

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

Meeting of November 21, 2024
Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Alicia Armenta called the meeting to order at 6:30 a.m. The following persons were present:

Alicia Armenta, Board President, Imperial County Office of Education
Lorenzo Calderon, Jr., Board Member, Calexico Unified School District
Matt Hester, Board Member, Holtville Unified School District
Victor Lopez, Clerk of the Board, Imperial Unified School District
Raul Navarro, Board Member, Calipatria Unified School District
Eric Rodriguez, Board Member, Central Union High School District
Gloria Santillan, Board Member, Brawley Union High School District
Gabriel Aguirre, Project Coordinator, Imperial Valley ROP
Vicente Ayala, Director of Business & Human Services, Imperial Valley ROP
Adriana Hernandez, Project Coordinator, Imperial Valley ROP
Edwin P. Obergfell, Superintendent, Imperial Valley ROP
Maria Pantoja-Lopez, Project Coordinator, Imperial Valley ROP
Wendy Ramirez, Office Manager, Imperial Valley ROP
Stephanie Sandoval, Data Manager, Imperial Valley ROP

PLEDGE OF ALLEGIANCE: Alicia Armenta led the pledge of allegiance.

PUBLIC COMMUNICATIONS REGARDING CLOSED SESSION: None.

CLOSED SESSION: A motion was made by Matt Hester and seconded by Victor Lopez to adjourn into Closed Session at 6:31 a.m. Motion carried unanimously.

RETURN TO OPEN SESSION: A motion was made by Matt Hester and seconded by Gloria Santillan to return to Open Session at 7:01 a.m. ***Motion carried unanimously.***

Alicia Armenta reported that the board would continue with the termination. A report will be submitted to the California Commission on Teaching Credentialing (CCTC) as required by law.

Let the record reflect that Victor Lopez departed at 7:02 a.m.

PUBLIC

COMMUNICATIONS: None.

INTRODUCTIONS/

ANNOUNCEMENTS: None.

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

- Minutes of October 17, 2024, Regular Meeting;
- October '24 Warrant Order #'s: 25293478-25293536; 25296142-25296199; 25295284-25295351; 25296567, 25297612-25297670; 25294414-25294521; 25298415-25298495.

PERSONNEL: ***APPOINTMENT OF PERSONNEL.*** A motion was made by Raul Navarro and seconded by Eric Rodriguez to approve the appointment of personnel for Rusiel Quintero. ***Motion carried unanimously.***

RESIGNATION. A motion was made by Raul Navarro and seconded by Lorenzo Calderon to approve the resignation of Alejandra Diaz. ***Motion carried unanimously.***

NEW BUSINESS: ***NONE.***

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Vicente Ayala referred to the latest Monthly Budget Update. He said there was no change to the Monthly Budget Update for this month. He informed the board that they would see an update at the IVROP Board Meeting scheduled for December 12th. He reminded the board of the importance of having a quorum at the IVROP Board Meeting scheduled for December 12th for the 1st Interim report to be submitted by December 15th. ICOE and the CDE have provided the December 15th deadline. Vicente Ayala again reminded the board the importance of having a quorum at the December 12th IVROP Board Meeting.

He informed the board that we had our audit yesterday. Vicente Ayala informed the board of the potential findings before the actual and official audit report is due. He reminded the board that IVROP has had no findings in the last eighteen years. The potential findings is a reported action that was conducted in the past, but previous auditors did not identify as a finding. The potential finding was in the closing of our books. We had a prepaid expenditure that had been included in our books every year up to this year. The auditors flagged it because it was misappropriated funds by expenditures that we have. Another finding was that on our semi-certification for staff members. We did not provide a timesheet for that worker because they work under a federal grant. Vicente Ayala will work to make sure we do not have those findings for next year. Vicente Ayala informed the board that we have always collected a 700 form for our superintendent. The auditors have directed that we start collecting 700 forms for the IVROP Board members. Again, previously 700 forms had never been requested by IVROP or the auditors.

Edwin P. Obergfell told Vicente Ayala that he had done a fantastic job. These findings were a surprise to us because this is the same accounting organization that has audited us before. They reviewed the books last year, and even as recent as last year, these concerns weren't mentioned. A new auditor has joined their team, so this new auditor has made this request. We appreciate the auditors

bringing this to our attention, because now we will be sure to comply. As an organization, we look forward to clear transparency and to better reporting and complying with audits. Edwin P. Obergfell wanted it to be known that it is nothing Vicente Ayala did. If anything, Vicente Ayala has done a fantastic job in less than one year. Vicente Ayala has gone through more stuff than any of our prior fiscal directors. We will make the corrections. Vicente Ayala informed the board that the 700 forms must be submitted by December 6th. Vicente Ayala told the board that he would be requesting copies of the 700 forms for the board with their approval. Edwin P. Obergfell said the board could submit a copy of the 700 forms or provide Vicente Ayala with authorization to request a copy of their 700 forms. The Board authorized Vicente Ayala to request a copy of their 700 forms. Vicente Ayala again informed the board that we are being transparent and wanted to inform the board that a copy of the 700 forms will be filed in our office.

Edwin P. Obergfell again reviewed the potential findings. The prepaid items, the closing of the books, and the 700 forms. In the past, prepaid payments were made for insurance reasons. Gloria Santillan told Edwin P. Obergfell she could help with the prepaid items if needed. This has been a practice that IVROP has been doing for the past fifteen years; it doesn't make it right, nonetheless. It was never brought up until now, but it will be corrected as requested by the auditors. Edwin P. Obergfell said these are easy fixes.

Edwin P. Obergfell reminded the board that the board meeting on December 12th is essential to meet the CDE deadline. He explained that if we don't have a quorum at the December 12th board meeting, the report will be submitted late, and we will receive another letter from ICOE because we did not report on a timely manner.

IVROP COMMUNITY FOUNDATION. Edwin P. Obergfell reported that the board met on November 12th. The IVROPCF Board reviewed some investment options. The board will invest \$100,000 in a safe bond through Broc Wavra Financials. The board reviewed the CTE Student Leadership applications. The board has a \$10,000 budget for the CTE Student Leadership applications awarded yearly. The IVROPCF Board received 17 CTE Student Leadership applications this year. The IVROPCF board approved 14 CTE Student Leadership applications to receive \$1,000 this year. Edwin P. Obergfell announced the fourteen CTSOs that were selected to receive an IVROPCF CTSO Scholarship BUHS FFA, CUHS SkillsUSA, IHS SkillsUSA, CUHS DECA, SHS HOSA: Future Health Professionals, SPVHS FFA, BUHS SkillsUSA, CHS SkillsUSA, IHS SkillsUSA, HHS FFA, William Moreno Junior High School FFA, CHS FFA Advisor, CUHS HOSA: Future Health Professionals, IHS SkillsUSA (Graphic Design), and SHS Family, Career, and Community Leaders of America (FCCLA). The tickets will be sold for \$125 for the 2025 IVROPCF DWTS Gala. Edwin P. Obergfell shared that Kelia Rodriguez, Meadows Superintendent; Alex Hauger, Gallagher Insurance Manager; Danny Arguelles, Orange Coast Title Sales Rep; and Kimberly Ortega, who was the Star Auction Winner, would be participating in the 2025 IVROPCF DWTS. He announced that Wendy Ramirez opened the IVROPCF Scholarship Application yesterday. Wendy Ramirez emailed the IVROPCF Scholarship Application to the IVROP Board, IVROPCF Board, High School Counselors, and Staff and posted it on social media. The IVROPCF Scholarship Application deadline is March 14th. Eric Rodriguez informed the board that there had been a discussion about creating a stipend for Edwin P. Obergfell and Wendy Ramirez. Edwin P. Obergfell said we'll bring that back for discussion. Eric Rodriguez informed the board that Edwin P. Obergfell and Wendy Ramirez put many work hours into the foundation. Eric Rodriguez said they won't push the issue, but he wanted to advocate for them. Eric Rodriguez said that he wanted to push for a stipend for Edwin P. Obergfell and Wendy Ramirez.

CTE UPDATE. Adriana Hernandez provided the CTE Update. The CTE Leadership Training was held for CTSO officers on October 18th at SDSU. One-hundred two students attended the training. Breakout sessions were provided on networking, planning, marketing, and leadership. Industry

experts were invited to be facilitators in this training. The students liked that industry experts were included in the training and that the students could interact with other students from other districts. The CalWORKs County Joint Application was submitted. All high schools are now fully staffed with Career Specialists. Career Specialists supported Central Union High School District at their Feeder School events. Career Specialists assisted as judges for a regional FFA competition. We are currently exploring a potential welding skills event, and several teachers strongly support the initiative. Adriana Hernandez reported that 233 students have completed the ReadyForLife program. She provided information on upcoming events.

WASC UPDATE. Gabriel Aguirre provided a WASC Update. Adriana Hernandez and Gabriel Aguirre are leading the Mid-Cycle report, which will be due in June 2025. In response to the feedback from the visiting team during the initial WASC visit, communication with the board and the public is a priority. Marketing efforts will be included in the report. Updates to the current website are underway, and we are moving quickly to replace the existing site. Following the lead of the Ed. Services updates provided by Adriana Hernandez, Family Development and Stabilization and Special Projects, have been providing newsletters to the board updating efforts and activities. Additionally, the board retreat and Board 101 meetings have increased communication with the board and incorporated WASC priorities. Lastly, Adriana Hernandez and Gabriel Aguirre have been participating in training provided by WASC.

PRESENTATION: None.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: **ARTICLES.** Edwin P. Obergfell said there was a lot of great information in the articles.

EVENTS. Alicia Armenta pointed out that the events are listed on the agenda.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Alicia Armenta said she wished everyone could come back. It has been a pleasure working with all of you. IVROP is doing a much better job at communicating. She congratulated Edwin P. Obergfell on his leadership and staff for their work.

Lorenzo Calderon said he appreciates working with everyone. He told the board that it is up to us to promote IVROP at our board meetings. He wished everyone a Happy Thanksgiving.

Matt Hester said it has been an honor and a pleasure to be part of the IVROP board and to work with everyone.

Raul Navarro thanked the Board Members. He said IVROP develops employability and life skills and develops a person. He reminded the board that he is a product of IVROP. He wished everyone a Happy Thanksgiving.

Eric Rodriguez shared his appreciation to the IVROP Staff. He said you guys really do improve lives. You have a significant impact.

Gloria Santillan said she appreciates the services that are being provided. She wished everyone a great Thanksgiving.

Edwin P. Obergfell told the board we appreciate everything you have done for IVROP. We thank you. He's blessed to have a great team. Soon you'll be hearing about the Employee of the Year. He thanked all staff. He informed the board that the Senior Cabinet were all UC Berkley graduates from an AI course that was completed. He reminded the board that the office will be closed Thursday and Friday. He wished everyone a Happy Thanksgiving.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, December 12, 2024, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

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