

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

Meeting of February 17, 2022
Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Ms. Armenta called the virtual meeting to order at 6:31 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. Luis De La Torre, Director of Business & Human Services, Imperial Valley ROP
Ms. Adriana Hernandez, Program Manager, Imperial Valley ROP
Mr. Edwin P. Obergfell, Superintendent, Imperial Valley ROP
Ms. Maria Pantoja, Project Coordinator, Imperial Valley ROP
Ms. Wendy Ramirez, Office Manager, Imperial Valley ROP
Ms. Stephanie Sandoval, Data Manager, Imperial Valley ROP

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

PUBLIC COMMUNICATIONS: None.

INTRODUCTIONS/ ANNOUNCEMENTS: None.

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

- Minutes of January 20, 2022, Regular Meeting;
- January '22 Warrant Order #'s: 22161658-22161705; 22161711, 22162466-22162532; 22163166-22163186; 22164078-22164138.

PERSONNEL:

APPOINTMENT OF PERSONNEL. A motion was made by Mr. Hester and seconded by Mr. Lopez to approve the appointment of Ms. Mayra Guillen, Ms. Paloma Nieblas, and Ms. Alyssa Tirado. The appointment of personnel was approved with the following roll call vote: AYES: President Armenta, Trustee Calderon, Trustee Hernandez, Trustee Hester, Clerk of the Board Lopez, Trustee Navarro, and Trustee Santillan. NAYES: None. Absent: None. **Motion carried unanimously.**

RESIGNATION. A motion was made by Mr. Calderon and seconded by Mr. Hernandez to approve the resignation of Mr. Vizcaino. The resignation was approved with the following roll call vote: AYES: President Armenta, Trustee Calderon, Trustee Hernandez, Trustee Hester, Clerk of the Board Lopez, Trustee Navarro, and Trustee Santillan. NAYES: None. Absent: None. **Motion carried unanimously.**

NEW BUSINESS:

FISCAL YEAR 2020-2021 FINAL AUDIT REPORT. Mr. De La Torre reviewed the Fiscal Year 2020-2021 Final Audit Report. Mr. De La Torre pointed out two errors on page three of the Fiscal Year 2020-2021 Final Audit Report. The first bullet on page three is incorrect: In 2020-21, IVROP operated under the second year of an updated three-year MOA, is incorrect it should state one year MOA. The second bullet on page three, is also incorrect. Mr. De La Torre stated he is pending information to make the correction. He informed the auditors of this information. He said IVROP continues to remain fiscally and financially strong. Mr. Obergfell thanked Mr. De La Torre, Staff, Coordinator's, Clerk's, and Ms. Cecilia Duron, previous IVROP Director of Business & Human Services for sixteen years of no findings. A motion was made by Mr. Hester and seconded by Ms. Santillan to approve the Fiscal Year 2020-2021 Final Audit Report with the noted corrections on page three. The Fiscal Year 2020-2021 Final Audit Report was approved with the two corrections on page three with the following roll call vote: The resignation was approved with the following roll call vote: AYES: President Armenta, Trustee Calderon, Trustee Hernandez, Trustee Hester, Clerk of the Board Lopez, Trustee Navarro, and Trustee Santillan. NAYES: None. Absent: None. **Motion carried unanimously.**

FINDINGS RECOGNIZING A STATE OF EMERGENCY AND AUTHORIZING TELECONFERENCED MEETINGS PURSUANT TO AB 361. A motion was made by Mr. Calderon and seconded by Mr. Navarro to approve the Findings Recognizing a State of Emergency and Authorizing Teleconferenced Meetings Pursuant to AB 361. Findings Recognizing a State of Emergency and Authorizing Teleconferenced Meetings Pursuant to AB 361 was approved with the following roll call vote: AYES: President Armenta, Trustee Calderon, Trustee Hernandez, Trustee Hester, Clerk of the Board Lopez, Trustee Navarro, and Trustee Santillan. NAYES: None. Absent: None. **Motion carried unanimously.**

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Mr. De La Torre reviewed the Monthly Budget. He said there weren't any changes from the previous month. He mentioned he is currently working on the Second Interim Report.

IVROP COMMUNITY FOUNDATION. Mr. Obergfell informed the board that the IVROPCF Board had met on Tuesday, February 15th. The IVROPCF Board heard updates from Project AB 1111 and Project Ready for Life. Project AB 1111 will be ending March 31st. No additional dollars were available for AB 1111. Project AB 1111 and Project ReadyforLife have experienced some challenges due to Covid. Project ReadyforLife received a noncompetitive continuation application. The Dancing with the Stars Gala is scheduled for Friday, May 13th. Ms. Veronica Platero will not be participating in the 2022 Dancing with the Stars. The following seven Stars will be participating: Mr. Bryan Johnson, Ms. Jill Nelipovich, Mr. Mike Castro, Ms. Sherrie Cowie, Mr. Ron Ritenour, Mr.

Gerald Irungary, and Ms. Janette Montaña. The Quechan will be providing discounts on hotel rooms for May 13th. Quechan members will not be able to request double discounts for the hotel rooms. The DWTS Orientation is scheduled for Thursday, February 24th. The IVROPCF has already sold over 400 DWTS tickets from 2020. We will be following the current guidelines. IVROPCF Scholarships applications are available on the IVROPCF and IVROP website. Ms. Ramirez emailed the IVROP board the IVROPCF Scholarship Application. Ms. Hernandez shared the IVROPCF Scholarship application with the school administrators. The IVROPCF Scholarship is due on Thursday, March 31st. The Sponsorship Levels are Royal Star Sponsor \$10,000, Diamond Dancer Sponsor \$5,000, Platinum Star Sponsor \$3,000, Gold Star Sponsor \$2,500, Silver Star Sponsor \$2,000, and Bronze Sponsor \$1,500. Mr. Obergfell announced Vesper was a Royal Star Sponsor and El Centro Regional Medical Center was considering the Diamond Dancer Sponsor.

CTE UPDATE. Ms. Hernandez provided an update on CTE. The Imperial County Office of Education Strong Workforce Program provided teachers and counselors with toolkits that included the Industry Sector Flyers and Middle School outreach flyer to celebrate and promote CTE during CTE Month in February. The CTE team are conducting CTE Awareness Activities on campus. Southwest High School CTE ambassadors held their Roundtable via zoom. The Outstanding CTE Student nominees will be showcased on social media at @ivrop_cte. The Memorandum of Agreements (MOAs) and District Services Agreement (DSA) are in progress. Management have been meeting with principals. The team feel they have the principal's support for new MOAs from Brawley Union High School District, Central Union High School, and Holtville Unified School District, and the other districts are still reviewing. The new MOAs will need to be approved by the district's boards. IVROP Administration requested the support of the IVROP board as the new MOAs are being presented to their administration team.

Calipatria ICT students were provided with a Drone Demo by Border Patrol on February 11th. The Health Mentoring for high school CTE students in partnership with San Diego State University (SDSU) and Imperial Valley College (IVC) nursing departments has just started. The Outstanding Student Applications are due on February 11th. The in-person virtual interviews will be held on March 8-11, and 16. Industry panels will interview Outstanding students and their scoring will help determine the Top Outstanding student in each industry. The CTE Managers attended the High Quality CTE Essential Elements Professional Development Workshop. Ms. Hernandez provided the board with dates for the upcoming events. Ms. Hernandez also provided a school update for Central Union High School.

Mr. Hernandez departed at 7:02 a.m.

WASC UPDATE. Mr. Aguirre provided a WASC update. Mr. Aguirre reported each Criterion group turned in the preliminary drafts of their respective sections. Chair and Co-chair will review and work with Criterion leads to finalize sections. Demographic data has been submitted to Ms. Sandoval, Data Manager. She shared a sample of the information provided with the Chair and Co-chair, in process of reviewing. Data from Ms. Sandoval is part of the continuous improvement efforts that are goal of the organization and part of the WASC process. Mr. Vicente Ayala, Program Manager is working with instructors to collect their teacher Binders for submission.

PRESENTATION: Mr. Aguirre, Welfare-to-Work Programs Coordinator presented on Project WORK-E.S.E., WEX, Life Skills, and Job Readiness. Ms. Mirtha Macias, Ms. Natalie Castillo, and Ms. Reyna Carrillo are the Project WORK-E.S.E./WEX team. Mr. Mario Jimenez, Mr. Carlos Herbert, and Ms. Stephanie Macias are the Life Skills/Job Readiness team. Ms. Karina Astorga, Mr. Angel Ascencio, and Mr. Rusiel Quintero are the clerical support team for Project WORK-E.S.E., WEX, Life Skills, and Job Readiness. Services through the Welfare-to-Work Programs have been provided in collaboration

with the Imperial County Department of Social Services for over twenty years. IVROP Welfare-to-Work programs provide tools, skills, and guidance to our participants. The programs contribute to the development of successful changes. The program also empowers participants to achieve self-reliance. CalWORKS families are served. Most of the participants are female head of household. Some of the participants enroll in the Nursing Assistant course and the Medical Assistant course. Covid has presented many challenges for these programs, but staff have continued to provide services to these participants.

Life Skills identify vital skills to achieve personal success. Provide tools to effectively cope with demands and challenges of life. Educate on mental health tools to grow as an individual for personal effectiveness. Job Readiness model strategic job search strategies. Prepare participants to build an effective resume. Equip participants with successful interview skills. Services have been provided distance learning since the surge. The plan is to move to hybrid services and in-person services as requested by the Imperial County Department of Social Services. Work Experience (WEX) provides non-paid volunteer work experience designed to develop basic employment skills, strengthen existing skills, or refine new skills. WORK-E.S.E. is a subsidized employment component. Participants are paid minimum wage. Mr. Aguirre shared the IVROP Welfare-to-Work Program Contributions.

Mr. Calderon departed at 7:31 a.m.

CORRESPONDENCE: Mr. Obergfell referenced the letter from Ms. Norma Fajardo, Imperial County Office of Education, Business Services, Chief Business Officer.

LEGISLATION: None.

OTHER: **ARTICLES.** Mr. Obergfell referred to the articles in the Imperial Valley Press.

EVENTS. The IVROP Annual Showcase & Recognition Ceremony is scheduled for April 6th.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Ms. Armenta told Ms. Hernandez she is doing a fine job. Great fliers! She thanked Mr. Aguirre for his presentation. She also thanked Mr. De La Torre and staff for their work.

Mr. Hester told Ms. Hernandez the fliers look great. Thank you for your continued work you do for IVROP.

Mr. Navarro thanked Ms. Gerardo for doing an awesome job. He admired the topics Ms. Gerardo and her team are covering. He expressed these services are very much needed.

Mr. Lopez shared Imperial Unified School District lost a staff member a month ago to Covid. He told everyone to be safe. He thanked Staff for all their work.

Mr. Navarro said it was a great presentation. Great fliers! He said the Lithium Plant would be holding a meeting in Brawley today.

Ms. Santillan thanked staff for the presentations and commended staff on the sixteen years with no findings.

Mr. Obergfell announced IVROP Legend Ms. Reyna Saldaña will be retiring. He shared Ms. Reyna Saldaña worked with previous superintendent's Ms. Ellie Kussman, Ms Mary Camacho and

currently with him. Mr. Adrian Gonzales and Mr. Aguirre are currently recruiting for an instructor. Mr. Obergfell shared in his most recent negotiations with Vesper Society, he was able to secure what he is calling "Building for the future of IVROP." The Building for the future award is for \$125,000 per year for the next three years for a grand total of \$375,000. The building of IVROP consists of a retention and attracting of employee's incentives plan based on longevity of worktime at IVROP, continue to invest in data management and support the data manager funding at 50% per year, professional development funds from this award only for IVROP Senior Cabinet members (Ms. Hernandez, Ms. Ramirez, Mr. Aguirre, Ms. Pantoja, and Mr. De La Torre) with the aspiration that it will help senior cabinet improve their effectiveness and allow them to position themselves to take over the superintendent position, improve branding/marketing update of the website, scholarship support \$10,000 per year from these funds to the IVROPCF.

We are hoping that Mr. De La Torre stays, but we are preparing for his departure. The process for Mr. De La Torre continues to move forward with Calxico and so is the process here at IVROP. The Senior Cabinet interviewed two internal applicants and Mr. De La Torre and I will be meeting with one of the applicants today. I appreciate Mr. De La Torre keeping me posted and his willingness to help us out if he is selected. Mr. Obergfell asked the board to review the 2022-2025 goals and provide feedback. Mr. Obergfell reminded the board that his contract expires in June 2023. If his contract is extended by one year from the current ending date, that would move it to June 2024. If the Board is interested in giving him a final contract for 30 months effective date July 1, 2023, ending date December 31, 2024, if you consider my request. He has already started succession planning for either 16 months or 30 months.

In collaboration with Ms. Armenta, the following information was agreed to: Ms. Ramirez will email the board with the blank 2022 Evaluation Rubric and the 2021 completed Evaluation. On or before March 15th, Mr. Obergfell will submit a simple summary of the year to the board. In April, the board will meet in closed session to create the draft of the evaluation. Board members will bring their completed copy of the evaluation to the April board meeting. In May, the board will meet in closed session to review the evaluation with Mr. Obergfell. Mr. Obergfell thanked the board. He also thanked staff for the presentation.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, March 17, 2022, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 7:47 a.m.