

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

Meeting of August 19, 2021
Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Mr. Lopez 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
Ms. Isabel Barraza, Clerk Typist, Imperial Valley ROP
Mr. Luis De La Torre, Director of Business & Human Services, Imperial Valley ROP
Ms. Adriana Hernandez, Program Manager, Imperial Valley ROP
Ms. Maria Pantoja, Project Coordinator, 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. Hester and seconded by Ms. Armenta 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, and Trustee Navarro. NAYES: None. Absent: Trustee Santillan. ***Motion carried unanimously.***

- Minutes of June 17, 2021, Regular Meeting;
- Minutes of June 16, 2021, Public Hearing;

- June '21 Warrant Order #'s: 21137169-21137220; 21138112-21138167; 21138812-21138883; 21139470-21139539; 21140716-21140745; and July '21 Warrant Order #'s: 21141277-21141329; 22141337, 22142082-22142125; 22142696-22142751; 22143570-22143596.

Ms. Santillan arrived at 6:37 a.m.

PERSONNEL:

APPOINTMENT OF PERSONNEL. A motion was made by Ms. Armenta and seconded by Mr. Calderon to approve the appointment of Ms. Gissel Hernandez and Ms. Yanel Valladolid. 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 Ms. Santillan and seconded by Mr. Calderon to approve the resignation of Mr. Carlos Chao. The resignation was approved with the following roll call vote: 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.***

JOB DESCRIPTIONS. A motion was made by Ms. Santillan and seconded by Ms. Armenta to approve revised Job Descriptions. The Job Descriptions were approved with the following roll call vote: 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: 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:

ORGANIZATIONAL CHART. A motion was made by Mr. Calderon and seconded by Ms. Armenta to approve the Organizational Chart. The Organizational Chart was approved with the following roll call vote: 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.***

ACCEPT THE CONTINUATION. A motion was made by Mr. Hester and seconded by Mr. Calderon to accept funding for Project CARE (\$23,810); Project Connect (\$2,200,000) and Project NENES (\$175,916). Funding for Project CARE (\$23,810); Project Connect (\$2,200,000) and Project NENES (\$175,916) was approved with the following roll call vote: 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 reviewed the Monthly Budget Update. Fringe benefits rates were modified. State unemployment insurance benefits went down for the school districts to .5%. Still increase than last year but lower than anticipated. Calculating fiscal impact and will present that later. PERS rates brought down to 22.91%.

IVROP COMMUNITY FOUNDATION. Mr. De La Torre shared the IVROPCF Board met on August 17th.

CTE UPDATE. Ed. Services Coordinator, Adriana Hernandez shared that the last pending MOA was signed, which was from Imperial USD. All districts have MOAs for one year due to Covid. In addition, IVROP was able to secure a District Service Agreement with ECESD to facilitate the Comic Book Project at Imperial Valley Home School Academy from Sept. to December. Hernandez shared that during the past two months, staff has been preparing for the new academic year with professional development opportunities and the Educational Services summer training. She also shared Ed. Services is communicating with schools and scheduling meetings with administrators to ask about their COVID protocols, see what their needs are and discuss a work plan for the year. She also shared that several schools she's contacted have requested Career Specialists to continue being stationed at IVROP due to limited space at schools. Armenta congratulated team for making sure MOAs are updated.

WASC UPDATE. Mr. Aguirre reported the management team met on July 13th and promoted follow-up meetings for each group. Additional chair and co-chair meetings were held from July 22nd through July 26th to help further develop plan of action for focus group meetings and questions that will take place for stake holders and instructors in the fall. IVROP has been notified by WASC that the visiting team chair has been selected and will be filled by the current Director of Adult Education at Ironwood detention center in Blythe. SLOs and mission statement will be introduced to staff at an all-staff meeting planned for early to mid-September. Ms. Armenta asked of possibility board members being updated or invited to one of the focus group meetings. Ms. Aguirre said board members are on the list of potential stake holders to include in the focus groups.

PRESENTATION: Mr. Aguirre presented on the Housing Support Program (HSP). HSP is funded through CA Dept of Social Services. The funding is allocated directly to the county. Program performance has resulted in increased funding each year of the program. Mr. Aguirre has been instrumental in applying for funding since 2017 Imperial County's initial application year. The program was originally awarded \$850,000 it has increased annually to 1.2 million based on performance. FY: 20-21 program numbers for housing families appear relatively low due, but the needs of the recipient population changed last year due to COVID-19 and eviction moratoriums. Locating available housing for families became extremely challenging. Mr. Aguirre explained the program has the flexibility to customize services to meet each family's situation. Services start in a 3-month increment and every 3 months the family's situation is re-evaluated to determine whether there needs to be continued support provided. Mr. Aguirre shared because all HSP families are CalWORKs participants, they must have dependent children under 18 years of age to qualify for services. During the 2019-20 program year there were over 400 dependent children supported by HSP services. Since the program serves the entire county, HSP does address children who are part of the JPA districts. Mr. Aguirre provided an example of a student and his family within the JPA districts that were provided assistance by HSP, but there are many other students in most districts. Most of the dependent youth are either not yet school aged or elementary students.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: **ARTICLES.** Mr. Lopez made reference to the Imperial Valley Press article dated June 14, 16, 2021 and July 5, 2021.

EVENTS. None.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Ms. Armenta thanked Mr. Lopez for chairing the meeting.

Mr. Calderon thanked Mr. Aguirre for his presentation.

Mr. Hernandez thanked Mr. Aguirre for his presentation. He said it was very articulate. He also thanked Ms. Hernandez for her presentation.

Mr. Hester seconded everyone's comments.

Mr. Lopez echoed what everyone else said. He thanked everyone for everything they do.

Mr. Navarro thanked Mr. Aguirre and Ms. Hernandez for their presentation. He thanked Ms. Hernandez for the board presentation from last month. He agrees it is the board members responsibility to get to know IVROP within their district. He appreciates that Ms. Hernandez and Mr. Edwin P. Obergfell were there to educate their board about the ins and outs of IVROP.

Ms. Santillan thanked Mr. Aguirre for his presentation. Every time we come in; we are made aware of additional good things IVROP is doing. It is amazing all the projects the coordinators handle.

Mr. De La Torre thanked Ms. Barraza and Ms. Adriana for helping run the meeting. He also thanked Mr. Aguirre and Ms. Hernandez for their presentation. He reported that our organization is at 92.47% vaccinated. We have a lot of protocols that continue to be updated following guidance from state of CA. We are working really hard to keep everyone safe. We appreciate the board's support.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, September 19, 2021, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 7:23 a.m.