

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

Meeting of December 20, 2018
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. Juan Campos, Project Coordinator, Imperial Valley ROP
Mr. Michael Castillo, Board Member, Calexico Unified School District
Ms. Natalie Castillo, Adult Development Specialist, Imperial Valley ROP
Mr. Luis De La Torre, Director of Business & Human Services, Imperial Valley ROP
Ms. Reyna Flores-Carrillo, Adult Development Specialist, Imperial Valley ROP
Mr. Adrian Gonzales, Program Manager, Imperial Valley ROP
Ms. Adriana Hernandez, Program Manager, Imperial Valley ROP
Mr. Mario Jimenez, Adult Development Specialist, Imperial Valley ROP
Ms. Linda Lopez, Project Specialist, Imperial Valley ROP
Ms. Mirtha Macias, Adult Development Specialist, Imperial Valley ROP
Ms. Stephanie Macias, Intern Counselor Facilitator, Imperial Valley ROP
Mr. Edwin P. Obergfell, Superintendent, Imperial Valley ROP
Ms. Karla Ornelas, Development Specialist, Imperial Valley ROP
Ms. Maritza Reyes, Development Specialist, Imperial Valley ROP
Ms. Jennifer Sutter, Program Manager, Imperial Valley ROP
Ms. Maria Pantoja, Project Coordinator, Imperial Valley ROP
Ms. Wendy Ramirez, Office Manager, Imperial Valley ROP
Ms. Gloria Saldivar, Development Specialist, Imperial Valley ROP
Mr. Luis Torres, Program Manager II, Imperial Valley ROP

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

PUBLIC COMMUNICATIONS: Mr. Obergfell presented Mr. Castillo with a plaque.

INTRODUCTIONS/

ANNOUNCEMENTS: Mr. Obergfell introduced Mr. Raul Navarro, representing Calipatria Unified School District Board Member and Mr. Lorenzo Calderon, Jr., representing Calexico Unified School District.

CONSENT AGENDA: A motion was made by Mr. Lopez and seconded by Mr. Jimenez to approve the items on Consent Agenda as presented. Mr. Navarro and Mr. Calderon abstained from voting. ***The motion carried unanimously, with Mr. Navarro and Mr. Calderon abstaining.***

- Minutes of November 15, 2018, Regular Meeting;
- November '18 Warrant Order #'s: 19018086-19018137; 19019080-19019134; 19019711-19019793; 19021176-19021218.

PERSONNEL: ***APPOINTMENT OF PERSONNEL.*** A motion was made by Mr. Jimenez and seconded by Ms. Sassie to approve the appointment of personnel of Ms. Felissa Nuñez. ***Motion carried unanimously.***

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

VARIABLE TERM WAIVER. A motion was made by Mr. Jimenez and seconded by Ms. Sassie to approve to employ Mr. Victor Nuno on the basis of a Variable Term Waiver (English Learner) for the 2018-2019 school year as part of the IVROP CTE MOA Addendums for supplemental services. ***Motion carried unanimously.***

NEW BUSINESS: ***FISCAL YEAR 2017-2018 FINAL AUDIT REPORT.*** Mr. De La Torre reviewed the 2017-2018 Final Audit Report. Mr. Obergfell informed the board that IVROP has had fourteen consecutive years without a finding. Mr. De La Torre pointed out the IVROP continue deficit spending. Mr. Obergfell shared that IVROP is looking for grants that do not add to the deficit spending. A motion was made by Ms. Sassie and seconded by Mr. Jimenez to approve the 2017-2018 Final Audit Report. ***Motion carried unanimously.***

2018-19 1st Interim Financial Report. Mr. De La Torre reviewed the 2018-2019 1st Interim Financial Report. A motion was made by Mr. Jimenez and seconded by Mr. Lopez to approve the 2018-19 1st Interim Financial Report. ***Motion carried unanimously.***

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Mr. De La Torre said the Monthly budget update reflected the 2018-19 1st Interim Financial Report.

IVROP COMMUNITY FOUNDATION. Mr. Obergfell reported the IVROPCF Board had met on Tuesday, December 13th. The contract with the Quechan has been finalized. The Dancing with the Stars (DWTS) Gala will be held on Friday, May 3, 2019. Mr. Obergfell announced that the ticket prices and the sponsorship levels will remain the same as last year. Mr. Obergfell mentioned Mr. Jimenez, Mr. Efrain Silva, Ms. Terri Rogers, Mr. Sam Couchman and he are the Imperial Valley Regional Occupational Program Community Foundation (IVROPCF) Board Members. Ms. Marcela Miranda-Silva is the DWTS Coordinator and Ms. Ramirez is the IVROPCF Volunteer. Mr. Lopez, Ms. Karina Alvarez, Ms. Dixie Krimm, Mr. Donnie Wharton, Ms. Iveth Edith Hiraes and Ms. Marcela Piedra will be dancing this year. Dr. Todd Finnell and Mr. Matt Desert are pending confirmation. Mr. Obergfell reminded the board that the DWTS Gala provides revenue for scholarships. He mentioned the revised IVROPCF Scholarship Application would be available in

the January. Mr. Obergfell mentioned the five scholarship categories. Mr. Jimenez suggested Mr. Hester participate in the DWTS next year.

CTE UPDATE. Mr. Campos introduced Ms. Sutter, Program Manager and Ms. Lopez, Project Specialist. Ms. Sutter provided information on the ACTE Conference she attended in San Antonio, TX. Ms. Marisabel Dorantes attended the ROCP State Conference on Mr. Campos's behalf.

Mr. Campos announced February is Career Technical Education (CTE) Month. Ms. Sutter stated the Youth Ag Summit will be held in combination with the Ag Summit this year on March 22, 2018. The 21st Annual Showcase has been scheduled for April 9, 2019 at the IV Expo. The Law Enforcement Competition is scheduled for April 18th. The date for A-G Updates/Workshops will be announced.

Ms. Lopez shared the IV Student and School Success Program held a PBIS Workshop at Ricochet on December 11th for Central Union High School District and Brawley Union High School District. On December 12th a PBIS Workshop was held at the Community Learning Center for Brawley Elementary School District. Guest speaker Mr. Ed White and Mr. Jerry Sherk were the guest speakers at the Desert Oasis Mentoring Program on December 12th and 13th. Ms. Hernandez assisted in developing a pre/post to evaluate some of the activities. The goal is to continue providing mentoring.

Ms. Sutter provided an update for Calexico High School. The law enforcement competition will be held at Calexico High School. One day per week is dedicated to the Calexico High School ninth grade campus. An informational workshop was provided to all senior English classes in conjunction with the counselors. The Career Specialists are working closely with the counselors. The FAFSA Workshop was provided to 283 students with the counselors. The "My Next Move" Career Exploration workshop was completed with all the 9th and 10th grade Ag students, and with all the 8th graders at William Moreno Jr. High School. Ms. Felissa Nunez is the new Calexico High School Career Specialist.

WASC UPDATE. Mr. Campos provided the WASC update. He said on December 3rd Ms. Sutter held SLOs and Mission Statement workshops for staff. The Management Team had a meeting on December 4th to review the final WASC visiting schedule and roles. The Management Team reviewed the WASC Study Guide and discussed why we're going through the WASC process. The management team reviewed the 3 Action Steps with Staff. The management team also reviewed the Procedure Manual and the Initial Visit Report. The initial visit was held on December 13th. Mr. Obergfell shared Mr. Campos, Ms. Ramirez, Mr. De La Torre and he had provided the visiting team with evidence binders. Mr. Campos shared positive feedback was provided by the visiting team. The visiting team suggested working on the action items. The results will be provided in January.

PRESENTATION:

Mr. Aguirre introduced himself as the Project Coordinator for Housing Support Program (HSP), Life Skills, Job Readiness, WEX (Work Experience) and WORK-E.S.E (Expanded Subsidized Employment) funded by the Imperial County Department of Social Services. Ms. Saldivar, Development Specialist presented on HSP. HSP is rapid re-housing for CalWORKs families experiencing homelessness and need assistance to move into permanent housing. HSP serves CalWORKs clients in the entire Imperial Valley. Clients are linked to needed services including other IVROP Programs. Ms. Ornelas, Development Specialist provides Life Skills Classes. Ms. Ornelas also provides a 20 Career Readiness Course through Job Readiness. The services are individualized. Mr. Jimenez, Adult Development Specialist is the Life Skills Instructor the for Life Skills class. Life Skills is part of the IVROP Family Stabilization Unit. He works with the entire CalWORKs family. He works with clients on their self-esteem, self discipline and goals. Some clients have language barriers. He provides the clients with tools to succeed. Ms. Macias, Intern

Counselor Facilitator provides the CalWORKs clients with Financial Literacy, 4-hour course focusing on Financial Planning and Job Search, 8-hour course focusing on Career/Job Searching. She assesses the clients and has them present a PowerPoint on their career interest at the end of the Career/Job Searching course.

Ms. Castillo, Job Developer presented on Project WORK E.S.E. (Expanded Subsidized Employment). Ms. Castillo connects with employers in the Imperial Valley to provide subsidized employment to Project WORK E.S.E. clients. Employers complete a monthly follow-up form for the employee that is placed at their worksite. Ms. Castillo is in constant communication with the employers. IVROP currently has 164 partner employers. Ms. Macias, Adult Development Specialist presented on Project WEX (Work Experience). Ms. Macias works with local employers. WEX was not funded this year. Ms. Flores-Carrillo, Adult Development Specialist said she is a job developer, case manager and facilitator. She helps clients retain employment. Ms. Reyes, Development Specialist facilitates the Academy (Orientation) with most clients. The following topics are reviewed in the Academy: Professional Skills Development, Targeted Job Search and Customer Service. Mr. Aguirre reminded the board that all the projects provide services to Imperial Valley parents.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: **ARTICLES.** Mr. Obergfell made reference to the Imperial Valley Press article dated November 30, 2018 and December 3, 2018.

EVENTS. Mr. Obergfell extended an invitation to the board to attend the events taking place in December and January.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Ms. Armenta thanked the presenters. Ms. Armenta said IVROP provides a safety net to the community.

Mr. Calderon left the board meeting a couple minutes early.

Mr. Castillo said this was his last meeting. He thanked the IVROP Staff, Mr. Obergfell and the IVROP Board. A lot of good things are happening. He said the presentations are great and keep the board informed on how IVROP benefits the community. He wished everyone Happy Holidays and a Happy New Year. Mr. Castillo nominated Mr. Calderon to participate at the DWTS next year.

Mr. Hester said it was a great presentation. He thanked Staff for their hard work. He welcomed the new board members and wished everyone Happy Holidays.

Mr. Jimenez thanked the presenters for their presentation. He said our programs are filling the gaps in the community. He wished everyone a Merry Christmas and Prosper New Year.

Mr. Lopez thanked Staff for their hard work and dedication. He wished everyone a Merry Christmas and Safe New Year.

Mr. Navarro thanked Staff. He said Staff wears many hats. He said Happy Holidays.

Ms. Sassie announced that Ms. Cathy Shank passed her exam. She complimented the Brawley High School Career Specialist for assisting with Career Day. She said it was a great presentation. She wished everyone a Merry Christmas.

Mr. Obergfell announced Ms. Sara Sanders with Clinicas de Salud confirmed IVROP will be receiving \$160,000 for the mobile Career Exploration Lab. Mr. Obergfell stated that IVROP and ICOE are collaborating with other Imperial County school districts with intent of submitting competitive grant proposal(s) that will benefit the Imperial County in the Strong Workforce Program RFP process. He also stated that the Strong Workforce Program Southern Region includes San Diego and Imperial Counties. The Winter Potluck was a success. Mr. Obergfell and Ms. Hernandez met with Ms. Miyoko Oshima, Vesper Society President. Ms. Pantoja is working on the HIPPY Accreditation. Mr. Obergfell mentioned that a short version of the IVROP Board 101 could be provided to Mr. Navarro and Mr. Calderon if requested. Mr. Obergfell reminded the IVROP Board that the IVROP Office would be closed on December 24th, 25th, 30th, and 31st. Mr. Obergfell reminded the IVROP Board that IVROP impacts all students across Imperial County.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, January 17, 2019 at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 8:58 a.m.