

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

Meeting of January 19, 2023
Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Ms. Armenta called the meeting to order at 6:32 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. Victor Lopez, Board Member, Imperial Unified School District
Mr. Raul Navarro, Board Member, Calipatria Unified School District
Mr. Eric Rodriguez, Board Member, Central Union High 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
Mr. Todd Evangelist, Coordinator, Imperial County Office of Education
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. Obergfell led the pledge of allegiance.

PUBLIC COMMUNICATIONS: None.

INTRODUCTIONS/ ANNOUNCEMENTS: Mr. Obergfell welcomed Mr. Rodriguez, Central Union High School Board of Trustee to the IVROP Board. He also welcomed Mr. Evangelist to the board meeting.

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

- Minutes of December 15, 2022, Regular Meeting; as presented in Exhibit 6(a).
- December '22 Warrant Order #'s: 23202805-23202841; 23203595-23203651; 23204727-23204800; 23205842-23205913.

PERSONNEL: ***APPOINTMENT OF PERSONNEL.*** A motion was made by Ms. Santillan and seconded by Mr. Navarro to approve the appointment of personnel for Ms. Karen Ochoa and Mr. Sergio Vega. ***Motion carried unanimously.***

RESIGNATION. A motion was made by Ms. Santillan and seconded by Mr. Calderon to approve the resignation of Ms. Brenda I. Gonzalez. **Motion carried unanimously.**

2023 CLASSIFIED HOURLY SALARY SCHEDULE PROPOSED REVISION. Mr. De La Torre explained the Clerk Typist II and Clerk Typist III positions were added to the 2023 Classified Hourly Salary Schedule because it is a new part-time position. A motion was made by Mr. Calderon and seconded by Mr. Navarro to approve the revised 2023 Classified Hourly Salary Schedule. **Motion carried unanimously.**

EMPLOYEE HOLIDAY CALENDAR 2023-2024. A motion was made by Mr. Lopez and seconded by Ms. Santillan to approve the 2023-2024 Employee Holiday Calendar. **Motion carried unanimously.**

NEW BUSINESS:

2023-2024 BOARD OF TRUSTEE MEETING CALENDAR. Mr. De La Torre informed the board that some meeting dates might have to be rescheduled due to future changes with fiscal report deadlines. A motion was made by Mr. Navarro and seconded by Ms. Santillan to approve “Dark Day” for July and 2023-2024 Board of Trustees Meeting Calendar. **Motion carried unanimously.**

IRS MILEAGE RATE. A motion was made by Ms. Santillan and seconded by Mr. Calderon to approve the IRS Mileage Rate for 2023 of 65.5 cents per mile effective January 1, 2023. **Motion carried unanimously.**

DECLARATION OF OBSOLETE VEHICLE. Mr. Obergfell informed the board that the 1998 Volvo will no longer be compliant with California Air Resources Board (CARB) regulations effective January 1, 2023. A motion was made by Ms. Santillan and seconded by Mr. Navarro to approve the declaration of the obsolete vehicle. **Motion carried unanimously.**

FISCAL YEAR 2021-2022 FINAL AUDIT REPORT. Mr. De La Torre reviewed the Fiscal Year 2021-2022 Final Audit Report. Mr. Obergfell congratulated Mr. De La Torre and the team on having no findings on the audit report. A motion was made by Mr. Lopez and seconded by Ms. Santillan to approve the Fiscal Year 2021-2022 Final Audit Report as presented. **Motion carried unanimously.**

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Mr. De La Torre stated the Monthly Budget Update reflects the same information that was provided in the December monthly budget update.

IVROP COMMUNITY FOUNDATION. Mr. Obergfell provided Mr. Rodriguez with background information on the foundation. The IVROPCF Board met on January 17, 2023. He announced the DWTS Gala is scheduled for Friday, May 12th. He explained that project READY4Life is a foundation grant and project. Project READY4Life provides services to high at-risk youth. He shared Ms. Anne Irigoyen is the 2023 IVROPCF DWTS Coordinator. Mr. Obergfell announced the 2023 sponsorship levels: 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 the Bronze Star Sponsor (\$1,500). Tickets this year increased to \$100 per ticket. The Board is working on scheduling the DWTS orientation for the stars and instructors. The IVROPCF Board approved an additional \$500 CTE CTSO application for Holtville Future Farmers of America (FFA). He said each school year the IVROPCF Board awards a total of ten (\$500 each) CTE CTSO programs for a total of \$5,000. These scholarships are first come first serve.

CTE UPDATE. Ms. Hernandez provided a CTE update. She announced February is CTE Month. The County Board of Supervisors will be holding a CTE Month Proclamation on February 7. In February, there will be many CTE Awareness activities throughout the month. Also, school districts will be receiving a digital CTE Month Booklet created by the SWP Consortium in partnership with ICOE HEAL and IVROP. Staff will be assisting Central Union High School with their Career Expo that will be held on February 23rd. Outstanding CTE Student Nominations are due on January 20th. Strong Workforce Program (SWP) round 2 ended on December 30th. SWP Round 5 was awarded \$2,000,000 to the Imperial County Pathways to a Healthy and Strong Workforce. Edwin said the SWP consortium is a great collaborative effort. The Mobile Career Lab provided services to William Moreno Junior High School, Blanche Charles Elementary School, and Bill Young Middle School.

She shared the upcoming events. The Culinary Competition will be held in March or April of this year. She mentioned the Outstanding Student Process has begun. Top Outstanding Student applications will be due February 10. She provided an update on Calexico Unified School District. She mentioned she had presented it to the Imperial County Board last week. Edwin informed the board that the CTE team is working on the renewal of the MOAs with all the districts.

WASC. Mr. Aguirre provided a quarterly WASC update. He shared matrix data collection information updates for both FY 21-22 and FY 22-23. He informed the board that Data Manager, Ms. Sandoval will be holding performance status meetings with each program manager. The goal of these meetings is to minimize gaps in service and address Key Performance Indicators (KPIs). He mentioned the data collection program that Ms. Sandoval has been developing with consultant MER (QuickBase), is now operational and is being used on a few pilot projects. He explained that data collected through QuickBase will advise future program and service development. Staff and teachers have received training on the SLOs, Mission Statement, and Goals. A refresher training will be provided for teachers. Ms. Sandoval is working on developing a Developmental Assets presentation along with staff that will be used to measure student knowledge gains. A meeting to roll this presentation out will be held with coordinators and managers. Ms. Sandoval is completing the final chapters for an annual report based on FY 21-22 matrix information.

Let the record reflect that Ms. Armenta departed at 7:49 a.m.

PRESENTATION: None.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: **ARTICLES.** Mr. Obergfell referred to the articles in the Imperial Valley Press dated December 19, 2022 and January 11, 2023.

EVENTS. None.

BOARD AND SUPERINTENDENT COMMENTS:

Mr. Calderon welcomed Mr. Rodriguez to the IVROP Board. He announced Calexico will be seeking to hold a Law Enforcement competition in April. He requested to have IVROP assist him with coordinating the event. He extended an invitation to all the school districts. He mentioned the Calexico Culinary class could be showcased at the Law Enforcement competition.

Mr. Lopez welcomed Mr. Rodriguez to the IVROP Board. Hopefully everyone had a good holiday. He thanked the staff for their work. Let's have a great year!

Mr. Navarro welcomed Mr. Rodriguez. He thanked staff for their presentations and hard work. He provided an update on Lithium. He expressed how important it is to get our community work ready.

Mr. Rodriguez thanked everyone for the warm welcome. He shared that he has been on the Central Union High School District board for two years. He is a student advocate. He is here to support students and staff.

Ms. Santillan welcomed Mr. Rodriguez. She said thank you for the IVROP audit report and for the services IVROP is providing. She stated that you are doing a good job.

Mr. Obergfell welcomed Mr. Rodriguez. He thanked the board for their support. He appreciates the great work from the audit. Congratulations to Mr. Lopez on his retirement. He congratulated ICOE on their new grant. He shared Mr. Rusty Garcia had passed away and that Ms. Lupe Garcia retired from IVROP.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, February 16, 2023, 2023, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 8:03 a.m.