

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

Meeting of March 18, 2021
Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Mr. Lopez called the virtual meeting to order at 6:33 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. Adrian Gonzales, Program Manager, Imperial Valley ROP
Ms. Adriana Hernandez, Program Manager, Imperial Valley ROP
Ms. Christie Jimenez, Development Specialist, Imperial Valley ROP
Mr. Edwin P. Oberghell, Superintendent, Imperial Valley ROP
Ms. Wendy Ramirez, Office 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 Ms. Santillan 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: Trustee Hernandez, Trustee Hester, Clerk of the Board Lopez, Trustee Navarro, and Trustee Santillan. NAYES: None. Absent: President Armenta and Trustee Calderon. ***Motion carried unanimously.***

- Minutes of February 18, 2021, Regular Meeting;

- February '21 Warrant Order #'s: 21124030-21124065; 21124648-21124686; 21125269-21125319; 21126442-21126496.
- Quarterly Investment Report – ending January 31, 2021.

Let the record reflect that Mr. Calderon joined the meeting at 6:39 a.m.

PERSONNEL:

2020-21 SALARY SCHEDULE PROPOSED REVISION. Mr. Obergfell explained the 2020-21 Salary Schedule was approved by the board at the last board meeting. Mr. De La Torre pointed out to the board that he changed the date on the top left corner of the 2020-21 Salary Schedule to reflect the April 1, 2021 date as approved by the board at the previous board meeting. Mr. Navarro thanked Mr. Obergfell and Mr. De La Torre for their transparency regarding the changes. A motion was made by Mr. Navarro and seconded by Ms. Santillan to approve the revised Classified, Certificated, and Classified Management Salary Schedule 2020-2021 effective April 1, 2021. The revised 2020-21 Salary Schedule was approved with the following roll call vote: AYES: Trustee Calderon, Trustee Hernandez, Trustee Hester, Clerk of the Board Lopez, Trustee Navarro, and Trustee Santillan. NAYES: None. Absent: President Armenta. **Motion carried unanimously.**

2020-21 SUPERINTENDENT SALARY SCHEDULE PROPOSED REVISION. A motion was made by Mr. Navarro and seconded by Mr. Hernandez to approve the Superintendent 5% salary effective April 1, 2021 (\$146,996), along with an additional 5% annual step increase on July 1, 2022 (\$154,346), and July 1, 2023 (\$162,063). The 2020-21 Superintendent Salary Schedule was approved with the following roll call vote: AYES: Trustee Calderon, Trustee Hernandez, Trustee Hester, Clerk of the Board Lopez, Trustee Navarro, and Trustee Santillan. NAYES: None. Absent: President Armenta. **Motion carried unanimously.**

Ms. Santillan congratulated Mr. Obergfell. Mr. Obergfell thanked the board for approving the Superintendent Salary Schedule. Mr. De La Torre said he would bring the approved Superintendent Salary Schedule to the board next month for board review and approval. He pointed out he would be removing Step 2 and Step 3 from the Superintendent Salary Schedule as approved by the IVROP Board.

Let the record reflect that Ms. Armenta joined the meeting at 6:41 a.m.

APPOINTMENT OF PERSONNEL. A motion was made by Mr. Hester and seconded by Mr. Hester to approve the appointment of Ms. Sue Caldwell, Ms. Pamela Dominguez, Ms. Karla Dorantes, Ms. Elizabeth Gonzalez, Ms. Ana Fernanda Lizarraga, Ms. Guadalupe Marquez, Ms. Briana Moreno, and Ms. Stephanie Sandoval. 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. Navarro and seconded by Ms. Santillan to approve the resignation of Ms. Marisabel Dorantes. 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.**

NEW BUSINESS:

2020-21 2nd INTERIM FINANCIAL REPORT. Mr. De La Torre referred to the 2020-21 2nd Interim Financial. A motion was made by Ms. Armenta and second by Mr. Hester to approve the 2020-21 2nd Interim Financial Report. The 2020-21 2nd Interim Financial Report 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.**

FISCAL YEAR 2019-2020 Final Audit REPORT. This item was removed from the agenda as it was approved at the IVROP Board Meeting last month.

AUDIT SERVICES FOR YEARS JUNE 30, 2021, 2022, AND 2023. A motion was made by Ms. Santillan and second by Mr. Navarro to approve the quotes and the recommendation to award Wilkinson & Hadley King & Co, LLP, the auditing services for years June 30, 2021, 2022, and 2023. The Audit Services 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.**

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Mr. De La Torre said that the Monthly Budget Update reflects the 2020-21 2nd Interim Report. He shared there was a decrease in salaries and fringe benefits due to individuals not being placed in work experience. Mr. De La Torre explained there was an increase in the IVROP Budget for salaries and fringe benefits because he is the Fiscal Director and Mr. Campos is the Coordinator for the Strong Workforce Program.

IVROP COMMUNITY FOUNDATION. Mr. Obergfell shared the IVROPCF Board had met and received an update for Project ACE Plus (AB 1111) and for Project READY4Life. He reminded the board that IVROPCF is the grant recipient and fiscal agent for the Project ACE Plus (AB 1111) and Project READY4Life. The work is being done by IVROP. Mr. Obergfell shared the update regarding the 2022 DWTS Stars. He mentioned Mr. Tomás Oliva will not be available to participate in the 2022 DWTS. The foundation is still planning to reimburse sponsors and ticket holders for their ticket purchases. The public has not been notified because the foundation is waiting for a video to be completed by Mr. Aaron Popejoy from Conveyor. In the video the foundation will be sharing scholarship information, ticket reimbursement information, and will be informing the public that the foundation does plan to hold the DWTS in 2022. The public will have the choice to receive reimbursement for their tickets or receive a ticket for the 2022 DWTS if they do not request to be reimbursed for their tickets.

CTE UPDATE. Mr. Campos provided an update on the MOAs. Juan discussed that by working with Luis De La Torre over the last several years, Luis helped to create a complex budget spreadsheet that reimagines the MOA/CTE support funding as individualized projects flowing into a larger project budget. This budget allows Educational Services to establish a work plan and staffing level projections for the coming academic year. Ultimately, this budget is a projection and the actual working budget relies on districts committing to an MOA with IVROP. Juan mentioned he has sent out MOAs and District Service Agreements to some of the school districts that Mr. Obergfell and he have met with. He was glad to share that he received the MOA from Brawley Union High School District. Brawley Union High School District is considering additional services through a District Service Agreement. San Pasqual confirmed they received their MOA and will be taking it to their board in April. Calexico Unified School District is already on board with next year's services as the result of an existing MOA that carries through to the 2021-2022 academic year. MOAs have been provided to Central Union High School District and Imperial County Office of Education (Alternative Education and Migrant Programs) for their consideration. The MOAs were created based on their preference for services and funding levels. Mr. Campos will be following up with the school districts regarding the MOAs. If we do not receive the MOAs, we will need to provide Project Completion Letters to the Career Specialists. Ms. Hernandez has continued meeting with all the school site administration to secure their input and support for the continuation of IVROP CTE support

services. Mr. Campos mentioned he is waiting to hear back from Holtville Unified School District, Imperial Unified School District, Calipatria Unified School District. We recognize that the districts are focusing on reopening. We have provided an invite to those districts to meet and follow-up on the MOAs. We feel confident that there will be an MOA, but we need confirmation, so we do not need to provide the Project Completion Letters to the Career Specialists.

Mr. Campos provided a brief presentation and overview of the value and the connection of the MOA to the IVROP services and the return on investment for districts. The MOA is an investment to connecting to additional services and programs offered throughout IVROP. The MOA and the CTE support services is the foundation that connects the school districts to IVROP CTE support and the overarching system of support via IVROP Educational Services. Mr. Campos shared the current 2020-2021 ROP/CTE MOA funding/costs provided by each partnering district, a total of \$488,475 to provide the system of CTE support via IVROP Educational Services. This funding is a part of the overall IVROP funding of \$820,069, which is secured via indirect and other services such as fingerprinting. IVROP has many resources to provide to the school districts, students, parents, and families. Mr. Campos reviewed the return-on-investment snapshot of the current funding of the CTE support. Mr. Campos said Mr. Obergfell, Mr. Phil Villamor, and Ms. Cecilia Duron constructed this approach to the MOA. This is how IVROP's CTE funding structure functioned when LCFF changed the funding structure for CTE programs, which directly impacted IVROP. Mr. Campos underscored that the grant funding of \$7,012,358 represents the districts' return-on-investment. Mr. Campos shared a brief snapshot of the current grant funded programs, categorized by direct student support, overlapping student and adult (parental) support, and finally adult/parent support. Some direct student support services are offered via IVROP's Family Development and Stabilization Programs, which is largely responsible for providing a majority of the family sustaining services (adult/parent support) to the districts. Mr. Campos shared all the managers at IVROP are grant writers that help support the development of programs across all of IVROP's focus areas. He said Mr. De La Torre and Ms. Ramirez work on every single grant. He went on to mention Mr. Obergfell is our chief editor. Ms. Hernandez and Mr. Campos are part of the team that check grammar and spelling on the grants. All the managers are involved in the grant writing game. The return on investment is obvious based on the project grant funding and services provided to the districts. Mr. Campos went on to share a Summary of Services based on data collected via IVROP's Matrix. The snapshot of services is from 2018-2019 but the numbers are similar to what is provided currently. Our services support students and families in many ways. Mr. Campos reviewed the summary of services data that was provided to the board. IVROP serves almost over seven thousand people. Mr. Campos noted key data points such as 472 job placements and over 3,000 students and participants served via classroom workshops and presentations in a variety of family development/stabilization topics.

Mr. Hernandez provided an update on upcoming events. We have been working on providing more work-based opportunities for students. One is the IVROP SDSU Mentoring Program. We partnered with SDSU Imperial Valley Campus with nursing coordinator Dr. Helina Hoyt. We have been able to develop two different courses. The Critical Care Crash Course and Coaching & Leadership Development. This last Friday was our Critical Care Crash Course session. Due to COVID and the availability of these professors we were only able to do a two-day event for both sessions. We had about sixteen students participate in the last session. They were able to explore the careers in ER, Nursing and they were able to identify skills that it would take to work in this field. Tomorrow is the beginning of the Coaching and Leadership Development session. We have twenty students signed up for the Coaching and Leadership Development session. Over this two-day event the students will review skills that are needed to be a health care provider here in Imperial County. The students will explore a day in the life of a health care provider. They will also explore health and wellness data for Imperial County, identify strategies, and create an action plan that will help improve the health of Imperial County community. All the students that participate had to apply. The students

were interviewed by Dr. Helina Hoyt and two of her nursing students. This event was a regional event and was opened to all the healthcare students from the school districts.

WASC UPDATE. Mr. Campos shared a WASC Readiness Survey was emailed to the managers. There has been a lot of changes with the institution of WASC. The WASC Action Plan Committee will be meeting tomorrow to discuss the Action Plan. Ms. Hernandez, Mr. Aguirre, Ms. Maria Lopez-Pantoja, Mr. Miguel Gutierrez, and Mr. Campos are part of the Action Plan Committee. The Action Plan Committee will be reviewing and editing the Action Plan, Mission Statement, and the SLOs.

Ms. Armenta departed at 7:24 a.m.

PRESENTATION.

Mr. Adrian Gonzales, RN Mentorship Program Manager and Ms. Jimenez, RN Mentorship Program Development Specialist presented on the RN Mentorship Program. The RN Mentorship Program provides a variety of services to fourth semester registered nursing students throughout Imperial County. These services include internship opportunities where they shadow nurses at Pioneers Memorial Hospital and El Centro Regional Medical Center Hospital. The active nurses act as coaches and really prepare the students for entering the workforce. Students are prepared for the NCLEX examination (state exam). The students need to pass the NCLEX to become official registered nurses. Within this program they also provide supportive services, educational workshops, and job placement services. The Department of Labor Workforce Innovation Opportunity Act (WIOA) funds the RN Mentorship Program. The RN Mentorship Program is awarded through the Workforce Development Office. Previous years the RN Mentorship Program would serve one cohort per year that would range from fifteen to twenty students. This year we were able to expand the program. We will be serving two cohorts per year and we are projecting to serve a total of thirty-seven students. The current RN Mentorship X is funded at \$350,000 from February 1, 2021 to June 30, 2022. The IVC Nursing program is rigorous and intense. Participants must apply at their local Americas Job Center of California.

Ms. Jimenez shared the RN Mentorship Services that are offered through the program. The students receive 120 hours of paid internship. They are placed at different healthcare sites. The students record their hours through a timesheet. Ms. Terrie Sullivan facilitates the NCLEX training and tutoring for the students. RN Mentorship students receive NCLEX books and software to help them prepare for the NCLEX. Mr. Gonzales and Ms. Jimenez provide a Job Readiness Workshop. They teach them job readiness, how to create a professional portfolio, essential interview skills, customer service skills, and professionalism. They conduct a pre and pro test to see what skills they learned. Mock interviews are also provided. Students are provided with job placement assistance. Healthcare industry guest speakers provide presentations to the students. They also offer supportive services to the students. They assist students to purchase review software for the NCLEX, the cost of the NCLEX exam is covered, gas, meals, stipends for obtaining employment, and they get reimbursed for purchasing work supplies once they are hired. They offer in-kind educational workshops. IVROP provides financial literacy, health relationships, parenting, development assets, and life coaching workshops. Follow-up services are also offered after the students exit the RN Mentorship Program.

Mr. Gonzales shared the stipends and supplies the students receive. The Students receive \$600 when they complete the 120 hours internship. This has been a very successful program that has been operating over the last ten years. Fifty-seven out of Fifty-eight students have passed the NCLEX. The one student that is pending to test is schedule to test next month. We are from a ninety-six to one-hundred percent pass rate. It has been a very successful program. Mr. Gonzales acknowledged Ms. Terri Sullivan as the liaison, teacher, and tutor to the students. The students that stay in the program have a higher pass rate in the examination. Mr. Oberfell said this is an

successful program with the collaborative efforts from IVC, Workforce Development Board, and IVROP. Mr. Oberfell thanked Ms. Terrie Sullivan, Mr. Gonzales and Ms. Jimenez have done amazing work.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: *ARTICLES.* None.

EVENTS. Mr. Lopez extended an invitation to the board to upcoming events.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Mr. Calderon said Mr. Gonzales presented a good presentation and congratulated Mr. Oberfell.

Mr. Hernandez said thank you for the presentations. He mentioned the Board 101 was very informational. He said it was great. He congratulated Mr. Oberfell. He thanked Mr. Gonzales and Ms. Jimenez for their presentation. He thanked Mr. De La Torre for the 2nd Interim Report. He was grateful for all the transparency and for all the help he has been receiving.

Mr. Hester thanked Mr. Gonzales and Ms. Jimenez for the presentation. He said it is always good to hear all the services we are providing. The RN Mentorship has a very good success rate with fifty-seven out of fifty-eight.

Mr. Lopez congratulated Mr. Oberfell and everyone at IVROP. He said he very proud of everyone. He told everyone to be safe. He thanked Mr. Gonzales for their presentation.

Mr. Navarro thanked everyone that presented today. He thanked Mr. Oberfell and congratulated him. He told everyone to keep up the good work. He asked Mr. Oberfell if IVROP has a reopening plan for safety reasons for staff and the community posted on the IVROP website and provided to staff.

Ms. Santillan also thanked the staff for their hard work and the transparency that is being provided. She said she is very impressed.

Mr. Oberfell thanked the board for approving all the salary schedules. He said IVROP is preparing to open as all the districts are opening. As far as our vaccine's efforts, which is a big piece of our opening strategy, we currently have six out of eight IVROP Certificated staff that have received the first dose. We currently have six out of eight IVROP Certificated Staff that have received their first dose of the vaccine. One person declined the vaccine, and one is pending the vaccine. Out of seventy-two classified we have twenty-two that have received their first vaccine. One has declined and six are scheduled to receive their first vaccine. Total staff between certificated and classified we have twenty-eight vaccinated with the first dose. Six scheduled to receive their first dose and two that have declined the vaccine. He thanked Mr. De La Torre for providing him with the data. The CTE team are working with administration to work and support the district plans and schedules. IVROP is prepared to provide services in distance learning and in person. He thanked Ms. Armenta, Mr. Hernandez, and Ms. Santillan for attending the IVROP Board 101. On March 12, 2021 Mr. Gonzales and his group held the virtual graduation ceremony for the Nursing Assistant Program. He thanked Mr. Gonzales and his team for the virtual graduation ceremony. Mr. Oberfell shared some of the managers attended a virtual Sexual Harassment Training. He thanked the

board for the support and leadership. Mr. Obergfell said the reopening plan will be posted on the website.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, April 15, 2021 at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 8:14 a.m.