



Executive Committee Meeting

October 23, 2024
1250 West Main Street
El Centro, CA 92243
11:00 a.m.

Executive Committee members please be advised: If an item on the meeting agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last 12 months, or if approval or disapproval of an agenda item would have a foreseeable material affect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures: When the agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the Executive Committee consideration of the agenda item.

Supporting documentation is available for public review at the Imperial County Workforce Development Board Office.

1. Call to Order
 - a. Conflict of Interest Forms
2. Discussion of Agenda
 - a. Items to be pulled from Agenda
 - b. Approval of Meeting Agenda
3. Approval of Minutes
 - a. September 25, 2024.....pg. 2-3

ACTION AGENDA

4. Discussion/Action Discussion/Action regarding WIOA training funding expenditure plan for PY2024-2025.....pg. 4-6
5. Discussion/Action regarding AJCC Certification submission in accordance with Workforce Services Directive 23-05 and authorize ICWDB Chair signature.....pg. 7
6. Discussion/Action regarding No-Cost Extension to the Registered Nurse Mentorship XII (12)Program with Imperial Valley Regional Occupational Program.....pg. 8-11
7. Discussion/Action regarding contract renewal of the One Stop Operator Agreement for Services with ProPath Inc. in an amount not to exceed \$75,000.....pg. 13

INFORMATIONAL AGENDA

8. Public Comment: *This is an opportunity for members of the public to address the Executive Committee on any subject matter within the Executive Committee’s jurisdiction, but not an item on the agenda. Each speaker should complete and submit a “Public Comment Request to Speak” form to the Executive Committee Chair. When addressing the Executive Committee, state your name for the record prior to providing your comments. Individuals will be given three (3) minutes to address the Committee.*
9. Meeting adjournment



Next Executive Committee Meeting Wednesday, December 11, 2024, at 11:00 a.m. (Tentative)

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.



MEETING MINUTES

September 25, 2024
11:00 A.M.

MEMBERS PRESENT: Ruth Duarte, Erik Freeman, Mark Gran, Timothy Kelley (Zoom), Robert Rubio,

ABSENT: Elvira Anaya, Jason Jackson

GUESTS: None

STAFF: Priscilla Lopez, Jeffery Burquist, Veronica Curiel, Sabrina Rubin, Allison Duran, Francisca German, Camilo Garcia, and, Blanca Soto

AGENDA ITEMS

1. **Call to order:** ICWDB Board Chair Erik Freeman called the meeting to order at 11:05 a.m. with a quorum present.
 - a. Conflict of Interest Forms: Members completed and submitted forms to staff.
2. **Discussion of Agenda:**
 - a. Items to be pulled from Agenda: None
 - b. Approval of Meeting Agenda: **MOTION** by Mr. Gran, Second by Ms. Duarte, to approve the meeting agenda. Motion carried.
3. **Approval of Minutes for June 26, 2024: MOTION** by Mr. Gran, Second by Ms. Duarte, to approve minutes for June 26, 2024. Opposed: None. Abstained: None. Motion carried.

ACTION AGENDA

4. **Discussion/Action regarding revisions to Data Change Request Form Procedure**
ICWDB Chair Freeman introduced the agenda item regarding proposed revisions to the CalJOBS Data Change Request Policy. Administrative Analyst Veronica Curiel highlighted the recommended changes and the benefits they'll bring for data reporting. A red-lined version of the policy, indicating the changes, was included in the agenda packet for review.

MOTION by Mr. Rubio, Second by Mr. Gran, to approve the revised Adult and Dislocated Worker – CalJOBS Data Change Request Policy and Procedures as presented. Opposed: None. Abstained: None. Motion carried.

5. **Discussion/Action regarding revisions to Adult, Dislocated Worker and Youth Follow-Up Services Policy**
ICWDB Chair Freeman introduced the agenda item regarding proposed changes to the

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policy. Ms. Curiel provided an overview of the updates, explaining that revisions were made to clarify instructions for staff and partners. Additionally, adjustments were made to follow-up due dates to ensure improved compliance and efficiency.

MOTION by Mr. Gran, Seconded by Ms. Duarte, to approve the revised Adult, Dislocated Worker and Youth Follow-Up Services Policy as presented. Opposed: None. Abstained: None. Motion carried.

6. **Discussion/Action regarding California Workforce Association PY2024-2025 annual dues in the amount of \$14,260**

Director Lopez introduced the item, providing an overview of the membership dues to the California Workforce Association (CWA) and the associated benefits. The cost of membership is calculated based on each local area's WIOA funding allocation for the year, and it was noted that the cost remains consistent with the previous program year (PY 23-24).

Ms. Lopez recommended approval of the membership, emphasizing the value CWA provides, including access to current information on WIOA regulations and legislation affecting workforce development.

MOTION by Mr. Gran, Seconded by Mr. Rubio, to approve payment of \$14,260 in annual membership dues to CWA for PY2024-2025. Opposed: None. Abstained: None. Motion carried.

7. **Discussion/Action to approve National Association of Workforce Development Boards PY2024-2025 annual dues**

Ms. Lopez introduced the agenda item and presented an overview of the benefits associated with membership in the National Association of Workforce Development Boards (NAWB). She highlighted the advantages of joining NAWB, emphasizing the potential for increased networking opportunities, the ability to stay informed on national workforce development best practices, and the up to date information on WIOA and other legislation impacting workforce development.

MOTION by Ms. Duarte, Seconded by Mr. Rubio, to approve payment of \$2,300 in annual membership dues to NAWB for PY2024-2025. Opposed: None. Abstained: None. Motion carried.

INFORMATIONAL AGENDA

8. **PUBLIC COMMENTS:**

There were no public comments.

9. **ADJOURNMENT:**

The meeting was adjourned at 12:44 p.m. The next regularly scheduled meeting date is Wednesday, October 23, 2024.

**Imperial County Workforce Development Board
Action Agenda Item 4**

MEETING DATE: **October 23, 2024**

ITEM: **4**

SUBJECT: **Discussion/Action to approve the revised training funding
expenditure plan for PY2024-2025**

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends the approval of the revised PY2024-2025 WIOA Training Expenditure Plan in the amount of \$2,613,559 which exceeds the required 30 percent minimum training expenditure amount of \$1,503,220 for PY24-25.

BACKGROUND:

At the June 26, 2024, Executive Committee, a PY2024-2025 WIOA Training Expenditure Plan was approved in the amount of \$2,458,535.

In August 2024, the ICWDB received waivers approved by the California Workforce Development Board, providing greater flexibility for training activities. These waivers increased the maximum reimbursement rate for On-the-Job Training (OJT) from 75% to 90% of employees' wages, and expanded the focus on Transitional Jobs (TJ) by allowing up to 30% of WIOA Adult and Dislocated Worker Funds to be allocated to TJ activities, compared to the previous 10%. As a result, the expenditure plan was revised to allocate additional funds to OJT and TJ programs, enabling more participants to be enrolled.

Additionally, due to the increased focus on TJs, funding for Work Experience was reduced because those expenditures do not count towards the 30% training expenditure requirement.

The updated PY2024-2025 Training Expenditure Plan is on the following page and totals \$2,613,559, which exceeds the required 30% minimum training expenditure amount of \$1,503,220 for PY24-25.

PY2024-2025 WIOA Adult and Dislocated Worker Training Funds

INDIVIDUAL TRAINING ACCOUNTS

Program	Slots	Cost	Amount
IVROP Security Guard - Firearm		\$5,460	
IVROP Security Guard - No Firearm		\$5,285	
IVROP Commercial Truck Driving		\$8,660	
IVROP Certified Medical Assistant		\$8,750	
Imperial Valley Electrical Training Center Apprenticeship		\$1,969	
CET Truck Driver I		\$5,875	
CET Truck Driver (Regular)		\$11,476	
CET Welding Fabrication		\$15,500	
CET Green Building Construction Skills		\$15,249	
American Beauty Academy Aesthetics		\$8,471	
American Beauty Academy Barber		\$12,884	
American Beauty Academy Cosmetology		\$13,706	
American Beauty Academy Manicurist		\$6,462	
Career Expansion / Chabot - Las Positas Community College		\$3,975	
		TOTAL	\$853,780

REGISTERED NURSE MENTORSHIP PROGRAM

RN Mentorship	56-66		\$550,000
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LICENSED VOCATIONAL NURSE MENTORSHIP PROGRAM

LVN Mentorship	16-21		338,108
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ON-THE-JOB TRAINING (OJTs)

	Slots	Cost	Amount
OJT Participants	60	\$6,300	378,000
		TOTAL	\$378,000

TRANSITIONAL JOBS (TJ)

	Slots	Cost	Amount
TJ Participants	48	\$8,612 *631.13	\$443,671
Work Experience *Does not count as training		\$8,612	\$86,120
		TOTAL	\$443,671

INCUMBENT WORKER TRAINING (IWT)

	Slots	Cost	Amount
IWT Participants	n/a	n/a	\$50,000
		TOTAL	\$50,000

FISCAL IMPACT:

Not to exceed \$2,613,559

**Imperial County Workforce Development Board
Action Agenda Item 5**

MEETING DATE: October 23, 2024

ITEM: 5

SUBJECT: Discussion/Action regarding AJCC Certification submission in accordance with Workforce Services Directive 23-05 and authorize ICWDB Chair signature

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends the approval of the AJCC Certification and authorize ICWDB Chair signature to submit the document to the California Workforce Development Board.

BACKGROUND:

On August 12-13, 2024, David Shinder, Professional Workforce Development Consultant, conducted an in-person site review as part of the AJCC Certification process. This review assessed the compliance of the three AJCC locations in El Centro, Calexico, and Brawley with state and federal guidelines, as well as their operational effectiveness and service delivery to the community. A final report detailing the current status of the AJCCs and identifying potential areas for improvement is being drafted and will be submitted by or before the October 23, 2024, meeting.

Approval of the AJCC Certification will authorize the ICWDB Chair to sign the certification document, which will then be submitted by staff before the November 1, 2024, deadline.

FISCAL IMPACT:

None.

**Imperial County Workforce Development Board
Action Agenda Item**

MEETING DATE: October 23, 2024

ITEM: 6

SUBJECT: Discussion/Action to approve a no-cost extension for the Registered Nurse Mentorship Program provided by Imperial Valley Regional Occupational Program (IVROP)

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends to approve the request for a no-cost extension for the Registered Nurse Mentorship Program provided by Imperial Valley Regional Occupational Program (IVROP).

BACKGROUND:

IVROP is requesting a three (3) month no-cost extension to the current January 1, 2023-June 30, 2024, contract. Information regarding the request can be found in the following attachment.

FISCAL IMPACT:

None.

Imperial Valley Regional Occupational Program

687 State Street	<h1>MEMO</h1>
El Centro, California 92243	
Office (760) 482-2636	
Fax (760) 482-2750	
E-mail: ltorre@ivrop.org	

To: Priscilla Lopez
From: Adrian Gonzales (IVROP – Program Manager II)
Subject: RN Mentorship XII No-Cost Contract Extension
Date: 9/24/2024

Dear Ms. Lopez,

IVROP Project RN Mentorship XII respectfully requests a no-cost contract extension for a period of three (3) months. The purpose of the requested extension is to provide additional NCLEX training services for current clients to successfully complete the NCLEX examination. Additionally, program staff will provide job placement, job retention, and supportive services as needed. The requested extension, if granted, would carry the program through December 31, 2024. During the extension period, IVROP Project RN Mentorship would provide the following specific program activities:

1. NCLEX training for program clients.
2. Regularly scheduled follow-up with clients.
3. Job placement services for clients.
4. Provide allowable supportive services as needed.

Thank you for your consideration. Should you have any questions regarding this matter, please contact me at 760-482-2640.

Respectfully,



Adrian Gonzales
IVROP Program Manager II

Master Contract #:	
Modification No	2
Effective Date:	10/1/2024

Agency: Imperial Valley Regional Occupational Program Contract #: _____

Program Activity: RN Mentorship XII

Contract Period: From 1/1/2023 to 12/31/2024

Contract Amount: \$ 545,601.00 New Amount: \$ 545,601.00

Type of Modification: No cost contract extension to extend the period of performance from January 1, 2023 to December 31, 2024 to provide NCLEX examination training and follow-up services for participants, job placement services, and provide supportive services as needed.

Description of Modification:

	CURRENT BUDGET	MODIFICATION	REVISED BUDGET
Operational Budget			
Personnel	153,782		153,782.00
Fringe Benefits	75,722		75,722.00
Travel/Training	3,063		3,063.00
Equipment	800		800.00
Office Supplies, Printing, Rep.	4,500		4,500.00
Buildings/Rent	12,600		12,600.00
Other Interprogram Costs	2,810		2,810.00
Training/Materials/Supplies	23,025		23,025.00
Other Expenses	69,400		69,400.00
Participant Costs	158,925		158,925.00
Indirect Costs	40,975		40,975.00
TOTAL	545,601.00		545,601.00

Prepared by: Adrian Gonzales

Contractor Signature: _____ Date: 9/24/2024

ICWDO USE ONLY

Modification in line with the Work Statement: _____ Date: _____

 Fiscal/Compliance Supervisor

Budget reviewed and accepted: _____ Date: _____

 Accountant

Approved by Director: _____ Date: _____

 Director

IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM
BUDGET - PROJECT RN Mentorship XII - Jan 1, 2023 to December 31, 2024

DESCRIPTION	ICWDO Category	FY 22/23- 23/24	
		22/23 - 23/24 Budget	Non-WIOA Leverage
A. Staff Salaries			
(1) Program Coordinator - .02 FTE		\$ 2,622	\$ 2,622
(1) Program Manager - .3 FTE		\$ 25,157	\$ 25,157
(1) Data Manager - .03 FTE		\$ 3,129	\$ 3,129
(1.8) Development Specialists - 1.8 FTE		\$ 109,353	\$ 109,353
(1) Project Clerk Typist III - .3 FTE		\$ 13,521	\$ 13,521
Total Staff Salaries	Salaries	\$ 153,782	\$ 153,782
B. Staff Fringe Benefits			
STRS 19.10%		\$ -	\$ -
PERS FY22/23 (25.37%), FY 23/24 (26.6%)		\$ 40,462	\$ 40,462
OASDI 6.25		\$ -	\$ -
Medicare 1.45%		\$ 2,231	\$ 2,231
Health Insurance \$9,084 p/FTE per year		\$ 30,568	\$ 30,568
State Unemployment Insurance - .5%		\$ 770	\$ 770
Worker's Compensation Insurance - 1.1%		\$ 1,691	\$ 1,691
Total Staff Fringe Benefits	F.B.	\$ 75,722	\$ 75,722
C. Travel and Training			
Staff Travel-in County- staff travel @ \$.625 p/mile x 1700 miles per year. Mileage for staff to provide project activities.		\$ 1,063	\$ 1,063
Staff Travel- Out of County travel to conferences/workshops for staff training.		\$ 1,000	\$ 1,000
Staff Training CPR, Mandated Reporting, Harasment Prevention, etc...		\$ 1,000	\$ 1,000
Total Travel In Training	Travel/Trg	\$ 3,063	\$ 3,063
D. Equipment			
Non-capitalized Equipment purchase or replacement- Desktop or Laptop Computer and printer with software for staff.		\$ 800	\$ 800
Equipment Rental.		\$ -	\$ -
Total Equipment	Equipment	\$ 800	\$ 800
E. Office Supplies, Printing & Reproduction			
General Office supplies, materials, paper, etc. (\$170 p/month).		\$ 3,060	\$ 3,060
Reproduction and postage costs for printing forms, business cards, brochures, flyers, copies, etc. (approx. \$80 p/month).		\$ 1,440	\$ 1,440
Total Office Supplies, Printing & Reproduction	Supplies	\$ 4,500	\$ 4,500
F. Buildings			
Facility rent, maintenance, utilities, and operations (\$650 p/month).		\$ 12,600	\$ 12,600
Total Buildings	Buildings	\$ 12,600	\$ 12,600
G. Other Interprogram Operations Costs			
Communications: phone, fax, e-mail, internet, postage, technology setup costs, etc.(\$120 p/month).		\$ 2,160	\$ 2,160
Pre-employment costs (fingerprinting, drug testing, tb, physical, etc.).		\$ 650	\$ 650
Total Other Interprogram Operations Costs	Other	\$ 2,810	\$ 2,810
H. Training, and Training Materials and Supplies			
NCLEX review books (\$225 x 65).		\$ 14,625	\$ 14,625
Tablet for classroom and internship training (\$600 x 14)		\$ 8,400	\$ 8,400
Total Training Materials and Supplies	Training Materials	\$ 23,025	\$ 23,025
I. Other Expenses			
IVC Liaison (\$2,300/month x 18). - Terrie.		\$ 41,400	\$ 41,400
IVC tutoring services - Terrie.		\$ 2,000	\$ 2,000
NCLEX review software (\$400 x 65 participants).		\$ 26,000	\$ 26,000
Total Other Expenses	Other	\$ 69,400	\$ 69,400
J. Participant Costs			
Stipends for Internships (\$650 x 65 = \$42,250. Paid in 2 parts).		\$ 42,250	\$ 42,250
Stipends for scrubs, shoes, watch, stethoscope, ACLS/PALS certification (\$600 x 65).		\$ 39,000	\$ 39,000
Stipends for NCLEX test & license (\$650 x 65).		\$ 42,250	\$ 42,250
Stipends for gas to San Diego for NCLEX test (\$60 x 65).		\$ 3,900	\$ 3,900
Stipend for meals for San Diego for NCLEX test (\$35 x 65).		\$ 2,275	\$ 2,275
Stipends for Employment (\$450 ea x 65).		\$ 29,250	\$ 29,250
Total Subsidized Employment/Vocational Education Training Costs		\$ 158,925	\$ 158,925
Total Direct Costs		\$ 504,626	\$ 504,626
Indirect costs 8.12% of total direct expenses (State approved indirect cost rate)			
Indirect costs 8.12% of total direct expenses (State approved indirect cost rate)		\$ 40,975	\$ 40,975
Total Funding (WIOA and Non-WIOA separately)		\$ 545,601	\$ 545,601
Total Grant Charges			\$555,601

**Imperial County Workforce Development Board
Action Agenda Item 7**

MEETING DATE: October 23, 2024

ITEM: 7

SUBJECT: Discussion/Action to approve contract renewal of the One Stop Operator Agreement for services with ProPath Inc. in an amount not to exceed \$75,000.

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends to approve agreement renewal with ProPath Inc. in an amount not to exceed \$75,000 to provide One Stop Operator services.

BACKGROUND:

It is recommended to renew the contract with ProPath, Inc. as the AJCC One Stop Operator for the period of January 1, 2025 to December 31, 2025. The contract is not to exceed \$75,000. The scope of work and contract will include, but is not limited to, continuous quality improvement, One Stop manager mentor service, monthly and quarterly staff and partner operations meetings facilitation, operations and policy development, complete business services review and enhancements, pre-employment Workshop development, Incumbent Worker Training, On-the-Job Training, and serving individuals with disabilities AJCC compliance.

This would be the first renewal to the master agreement that began January 1, 2024 and will be ending December 31, 2024.

FISCAL IMPACT:

\$75,000