outcome that came out of this past Committee Meeting was a linkage to ECRMC. The guest attendee from El Centro Regional Medical Center, Janice Buchanan, met with several IVROP Managers to discuss a partnership between IVROP and ECRMC around their Career Path Explorations Program and linkage to Work-Based learning and Strong Workforce. This program is geared toward both adults and in-school students. An MOA between ECRMC and IVROP is in the works, Ms. Partida, the new Strong Workforce Program Manager already working with ECRMC on how to meet each organization's common goals for work-based learning and recruiting students to explore all career pathways within the hospital. Mr. Obergfell mentioned IVROP will be looking for an opportunity to replicate the efforts of this new partnership with Pioneer Memorial Hospital in the very near future.

The month of February is CTE Month; career specialists will plan activities to promote CTE at each high school campus. Mr. Campos announced the IVROP Annual Showcase will be held on April 1, 2020 at the IV Expo. He mentioned how the management team and their staff all contribute to the Showcase. As part of the Showcase, Ms. Hernandez said the Outstanding Student Process and Interviews will be held in early February. She mentioned the Outstanding Student applications are due on Friday, December 20th.

Mr. Campos provided the Central High School update. The first CTE Automotive Advisory Meeting of two required per year for NATEF certification was held. Twenty-two people attended the CTE Automotive Advisory Meeting. Eleven of the attendees were from the industry. He announced Mr. Ron Shane will be retiring after 36 years, and Central is already looking to replace Mr. Shane. The program supports entry level preparation in automotive repair and ASE certification. A total of eighty-four students are enrolled in the program.

Mr. Campos mentioned the Law Mentoring Program has been a success. Mr. Campos along with Debbie Burquist have been working with Mr. Cory Van Driessche on developing their Career Technical Student Organization, Skills USA. The Skills USA/Law is an active Career Technical Student Organization, Leadership Skills, mentoring, work base learning, trips, fundraising and community service activities. The Central Union High School Skills USA was a recipient of the \$500 IVROPCF CTSO Scholarship, along with \$1,500 available through the MOA with Central to establish a CTSO.

Ms. Debbie Burquist worked with 203 students on My Next Move Career Assessment (career exploration). She provided a Resume Workshop and How to Keep a Job Workshop to twelve students from the Migrant student services.

Mr. Lopez departed at 8:20 a.m.

WASC UPDATE. Mr. Campos reported the WASC Focus Groups/Work Group continue to work on ongoing tasks. Work groups continue to add additional members. The teams will continue the first process which is to read, research and review. The teams will continue to review the WASC resources.

Mr. Campos provided the following update and next steps for the WASC Focus Groups/Work Group. The WASC Coordinator will be finalizing the WASC Timeline and Tasks by January 2020. This will be an interactive, living document that supports the self-study process and future full WASC visit. Most of the work/focus groups have already met at least once. The groups are continuing the first process. There are meetings planned for all the groups in January 2020. Groups are finalizing the stakeholders list and will be adding additional members as an ongoing process. Groups will form initial responses to criteria by January 2020. The Action plan group is scheduled to meet by January 2020.

Mr. Campos provided the board with a list of the Focus Groups/Work Groups. Mr. Campos stated the WASC is an ongoing process and the planning and approach is also being improved as it goes along. He hopes to share with the board at a future meeting the complete WASC timeline. Ms. Sassie requested for the board to be provided with the hurdles and positives of this experience in a few months. Mr. Jimenez requested a governance schedule. Ms. Armenta commended everyone for all the work that is being done.

Mr. Hester departed at 8:40 a.m.

PRESENTATION: None.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: **ARTICLES.** Mr. Obergfell referred to the Imperial Valley Press articles dated November 9, 10, 2019.

EVENTS. Mr. Obergfell announced the IVROP Showcase and IVROPCF DWTS Gala dates and times.

WELLNESS ACCOUNT. Ms. Armenta informed the board that she had requested Ms. Ramirez to add this item to the agenda to discuss an account to purchase plants for employees. Mr. Ramirez informed the board that a Sunshine Fund Account was already in place. The Sunshine Fund Account funds are rewards obtained from Costco. Ms. Ramirez informed the board that enough funds were in the Sunshine Fund Account. Ms. Armenta asked Ms. Ramirez to inform the board if funds were needed in the future. Ms. Ramirez agreed to inform the board if a need arises.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Ms. Armenta thanked IVROP for the Thanksgiving potluck which was held for the Behavioral Health clients. Ms. Armenta congratulated Ms. Partida on her new position. She wished everyone Happy Holidays.

Mr. Calderon, Jr. wished everyone a Merry Christmas. He commented on the job well done by the janitor on the clean restrooms.

Mr. Jimenez said Merry Christmas! He told Mr. Obergfell that the board missed him. He welcomed Ms. Partida.

Mr. Navarro wished everyone Happy Holidays.

Ms. Sassie told Ms. Partida she will be missed at Brawley Union High School. Merry Christmas to everyone and be safe. She thanked everyone for all their work. Everything is appreciated.

Mr. Edwin P. Obergfell said Mr. Gutierrez, Ms. Pantoja, Mr. Adrian Gonzales are working on the Wellness Program. The Wellness Program was awarded \$5,000 from the health insurance. He thanked everyone. He said that he appreciates the Board, Management Team, and Staff. He said he would be providing tamales for staff tomorrow and invited the Board. He wished everyone a Merry Christmas.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, January 16, 2020 at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 7:44 a.m.