

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

Meeting of March 17, 2016  
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**, Board Member, Calexico Unified School District  
**Ms. Patty Dockstader**, Board Member, Calipatria Unified School District  
**Mr. Matt Hester**, Board Member, Holtville Unified School District  
**Ms. Jacinto "Jay" Jimenez**, Board Member, Central Union High School District  
**Mr. Victor Lopez**, Board Member, Imperial 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  
Ms. Cecilia Duron, Director of Business & Human Services, Imperial Valley ROP  
Ms. Lupe Garcia, Program Assistant, Imperial Valley ROP  
Mr. Joab Gonzalez, Program Manager, Imperial Valley ROP  
Ms. Johanna Martinez, Student, Imperial Valley ROP  
Mr. Edwin Obergfell, Superintendent, Imperial Valley ROP  
Ms. Wendy Prewett, Project Coordinator, Imperial Valley ROP  
Ms. Wendy Ramirez, Office Manager, Imperial Valley ROP  
Mr. Phil Villamor, Director of Education, Imperial Valley ROP

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

**PUBLIC COMMENTS:** None.

**INTRODUCTIONS/  
ANNOUNCEMENTS:** None.

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

- Minutes of February '16, Regular Meeting;
- February '16 Warrant Order Numbers: 16029443-16029513; 16030210-16030287; 16031089-16031116; 16032262-16032325.
- Quarterly Investment Report – October - December 31, 2015, as presented in Exhibit 6(c).

**PERSONNEL:** ***APPOINTMENT OF PERSONNEL.*** A motion was made by Mr. Jimenez and seconded by Ms. Sassie to approve the appointment of Mr. Jorge Gallaga, Mr. Daniel Sandoval, and Ms. Olivia Solis. ***Motion carried unanimously.***

**RESIGNATION.** A motion was made by Mr. Jimenez and seconded by Mr. Lopez to approve the resignation of Ms. Marcela Morlett and Mr. Phil Villamor. *Motion carried unanimously.*

Mr. Hester arrived at 6:32 am.

**NEW BUSINESS:** **ACCEPT THE CONTINUATION OF.** A motion was made by Mr. Lopez and Mr. Calderon to accept the continuation of the RN Mentorship Program (\$121,500).

**2015-16 2<sup>nd</sup> INTERIM FINANCIAL REPORTS.** Ms. Duron reviewed the 2015-2016 2<sup>nd</sup> Interim Financial Reports. She pointed out RN Mentorship VI had been incorporated into the report. Expenditures had increased. Cash flow is good. Deficit spending continues. A motion was made by Mr. Calderon and seconded by Mr. Jimenez to approve the 2015-16 2<sup>nd</sup> Interim Financial Reports. *Motion carried unanimously.*

**DECLARATION OF OBSOLETE VEHICLES.** Mr. Obergfell informed the board that the vehicles that will be declared obsolete are unreliable. He reminded the board that about six months ago four vehicles were leased. Mr. Obergfell explained this would be the first time IVROP vehicles would be declared obsolete. Ms. Duron shared she requested information from El Centro Elementary School District, Calipatria, Holtville and Brawley to assist her with the process of declaring the vehicles obsolete. Ms. Sassie suggested donating the vehicles to an automotive class if the vehicles aren't sold. Mr. Obergfell assured Ms. Sassie the vehicles would be donated if a minimum bid wasn't submitted. A motion was made by Mr. Lopez and seconded by Mr. Hester to approve the request to declare the vehicles obsolete and allow IVROP to sell the vehicles. *Motion carried unanimously.*

#### **INFORMATIONAL ITEMS:**

**MONTHLY BUDGET UPDATE.** Ms. Duron reported the Monthly Budget Update was a summary of the 2015-16 2<sup>nd</sup> Interim Reports. She said there was nothing major to report.

**IVROP COMMUNITY FOUNDATION.** Mr. Obergfell announced tickets are sold-out. He informed the board that no more sponsors are being accepted because of the ticket availability. This year the number of sponsors have increased. The IVROPCF Scholarship Application is due on Friday, April 8<sup>th</sup>. The IVROPCF Board will be reviewing the IVROPCF Scholarship Applications and announcements will be made by May 13, 2016.

**CTE/WASC UPDATE. CTE/WASC UPDATE.** Mr. Villamor shared the counselor meeting notes with the Board. He pointed out the importance of counselors and instructors working together toward the same Career Choices Curriculum goals, especially the 10-year Plan. CCPT funds are being used to assist the schools in the purchasing process of the online 10-year Plan & Portfolio. Mr. Villamor shared the announcement of requirements and registration for the Career and Technical Education Makeover Challenge. The deadline to submit the application is April 1, 2016. The schools that are interested in applying will receive assistance. Mr. Villamor shared the Imperial High School Imperial Valley Discovery Zone as an example of utilizing a "maker space." Mr. Villamor shared the March 3, 2016 employer comments on the hiring process. Ms. Garcia made reference to the information provided by Mr. Victor Nava, Rabobank, Branch Manager and Ms. Lindsay Takata, City of El Centro, Human Resources Analyst. Rabobank, including remarks by both that they searched social media as part of the application process. Mr. Villamor shared the upcoming skills competitions dates for law enforcement and culinary arts. Ms. Garcia informed the board that she had e-mailed the skills competitions results.

**PRESENTATION:** Mr. Obergfell introduced Mr. Gonzalez, Program Manager. Mr. Gonzalez manages multiple programs. Mr. Gonzalez presented on the RN Mentorship Program. Mr. Gonzalez said there is a shortage on Registered Nurses (RN). The RN Mentorship Program consists of the Program Manager, Adult Development Specialist, Instructor/Tutor, and Clerk Typist III. The RN Mentorship Program is funded by the Imperial County Workforce Development Board. Fourth semester Imperial Valley College (IVC) RN Students are enrolled in the twelve month RN Mentorship. The main goal of the RN Mentorship Program is to have students pass the NCLEX examination. Students receive supportive services. The RN Mentorship performance has increased throughout the years.

Ms. Martinez shared her story as an RN Mentorship student. Ms. Martinez stated she received extra clinical hours and received extra books to prepare her for the NCLEX test. The stipends that are provided are very helpful. She has received one on one instruction from Ms. Terri Sullivan. She receives support from her parents. She said the customer service workshop that was provided to the RN Mentorship students helped her strengthen her customer service skills. Ms. Martinez is continuing her education. She appreciates the team effort done by the RN Mentorship Staff.

**CORRESPONDENCE:** *LETTER FROM.* Mr. Obergfell made reference to a letter received from Wilkinson Hadley, King & Co. LLP. Mr. Obergfell pointed out there were no findings and thanked Ms. Duron and her great team.

**LEGISLATION:** None.

**OTHER:** *ARTICLES.* Mr. Obergfell made reference to the Imperial Valley Press articles dated February 27, 2016 and March 5, 6, 10, 2016.

*EVENTS.* Mr. Obergfell extended an invitation to the board to the CTE Skills Competition's and IVROP 18<sup>th</sup> Annual Showcase & Recognition Ceremony.

**BOARD AND  
SUPERINTENDENT  
COMMENTS:**

Ms. Armenta wished Mr. Villamor the best.

Mr. Calderon congratulated Mr. Villamor on his new endeavor.

Ms. Dockstader said she really appreciates the efforts put into the programs.

Mr. Hester congratulated Mr. Villamor.

Mr. Jimenez said he is grateful to be part of this board.

Mr. Lopez congratulated Mr. Villamor.

Ms. Sassie congratulated Mr. Villamor. Thanked Ms. Garcia and everyone involved in the skills competitions.

Mr. Obergfell provided the board with an update on the proposals that are currently being worked on. He mentioned Ms. Duron, Mr. Villamor, and he had met with Mr. Todd Finnell, Ms. Amanda Brooke, and Mr. Damon Smith from Imperial County Office of Education (ICOE). Mr. Obergfell thanked Mr. Villamor and wished him the best.

**NEXT MEETING:** The next meeting was scheduled for Thursday, April 21, 2016, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

**ADJOURNMENT:** The meeting adjourned at 7:54 a.m.