

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

Meeting of January 16, 2025
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
Deby Ellet, Board Member, Central Union High School District
Raul Navarro, Board Member, Calipatria Unified School District
Elvira Hernandez, Board Member, Imperial Unified 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: None.

INTRODUCTIONS/ ANNOUNCEMENTS: The Board Members and the Senior Cabinet team introduced themselves.

Let the record reflect that Elvira Hernandez arrived at 6:36 a.m.

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

- Minutes of December 12, 2024, Regular Meeting;
- December '24 Warrant Order #'s: 25302069-25302111; 2503129-25303238; 25304650-25304712.

PERSONNEL: ***APPOINTMENT OF PERSONNEL.*** A motion was made by Elvira Hernandez and seconded by Deby Ellett to approve the appointment of personnel for Jasmine Cornejo and Maria Gastelum. ***Motion carried unanimously.***

RESIGNATION. A motion was made by Gloria Santillan and seconded by Elvira Hernandez to approve the resignation of Jessica Muñiz. **Motion carried unanimously.**

2024-2025 SALARY SCHEDULE PROPOSED REVISION. Edwin P. Obergfell reminded the board that the minimum wage increased to \$16.50 per hour in California. The Student Worker and Youth Advocate hourly wages were requested to be increased to meet the California minimum wage requirements. Edwin P. Obergfell said at a later date an increase of cost of living adjustment for all salary schedules would be provided to the board for review and discussion. A motion was made by Raul Navarro and seconded by Gloria Santillan to approve the 2024-2025 Salary Schedule CHRLY235 – CC Hourly Row SY (Student – Work Experience) & SY1 (Youth Advocate). **Motion carried unanimously.**

EMPLOYEE HOLIDAY CALENDAR 2025-2026. A motion was made by Deby Ellett and seconded by Elvira Hernandez to approve the Employee Holiday Calendar 2025-2026. **Motion carried unanimously.**

NEW BUSINESS:

APPOINTMENT OF THE CLERK OF THE BOARD. A motion was made by Raul Navarro and seconded by Deby Ellett to appoint Gloria Santillan as Clerk of the Board. **Motion carried unanimously.**

2025-2026 BOARD OF TRUSTEE MEETING CALENDAR. A motion was made by Raul Navarro and seconded by Deby Ellett to approve Board “Dark Day” for July and 2025-2026 Board of Trustees Meeting Calendar. **Motion carried unanimously.**

IRS MILEAGE RATE. A motion was made by Elvira Hernandez and seconded by Gloria Santillan to approve the IRS Mileage Rate for 2025 of 70 cents per mile effective January 1, 2025. **Motion carried unanimously.**

FISCAL YEAR 2023-2024 FINAL AUDIT REPORT. Vicente Ayala reviewed the Fiscal Year 2023-2024 Final Audit Report. IVROP has not had any findings for the past eighteen years. However, this year we had a finding on a federal program. The auditors requested for funding resource code to be included in the timesheet. 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. Vicente Ayala referred to the Monthly Budget Update, which he said reflects the 1st Interim Financial Report. He explained the difference between grant funding and IVROP funding. He shared IVROP was the fiscal lead for the Strong Workforce Program. Vicente Ayala pointed out the deficit spending.

IVROP COMMUNITY FOUNDATION. Edwin P. Obergfell informed the board the IVROPCF is a 501(c)(3). He reported that the board met on January 14th. The IVROPCF Dancing with the Stars (DWTS) Gala is scheduled for Friday, May 2, 2025. The IVROPCF Board consists of Sam Couchman, IVROPCF President; Eric Rodriguez, Vice President; Marianne Fenley, Secretary; and Edwin P. Obergfell, Treasurer. Wendy Ramirez is the IVROPCF Volunteer and Anne Irigoyen is the DWTS Coordinator. Project READY4Life is in its last year (October 2024-September 2025). The IVROPCF DWTS Orientation was held on January 22, 2025. Ticket sales were open to the public on January 23, 2025. Edwin P. Obergfell announced the IVROPCF Scholarship applications are due March 14, 2025. Edwin P. Obergfell informed the board of the \$100,000 investment the foundation had done. Raul Navarro requested an update on the stipend for Edwin P. Obergfell and Wendy Ramirez.

Let the record reflect that Elvira Hernandez and Gloria Santilla departed at 7:45 a.m.

CTE UPDATE. Adriana Hernandez provided the CTE Update. She announced the Public Services Skills Event overall winners. The Imperial Valley Field Day was held on December 14th. The FFA event was held at Imperial High School. One hundred eighty-six students from in and out of county participated. Nine competitions were held. Raul Navarro suggested recording the events to be used to promote IVROP. The CTE teacher nominations were due on January 24th for the Outstanding CTE Student. The Top Outstanding Student applications were due February 18th. February is CTE Month. The Imperial County Board of Supervisors will proclaim February as CTE Month. Career Specialists will be providing CTE Awareness and Promotion Activities in February. The IVROP CTE Showcase is scheduled for February 6th at 4:00 p.m. at the Imperial Valley fairgrounds. Adriana Hernandez shared an IVROPCF Scholarship flier to promote the scholarship opportunity to the students.

WASC UPDATE. Gabriel Aguirre provided a WASC Update. Gabriel Aguirre said the mid-cycle report is due on June 2025. An All-Staff meeting was held on December 19th. Staff reviewed WASC, the SLOs, Mission-Vision Statements and the Organization Goals. The newsletters will continue to be shared with IVROP Board and stakeholders.

SPECIAL PROJECTS UPDATE. Maria made reference to the Special Projects flyer which included information on First 5 Imperial HIPPY, Home Visiting Program for Fathers: 24/7 Dad, Project STAR, Project ALTO, WorkAbility, and Customized Services Soft Skills Training.

ANNUAL EVALUATION PROCESS OF THE IVROP SUPERINTENDENT. Edwin P. Obergfell informed the board of the Annual Evaluation process of the IVROP Superintendent. Alicia Armenta asked him to bring this item back next month.

PRESENTATION: None.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: **ARTICLES.** Alicia Armenta referred to the Imperial Valley Press articles dated December 19, 24, 2024.

EVENTS. Edwin P. Obergfell extended an invitation to the board to the events.

IVROP/IVROPCF NEWSLETTERS. None.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Alicia Armenta welcomed Deby Ellett to the IVROP Board.

Deby Ellett thanked staff for everything they do.

Raul Navarro thanked the IVROP Staff and the Superintendent. He welcomed the new board members.

Edwin P. Obergfell thanked the board members. He reminded the board that he will be retiring June 2026. He informed of the succession planning that has been happening for the past years. He said

he is blessed to have all the Staff and Management Team. Edwin P. Obergfell informed the board of the grants that will be submitted in the near future.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, February 20, 2025, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 8:06 a.m.