

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

Adopted Minutes

Meeting of January 21, 2021

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. 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  
**Ms. Gloria Santillan**, 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:** Ms. Armenta led the pledge of allegiance.

**PUBLIC COMMUNICATIONS:** Ms. Ramirez informed Ms. Armenta that she had not received any public comments.

**INTRODUCTIONS/ ANNOUNCEMENTS:** Ms. Armenta asked everyone to introduce themselves.

**CONSENT AGENDA:** A motion was made by Mr. Navarro 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 Hernandez, Trustee Hester, Trustee Navarro, and Clerk of the Board Lopez. NAYES: None. Absent: Trustee Calderon, Jr. Abstain: Trustee Santillan. ***Motion carried unanimously.***

- Minutes of December 17, 2020, Regular Meeting;
- December '20 Warrant Order #'s: 21117469-21117492; 21118259-21118312; 21119464-21119514; 21120429-21120457.

Mr. Calderon arrived at 6:35 a.m.

**PERSONNEL:**

**APPOINTMENT OF PERSONNEL.** A motion was made by Mr. Lopez and seconded by Mr. Calderon to approve the appointment of Ms. Dalia Rodriguez, Ms. Maribel Santellano, Mr. Erick Mungarro, and Ms. Sofia Salazar. 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, Clerk of the Board Lopez, and Trustee Santillan. NAYES: None. Absent: None. **Motion carried unanimously.**

**EMPLOYEE HOLIDAY CALENDAR 2021-2022.** A motion was made by Mr. Calderon and seconded by Mr. Hernandez to approve the Employee Holiday Calendar 2021-2022. The Employee Holiday Calendar 2021-2022 was approved with the following roll call vote: AYES: AYES: President Armenta, Trustee Calderon, Jr., Trustee Hernandez, Trustee Hester, Trustee Navarro, Clerk of the Board Lopez, and Trustee Santillan. NAYES: None. Absent: None. **Motion carried unanimously.**

**NEW BUSINESS:**

**2021 IRS MILEAGE RATE.** A motion was made by Mr. Calderon and second by Mr. Navarro to approve the 2021 IRS Mileage Rate. The 2021 IRS Mileage Rate was approved with the following roll call vote: AYES: AYES: President Armenta, Trustee Calderon, Jr., Trustee Hernandez, Trustee Hester, Trustee Navarro, Clerk of the Board Lopez, and Trustee Santillan. NAYES: None. Absent: None. **Motion carried unanimously.**

**INFORMATIONAL ITEMS:**

**MONTHLY BUDGET UPDATE.** Mr. De La Torre said the Monthly Budget Update does not reflect any changes from the First Interim Report that was presented last month. He shared that we are waiting for official confirmation on additional funding. He mentioned we are waiting for the contract for the High School Strong Workforce Round III. CA Learning Communities Prop-47 is also pending confirmation. He mentioned Mr. Aguirre is pending confirmation from Imperial County Board of Supervisors on some funding. COVID continues to impact our expenditures. Mr. De La Torre explained the actuals and revenues are included in the First Interim Report. He said we do have actuals monthly. Ms. Santillan asked regarding the actual expenditures. The board discussed the Monthly Budget Update. Mr. Oberfell reminded the board the purpose of the Monthly Budget Update is to demonstrate to the board where expenditures and revenues are really coming from for ROP perspective. He pointed out that the biggest source of revenue is from the grants. Mr. De La Torre reminded the board that ROP does not have ADA. Mr. Campos and Ms. Adriana Hernandez are currently working on negotiating the Memorandum of Agreements with the school districts. Mr. Oberfell provided the board with the background information on the MOAs. Our goal is to have a signed MOA by June 2021. Mr. Campos said we are communicating with the districts to tailor to the needs of each specific school. We work collaboratively with the school districts. Mr. De La Torre reminded the board that IVROP assists the districts to credential their CTE Instructors. Ms. Santillan recommended the Monthly Budget Update should be presented with backup. Mr. Lopez and Mr. Calderon said the Monthly Budget Update Report is fine as currently presented. Mr. Hester, Mr. Navarro, Ms. Armenta agreed a quarterly update with more support would be helpful. Mr. De La Torre said the 1<sup>st</sup> Interim Report and 2<sup>nd</sup> Interim Report are quarterly reports that are presented. Ms. Santillan said she is comfortable with the 1<sup>st</sup> Interim Report and 2<sup>nd</sup> Interim Report being presented. She said she does not see the need to have the Monthly Budget Update report. Mr. De La Torre informed the board he could provide a report from the Escape system that takes a snapshot picture of every month that demonstrates the current revenues, projections, and expenditures. He also reminded the board that we are following California minimum wage for 2021. We have updated our salary placement to be in compliance with California minimum wage.

**IVROP COMMUNITY FOUNDATION.** Mr. Obergfell shared the Imperial Valley Regional Occupational Program Community Foundation (IVROPCF) is a 501(c)(3). 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. Mr. Obergfell announced the 2021 Dancing with the Stars (DWTS) Gala will be cancelled. Hopefully, Mr. Hester will agree to be a Star for 2022. The foundation provides scholarships and now it is also providing program management. The foundation applied for two grants that only 501(c)(3)'s could apply. Project AB 1111 and Project READY4Life are funded through the IVROPCF. This year the foundation will continue to provide scholarships. The IVROPCF Scholarships applications are currently available. The scholarship information has been provided to administrators, counselors, teachers, etc. The IVROPCF Scholarship application can also be accessed through the website. The foundation will be reimbursing individuals for ticket sales. Individuals can choose to donate their money, or we can hold their ticket for the DWTS 2022. Those that do not request reimbursement will keep their priority spot. The foundation received updates from Project AB 1111 and Project READY4Life. Both grants will be providing services to the districts. Vesper donated \$20,000 this year to provide additional scholarships for the 2021 school year. 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. We will be reviewing and revising the IVROPCF Scholarship Application. The IVROPCF board is thinking about increasing the categories to six categories by adding a category for the LGTBQ population.

**CTE UPDATE.** Mr. Campos presented on the Regional Advisory Committee Meeting update. He said this is the fourth year of the Annual Advisory Meeting. Due to COVID this year we had virtual events with separate industry breakout sessions held beginning in Oct. 2020 to Jan. 2021. The General Session was held on October 21<sup>st</sup>. He shared the advisory are held to keep industries involved to help evaluate, plan, and inform the current CTE Programs on the workforce development trends that students need to prepare. We ask the industry what are the advancements that are currently taking place to help better prepare students. A big focus was to reach out to experts out of our region. We created a CTE Advisory website to help disseminate the information and breakouts session recordings. He provided the link to the website:<https://sites.google.com/ivrop.org/ivropregionalcteac/home>. He encouraged the board, educators and students to access this information, which can also support student Work-Based Learning.

The Health Science and Medical Terminology breakout session was held on October 28<sup>th</sup> via Zoom. The keynote speaker was Ms. Connie LaFuente, Regional Director for Employer Engagement in the Health Sector for San Diego and Imperial Counties. Mr. Lou Kenney, ECRMC Chief Clinical and Nursing Officer; Mr. Brian Tyson, All Valley Urgent Care MD; Ms. Courtney Kendall, Clinical Nurse Specialist Sharp Healthcare San Diego, and Mr. Alfredo V. Martinez, US Navy Dental Corp. DDS were the industry panelists. Providing this meeting virtually has really increased the number of attendees, 52 in total. We also encourage students to attend these meetings so they can learn what is happening currently in the industry. Ms. Connie LaFuente shared labor market information. The industry panelists provided information regarding the soft skills that are required in healthcare. We also heard how COVID-19 has impacted the Health Sector. Students were able to attend the breakout session and hear feedback from ECRMC, All

Valley Urgent Care, Behavioral Health, etc. regarding opportunities and programs that are available for them.

Mr. Campos informed that he provides a monthly update report on each district. The Memorandum of Agreements (MOAs) help support Mr. Campos, Ms. Adriana Hernandez, Program Manager, and the Career Specialist. Ms. Hernandez oversees the Career Specialists. Ms. Linda Lopez was the Central Union High School District (CUHSD) Career Specialist however Ms. Linda Lopez resigned on November 21<sup>st</sup>. We were able to have another Career Specialist take over CUHSD due to the system in place in grouping the Career Specialists in teams to support each other if one happens to be out. Mr. Campos shared the district services that are provided to Southwest High School, Central Union High School, and Desert Oasis/Phoenix Rising High School. Services for all school sites include CTE presentations and targeted student workshops. At Central and Southwest the Career Specialist support parental engagement via monthly meetings hosted by the schools. IVROP staff provide parents updates on services and CTE information during these meetings. School site services include developmental assets workshops and social emotional type workshops. He provided a list of the next steps. The Youth AG Summit is also being provided virtually on January 20<sup>th</sup> 2021 with a kickoff event. This event is geared towards Agriculture students. We have scheduled virtual industry tours for the students on Jan. 27<sup>th</sup> and Feb. 3<sup>rd</sup>. Participants can join in via Zoom at 1:30pm with the link: <https://us02web.zoom.us/j/83442168132?pwd=WDJYUJyVDdvV3NzMHVJdjdXQlJkUT09>. We will start up the CTE Health Mentoring partnership with San Diego State University in March.

**WASC UPDATE.** Mr. Campos said WASC Self-Study visit is scheduled for May 2, 2022 through May 4, 2022. The Initial Accreditation process has really helped us. We will be resuming our activities in February. The Senior Management and Management Team are all involved in this WASC process. He shared the list of the Focus Group and Work Group. We have a lot of work ahead.

**PRESENTATION.** None.

**CORRESPONDENCE:** None.

**LEGISLATION:** None.

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

**EVENTS.** None.

**BOARD AND SUPERINTENDENT COMMENTS:**

Ms. Armenta gave her condolences to Mr. Lopez. She welcomed Ms. Santillan. She told Ms. Santillan the board welcomes all questions and comments that come from the board. Ms. Armenta thanked Mr. Obergfell, Mr. Campos, Mr. De La Torre, Ms. Ramirez, and Mr. Aguirre for all you do. Continue to take care of yourself and stay safe. Have a beautiful day.

Mr. Calderon gave his condolences to Mr. Lopez. He welcomed Ms. Santillan and wished everyone a Happy New Year. He said hopefully this will be a better year than last year.

Mr. Hernandez welcomed Ms. Santillan. He thanked staff for all the presentations. He provided Mr. Lopez with his condolences. He told everyone to stay safe. He shared Mr. Kevin E. Kelley, IID Director had passed away. He thanked Staff for being transparent. He thanked Ms. Santillan for her input with her Accounting background.

Mr. Hester offered Mr. Lopez his condolences. He welcomed Ms. Santillan and told everyone to keep up the good work.

Mr. Lopez thanked the IVROP Family for the plant that was sent to my family. He thanked everyone for their thoughts and prayers.

Mr. Navarro thanked the IVROP Staff for their hard work.

Ms. Santillan said thank you for having me on the board. She shared she has been on the Elementary and High School Board. She said she asks a lot of questions because she wants the board to have all the information available so they can make an informed decision. Thank you for having me and have patience. Ms. Santillan welcomed the board to contact her if they had any questions.

Mr. Obergfell welcomed Ms. Santillan. He told Ms. Santillan that the IVROP Family appreciates her questions and comments. He welcomed Mr. Hernandez back to the board. We appreciate the board. Yesterday Ms. Ramirez sent out the Board 101 information. Mr. Obergfell extended an invitation to all the board members to participate in the Board 101. Yesterday, in the Imperial County Workforce Development Board approved the RN Mentorship Program for a total of \$350,000. It still must go to the Board of Supervisors for approval. The RN Mentorship Program supports our healthcare community. This has been a very successful WIOA program in collaboration with Imperial Valley College. We will now be able to work with two cohorts per year. We are currently not providing live scan services. Our priority is to keep everyone safe. The office is only open for essential staff. We are broken into two separate cohorts. A morning cohort and an afternoon cohort. Mr. Obergfell asked the board to inform us which Board 101 the board members are available to attend.

**NEXT MEETING:** The next IVROP Board Meeting was scheduled for Thursday, February 18, 2021 at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

**ADJOURNMENT:** The meeting adjourned at 8:24 a.m.