

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

Meeting of September 17, 2020  
Imperial Valley Regional Occupational Program Main Office

**CALL TO ORDER:** Ms. Armenta called the virtual 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. Matt Hester**, Board Member, Holtville Unified School District  
**Mr. Jacinto “Jay” Jimenez**, Board Member, Central Union High School District  
**Mr. Victor Lopez**, Board Member, Imperial Unified School District  
**Mr. Raul Navarro**, Board Member, Calipatria 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  
Mr. Luis De La Torre, Director of Business & Human Services, Imperial Valley ROP  
Ms. Chantelle Gerardo, Life Coach, Imperial Valley ROP  
Mr. Adrian Gonzales, Program Manager, Imperial Valley ROP  
Mr. Edwin P. Obergfell, Superintendent, Imperial Valley ROP  
Ms. Wendy Ramirez, Office Manager, Imperial Valley ROP

**PLEDGE OF ALLEGIANCE:** Ms. Armenta led the pledge of allegiance.

**PUBLIC COMMUNICATIONS:** Ms. Armenta asked Ms. Ramirez if there were any public comments. Ms. Ramirez confirmed no public comments were provided.

**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. The consent agenda was approved with the following roll call vote: AYES: AYES: President Armenta, Trustee Matt Hester, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: Trustee Calderon. ***Motion carried unanimously.***

- Minutes of August 20, 2020, Regular Meeting;
- August '20 Warrant Order #'s: 21104261-21104290; 21104895-21104937; 21105521-21105538; 21106293-21106351.

**PERSONNEL:**

**APPOINTMENT OF PERSONNEL.** A motion was made by Mr. Jimenez and seconded by Mr. Hester to approve the Appointment of Personnel of Ms. Marisabel Dorantes. The appointment of personnel was approved with the following roll call vote: AYES: President Armenta, Trustee Matt Hester, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: Trustee Calderon. ***Motion carried unanimously.***

**EMPLOYMENT CONTRACT.** A motion was made by Mr. Lopez and seconded by Mr. Jimenez to approve the employment contract with Mr. Edwin P. Obergfell for the position of Superintendent. The Employment Contract was approved with the following roll call vote: AYES: President Armenta, Trustee Matt Hester, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: Trustee Calderon. ***Motion carried unanimously.***

**JOB DESCRIPTIONS.** A motion was made by Mr. Lopez and seconded by Mr. Jimenez to approve the revised job descriptions. Mr. Obergfell explained these positions could have additional exposure to COVID while providing live scan services. Mr. Obergfell said the attorney reviewed the job descriptions and made the recommendation to add the COVID statement to the job descriptions. Mr. De La Torre added the revisions to the job descriptions were due to COVID. Liability is a huge issue for IVROP. Mr. Obergfell said additional job descriptions would be revised to include the increase exposure to COVID and brought to the board for their review and approval. The Job Descriptions were approved with the following roll call vote: AYES: President Armenta, Trustee Matt Hester, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: Trustee Calderon. ***Motion carried unanimously.***

**NEW BUSINESS:**

**2019-2020 UNAUDITED ACTUALS WITH 2020-2021 Updated Financial Report.** A motion was made by Mr. Jimenez and seconded by Mr. Hester to approve the 2019-2020 Unaudited Actuals with 2020-2021 Updated Financial Report. Mr. De La Torre reviewed the 2019-2020 Unaudited Actuals with 2020-2021 Updated Financial Report. The 2019-2020 Unaudited Actuals with 2020-2021 Updated Financial Report was approved with the following roll call vote: AYES: President Armenta, Trustee Matt Hester, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: Trustee Calderon. ***Motion carried unanimously.***

**INFORMATIONAL ITEMS:**

**MONTHLY BUDGET UPDATE.** Mr. De La Torre reviewed the Monthly Budget Update. He said we continue to receive funding and as we receive funding, I will update the budget. For the month of September, we received the new award for Project Nenes-Care for \$25,000. He pointed out \$17,925 were added as approved carry-over funds for Project Connect for the 2019-2020 fiscal year. Deficit spending decreased by \$1,525 due to the Project Connect carry-over.

**IVROP COMMUNITY FOUNDATION.** Mr. Obergfell reported the IVROP Community Foundation Board has not met. Mr. Obergfell shared an experience he had with an IVROPCF Scholarship Recipient working at Dr. Edgar C. Aguilar's Office. The IVROPCF Scholarship Recipient shared with Mr. Obergfell that he is currently attending Imperial Valley College. The Scholarship Recipient said he used the scholarship money towards tuition and books.

**CTE UPDATE.** Mr. Campos reported Ms. Adriana Hernandez and the Career Specialists have been working hard to meet with all the principals. It has been a busy time of year, and most principals asked to meet in mid-September. Meetings were held with: BUHS, CUHS, Calipatria HS, CHS, HHS. General topics of meetings included: IVROP Resources and available/customizable services; parental engagement support; Social Emotional Learning support and 1-on-1 support for struggling CTE students; helping teachers contact students who are struggling, exhibiting absenteeism, or to verify they are registered for their certification; and Comprehensive Local Needs Assessment Support (CLNA).

Mr. Campos shared IVROP is involved in Southwest High School's Eagle's Nest. Educational Services are involved with parental engagement support. The team are working with teachers and students struggling with CTE. The team has been working closely with the Perkins Consortium schools on providing support for their CLNA development.

The CTSO Officer Virtual Training has been meeting every Tuesday (held on: 9/1; 9/8; 9/15; 9/22). The team has transitioned well from a previous in-person activity to a virtual activity, with seamless transitions and organizational skills. The team is very interactive when working with the students virtually. Looking at this training, it will be adapted later on to serve vulnerable students. We are currently working with forty-six students in the CTSO groups throughout the districts: BUHS HOSA – 4, FFA – 5; CUHS Law Academy – 4; SHS HOSA – 6, FFA – 7; IHS FFA – 14; San Pasqual FFA – 5; Calipatria HS FFA – 1.

The Imperial Valley CTE Regional Advisory Committee Meeting is scheduled for October 21, 2020 from 1:45 pm to 3:15 pm. We are supporting Central with their own Advisory Meeting. COVID has made virtual meetings a normal function, everybody we have reached out to has been trained to work virtually, therefore we see more of a willingness than ever from industry and other stakeholders participating in these virtual events. School and District Administrators overseeing CTE, CTE Teachers, CTE Counselors, and other CTE support faculty should attend the IVROP Imperial Valley CTE Regional Advisory Committee Meeting. We will be providing a one-day general session and have the breakout sessions scheduled throughout the Fall and early Winter. The intent is to bring in industry partners to provide input. Thanks to Mr. Obergfell's vision, we are looking beyond the Valley to bring in industry partners beyond the Imperial Valley. The Advisory meeting helps meet Perkins requirements, helps focus on industry partnerships, and supports CTE program evaluation. One of the guest speakers already slated to be a part of this meeting is Ms. Tina Ngo Bartel, Chancellor's Office, Centers of Excellence. Ms. Bartel is a researcher and author of several labor market reports and other career education focused publications.

The CalWORKs County Joint survey was submitted September 7, 2020. Last year (2019-2020) CUHSD was awarded \$114,726, and IVROP was awarded \$18,567. School districts that complete a survey and are serving CalWORKs adults are included in the CalWORKs County Joint Application. This year Central Union High School and IVROP will be included in the CalWORKs County Joint Application. Mr. Campos shared some of the activities that can be provided to CalWORKs adults through the CalWORKs funding: Work experience, on-the-job training, work-study, self-employment, community service, vocational education and training, job search and job readiness assistance, adult basic education, job skills training directly related to employment, satisfactory attendance in a secondary school, other activities necessary to assist in obtaining employment.

Mr. Campos reported WASC is still on hold but the IVROP projects continue to finalize Matrix and Demographic information for 2019-2020 which is a big part of the WASC self-study process. WASC is conducting virtual visits. WASC requires organizations to partake in visits of other

schools/programs to maintain their accreditation. Mr. Campos will be participating in an interim visit of San Diego Continuing Education on April 29, 2021.

**PRESENTATION:**

Mr. Obergfell introduced Mr. Gonzales, Project Connect Program Manager. Mr. Gonzales introduced Ms. Gerardo, Project Connect Life Coach and Lead Facilitator. Mr. Obergfell thanked Mr. Gonzales and Ms. Gerardo for all their work. Mr. Gonzales and Ms. Gerardo presented on Project Connect Youth Services program. Project Connect is locally funded through the Imperial County Workforce Development Office. The federal funds are from the Department of Labor Workforce Innovation and Opportunity Act (WIOA). Mr. Gonzales shared that due to COVID Project Connect received an extension for meeting and exceeding the project goals. Mr. Obergfell informed the board that Mr. Gonzales reminded the Imperial County Workforce Development Board that the RFP process was lagging, and services being offered to the vulnerable youth wouldn't be able to be provided after June 30, 2020 due to the lack of funding.

Services include all fourteen mandatory WIOA Elements to eligible youth between the ages of 14 to 24 years of age. This year Project Connect Staff are providing services to 255 participants, 75% out-of-school youth and 25% in school youth. The twenty-five percent in-school youth are from the school districts. Eligible youth include: out-of-school youth, in-school youth, low-income, foster youth, parenting youth, seasonal farm workers, youth offenders, high school drop-outs, and youth with challenges. Staff are currently working virtually with the youth.

Ms. Gerardo provided a brief introduction on the virtual workshops provided to the youth. Some of the educational workshops that are provided to the youth are: Work Readiness, Financial Literacy, Developmental Assets, Labor Market Information, Career Exploration, and Thrive Leadership/Coaching. Before COVID Guest Speakers would also provide educational workshops to keep the youth informed and knowledgeable about resources available in the Valley. The youth receive a stipend for attending most of the workshops. Ms. Gerardo is the Life Coach for Project Connect. They are currently working with Behavioral Health to provide some services to their youth.

Project Connect continue to offer virtual Tutoring Services to the Youth. Tutoring is offered for the Test for Adult Basic Education (TABE) test. If a youth scores below a ninth-grade level, they will receive tutoring services to increase their TABE scores. Tutoring is also offered to youth for GED, High School Students and College Students.

The Work Experience training is currently on hold due to COVID. Youth should be placed very soon in Work Experience again with the proper Personal Protective Equipment (PPE). The Vocational Trainings are also very popular with the youth. If a youth has a Vocational Training as a career goal the students are placed in the training of their choice. If there is a training a youth is interested in that IVROP does not provide Project Connect will subsidize the training for the youth. Mr. Gonzales mentioned they were able to purchase eighteen Chromebooks and hotspots to check out to the youth. He reviewed the supportive services and resource linkages provided to the youth. Prior to COVID the youth were able to attend educational fieldtrips to San Diego Job Corps Campus; College of the Desert, Palm Desert, CA and the CWA Youth Conference at San Jose, CA. Ms. Gerardo presented at the CWA Youth Conference on Life Coaching. She was provided with positive feedback. They took the youth on an educational fieldtrip in Silicon Valley.

Mr. Calderon joined the virtual meeting at 7:44 a.m.

**CORRESPONDENCE:** None.

**LEGISLATION:** None.

**OTHER:** **ARTICLES.** Mr. Obergfell made reference to the Imperial Valley Press article dated August 27, 2020.

**EVENTS.** None.

**BOARD AND  
SUPERINTENDENT  
COMMENTS:**

Ms. Armenta thanked Mr. Calderon for the tour of the Culinary facility in Calexico. She thanked Mr. Gonzales and Ms. Gerardo for an outstanding presentation.

Mr. Calderon thanked the board for joining him on the tour. He said he would be inviting the board to the grand opening.

Mr. Hester applaud Mr. Gonzales and Ms. Gerardo for a great presentation on Project Connect, all their work and effort shaping the workforce. Mr. Hester apologized for not attending the tour.

Mr. Jimenez said kudos to Mr. Gonzales and Ms. Gerardo for shaping the future citizens. He thanked Mr. Calderon for the interesting and informative tour.

Mr. Lopez apologized for not making it to the Culinary Tour.

Mr. Navarro said he enjoyed listening to Mr. Campos presentation regarding regional workforce. He said there are so many more opportunities globally. He is excited IVROP is thinking outside the box to look at different opportunities that are available globally. We need to adapt to the current workforce. We continue to have a high rate of unemployment. We need to stimulate the economy. He thanked staff for the Project Connect presentation.

Ms. Sassie congratulated Mr. Obergfell on his contract, she said it was very well deserved. You always keep us informed. You and your management team have it together. I appreciate everything you do, and it must be Mr. Obergfell's leadership. She thanked Mr. Calderon for the tour.

Mr. Obergfell said kudos to the great work Project Connect is doing. Great presentation! He recognized Ms. Crystal Cortez for being selected "Women of the Year." He mentioned IVROP purchased a new Thermal Scanner to screen employee temperatures during this COVID period. He wished Mr. Jimenez and Mr. Lopez good luck with their campaign. He told Ms. Sassie that he is aware that she will be leaving the IVROP Board. We will be recognizing Ms. Sassie. He congratulated Mr. Calderon for the new Calexico facility. He mentioned to Mr. Calderon that IVROP love to work with Calexico and to help support the great work that is taking place in there. He thanked the board for the contract, all their work and support. He said he is blessed to be working with smart, dedicated, passionate Staff and Managers. He shared he will be going on vacation after this meeting to celebrate his daughter's wedding this weekend.

**NEXT MEETING:** The next IVROP Board Meeting was scheduled for Thursday, October 15, 2020 at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

**ADJOURNMENT:** The meeting adjourned at 8:17 a.m.