



Meeting Agenda
Wednesday, December 11, 2024
1250 Main Street
El Centro, CA 92243
12:00 P.M.

CONFLICT OF INTEREST ADVISEMENT

WDB 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 WDB's 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. Pledge of Allegiance
 - b. Conflict of Interest forms
2. **Discussion of Agenda**
 - a. Items to be pulled from Agenda.
 - b. Approval of Meeting Agenda
3. **Approval of Minutes for October 23, 2024.....pg. 1- 4**

PRESENTATIONS

4. WIOA Youth Program Services Update: Imperial Valley Regional Occupational Program
5. WIOA Youth Program Services Update: Equus Workforce Solutions

ACTION AGENDA

6. Discussion/Action regarding support and endorsement of Imperial Valley College's Application for a Bachelor's Degree Program in Industrial Automation to the California Community Colleges Chancellors Office.....pg. 5-15
7. Discussion/Action to approve the first agreement renewal for the Registered Nurse Mentorship Program with Imperial Valley Regional Occupational Program (IVROP) at a cost not to exceed \$577,500 for the period of January 1, 2025, through June 30, 2026.....pg. 16-19
8. Discussion/Action to approve the second agreement renewal for the Licensed Vocational Nurse Mentorship Program with IVROP at a cost not to exceed \$362,730 for the period of January 1, 2025, through June 30, 2026.....pg. 20-23

9. Discussion/Action to approve revisions made to ICWDB Bylaws.....pg. 24-32

INFORMATIONAL AGENDA

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

10. **Committee Members’ Reports:**

- a. Board of Supervisors
- b. ICWDB Chair Report
- c. Director’s Report
- d. Business Services Unit Report
- e. Budget and Finance Committee
 - i. October 2024 Financial Statementpg. 33
- f. Business and Planning Committee
- g. One Stop Policy Oversight Committee
- h. Youth Committee

11. **Meeting adjournment**



**Next ICWD Board Meeting
Wednesday, January 22, 2025, at 12:00 p.m.**



2799 S. 4th Street
El Centro, CA 92243

**Imperial County Workforce Development Board
Meeting Minutes of October 23, 2024**

Present: Elvira Anaya, Ruth Duarte, Erik Freeman, Mark Gran, Nicolas Jimenez, Timothy Kelley, Daniel Machain, Darrell Pechtl, Robert Rubio

Absent: Jason Jackson, Edwin Obergfell, Efrain Silva, Annie Taamilo

Staff: Priscilla Lopez, David Baquerizo (AJCC Operator), Veronica Curiel, Sabrina Rubin, Jeff Burquist, Camilo Garcia, Allison Duran, Carmen Aguilar, Francisca German, Roman Hernandez, Angelica Padilla, Martin Robledo

Guests: Adrian Gonzales, Dania Luna, Vivian Perez, Serafin Fregoso

Agenda Items

1. Call to Order ICWDB Chair, Erik Freeman, called the meeting to order at 12:02 p.m. with a quorum present.

1a. Pledge of Allegiance ICWDB Treasurer, Robert Rubio led the board into the Pledge of Allegiance.

1b. Conflict of Interest Forms Members were directed to turn in their Conflict of Interest Forms to staff.

2. Discussion of Agenda

2a. Items to be pulled from Agenda

None

2b. Approval of Meeting Agenda

- ❖ **Motion:** A motion was made by **Robert Rubio** and seconded by **Elvira Anaya** to approve the meeting agenda as is. There were no opposed and there were no abstentions. The motion carried unanimously.

3. Approval of Meeting Minutes – September 25, 2024

- ❖ **Motion:** A motion was made by **Elvira Anaya** and seconded by **Mark Gran** to approve the meeting minutes of September 25, 2024, as presented. There were no opposed and there were no abstentions. The motion carried unanimously.

Action Agenda

4. Discussion/Action regarding WIOA training funding expenditure plan for PY2024-2025

Director Priscilla Lopez introduced the item, explaining that the recommended revision is based on approved waivers from the California Workforce Development Board, which provide increased flexibility for Transitional Jobs and On-the-Job Training (OJT). The waivers raised the maximum reimbursement

rate for OJT from 75% to 90% of employees' wages and increased the allowable Transitional Jobs expenditures from 10% to 30% of Adult and Dislocated Worker Formula Funds. With more of a focus in those two training programs, Adult Work Experience expenditures were reduced since they do not count toward the training expenditure requirement per WSD18-10. The revised plan totals \$2,613,559, exceeding the required minimum of \$1,503,220.

- ❖ **Motion:** A motion was made by **Robert Rubio** and seconded by **Ruth Duarte** to approve the revised PY2024-2025 WIOA Training Expenditure Plan in the amount of \$2,613,559, exceeding the required 30 percent minimum training expenditure amount of \$1,503,220 for PY24-25. There were no opposed and there were no abstentions. The motion carried unanimously.

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

ICWED Director Priscilla Lopez introduced the item, sharing that a two-day on-site review was recently conducted by Professional Workforce Consultant David Shinder at the AJCCs in El Centro, Calexico, and Brawley. The AJCC Baseline Certification and Indicator Assessments, in accordance with WSD 23-05, were completed and presented for review. The assessments provided feedback on operational effectiveness and community service delivery, identifying areas for potential improvement within each Hallmark of Excellence indicator.

- ❖ **Motion:** A motion was made by **Mark Gran** and seconded by **Elvira Anaya** to approve the AJCC Certification and to authorize ICWDB Chair Erik Freeman signature to submit the document to the California Workforce Development Board. There were no opposed and there were no abstentions. The motion carried unanimously.

6. Discussion/Action regarding No-Cost Extension to the Registered Nurse Mentorship XII (12) Program with Imperial Valley Regional Occupational Program (IVROP)

ICWED Director Priscilla Lopez introduced the item and informed the board that IVROP was requesting the no-cost extension to continue providing needed NCLEX training for program participants, as well as continued follow-up and job placement services through December 31, 2024. The formal request from IVROP addressing the request along with a modified budget period of January 1, 2023 to December 31, 2024 was included in the agenda packet for review.

- ❖ **Motion:** A motion was made by **Darrell Pecht** and seconded by **Elvira Anaya** to approve the request for a no-cost extension through December 31, 2024, for the Registered Nurse Mentorship Program provided by IVROP. There were no opposed and there were no abstentions. The motion carried unanimously.

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

ICWED Director, Priscilla Lopez, introduced the item and recommended that the contract with ProPath Inc be renewed for the period of January 1, 2025 through December 31, 2025, at a cost not to exceed \$75,000. Ms. Lopez noted that ProPath has been the AJCC Operator for Imperial County since 2020. The

scope of work includes, but is not limited to, AJCC Supervisor mentor services, monthly staff meetings and quarterly partner meetings, business services review and enhancements.

- ❖ **Motion:** A motion was made by **Timothy Kelley** and seconded by **Elvira Anaya** to approve a contract renewal with ProPath Inc. in an amount not to exceed \$75,000 to provide One Stop Operator services. There were no opposed and there were no abstentions. The motion carried unanimously.

Informational Agenda

8. National Association of Workforce Development Professionals Membership

Priscilla Lopez, ICWED Director informed the board that membership to this workforce organization is currently being looked into. Membership costs vary depending on the number of individuals being registered. Ms. Lopez noted that positive feedback was received from the May 2024 NAWDBP Conference in San Antonio, Texas, and would like ICWDB to continue attending future NAWDBP events, in addition to California Workforce Association and National Association of Workforce Boards events.

9. Public Comment.

Elvira Anaya, Center for Employment Training, announced that planning for the Annual Farmworkers Breakfast scheduled on December 6, 2024, has been ongoing. Ms. Anaya thanked Tim Kelley, Imperial Valley Economic Development Corporation (IVEDC) for their support with the planning efforts.

Timothy Kelley, announced that AT&T, Imperial Regional Alliance, and IVEDC will be holding a giveaway of around 200 free laptops through an AT&T Connected Learning Program to students at Imperial Valley College next week.

10. Reports

a. Board of Supervisors No report.

b. ICWDB Chair Report

Chair Erik Freeman reported that the Individuals with Disabilities (ID) Ad Hoc/Partner Committee meeting is currently on hold and will shift its focus to increasing employment opportunities for individuals with disabilities. The next meeting is tentatively scheduled for January 2024.

Mr. Freeman also addressed the need to revise the ICWDB Bylaws concerning the Elections of Officers and Committee Membership appointments and continuity. He explained that elections could not be held at the final meeting of Program Year 2023-2024 in June due to a lack of quorum, resulting in the postponement of elections until September 2024.

Discussion followed and a suggestion was made to amend the Bylaws to allow officer terms to remain in effect until the first regular meeting of the new calendar year if elections are delayed for any reason. Board Member Darrell Pechtl proposed an alternative: extending membership terms to two program years instead of one, as he's seen done by other boards. An updated version of the Bylaws will be presented for review and approval at the next meeting.

c. Director's Report

Priscilla Lopez, ICWED Director reported that RAND, the provider of the Lithium Valley Workforce and Economic Development Needs Study, in collaboration with the ICWDB, held two Town Halls last week on October 22nd in Niland and October 23rd in El Centro and attendance was good. Ms. Lopez also shared that the AJCCs will be closed from 9 a.m. to 12 p.m. on October 30th as staff will be attending the Imperial County Health Fair.

d. Business Services Unit Report

Carmen Aguilar, Business Services Employment Coordinator, reported that on November 11th the Business Services Team will be hosting a hiring event with Customs and Border Patrol at the Business Resource Center. Ms. Aguilar also provided updates on new enrollments of the On-the-Job Training Program as well as potential Incumbent Worker Training with a local employer.

e. Budget and Finance Committee and Financial Statement

Robert Rubio, ICWDB Treasurer, reported the committee last met in August and will be meeting on a quarterly basis. Allison Duran, ICWED Fiscal Supervisor also reported and overviewed the September 2024 Financial Statement.

f. Business and Planning Committee

Next meeting is scheduled on November 14, 2024, at 12:00 p.m.

g. One Stop Policy Oversight Committee

Next meeting is scheduled on November 20, 2024, at 12:15 p.m.

h. Youth Committee

Elvira Anaya, Youth Committee Chair, reported that the committee is expected to go dark in November. However, Youth Provider reports are being planned to be presented at the December 11, 2024 ICWDB Meeting.

11. Meeting Adjourned at 12:46 p.m.

Next Meeting: December 11, 2024 at 12:00 p.m.

**Imperial County Workforce Development Board
Action Agenda Item 6**

MEETING DATE: December 11, 2024

ITEM: 6

SUBJECT: Discussion/Action regarding support and endorsement of Imperial Valley College's Application for a Bachelor's Degree Program in Industrial Automation to the California Community Colleges Chancellors Office

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends supporting and endorsing Imperial Valley College's application for a Bachelor's Degree in Industrial Automation to the California Community Colleges Chancellors Office and authorize providing a Letter of Support.

BACKGROUND:

ICWDB Member, Efrain Silva, Dean of Economic and Workforce Development at Imperial Valley College, and April Mazon, Program Manager for LIFT the Valley, will present an overview of the Baccalaureate Degree Program application process and the proposed Baccalaureate Degree in Industrial Automation.

FISCAL IMPACT:

None

BACCALAUREATE DEGREE PROGRAM APPLICATION OVERVIEW

Bachelor of Science Degree in Industrial Automation at Imperial Valley College

Presenters: Efrain Silva, Dean of Economic and Workforce Development and
April Mazon, Program Manager for LIFT the Valley



Assembly Bill 927 (Medina, 2021)

Objectives:

- Make bachelor's degrees more accessible and affordable for California students
- Address unmet workforce needs. Bachelor's degree program aligns with Vision 2030 and the anticipated Lithium Workforce Need, and IVC's Mission Statement
- Increase educational attainment rates in California
 - Imperial County Bachelor's Degree or higher attainment is 16.6% (U.S. Census Bureau)

Implementation Process:

- Community college districts must submit detailed applications to the Chancellor's Office
- Applications are reviewed for compliance, quality, and non-duplication of CSU/UC programs
- Approved programs are sent to the Board of Governors' President for final approval

Impact:

- Expands educational opportunities for community college students
- Potentially increases the number of bachelor's degree holders in California - Aligned with Vision 2030
- Addresses specific workforce needs in various regions and industries

Baccalaureate Degree Program Application-

Application Components (Due January 15, 2025):

- Policy Compliance
- Institutional Financial Stability
- Equitable Student Outcomes
- Program Quality
- Non-duplication and Intersegmental Agreement
- Institutional Capacity
- Curriculum and Program Design
- ACCJC Approval
- Workforce Need/Demand Evidence
- Program Description
- Administrative and Funding Plan

Key Requirements:

- No duplication of CSU or UC offerings
- Address unmet workforce needs
- Consultation with regional employers and workforce development boards
- Review for policy compliance, quality, and intersegmental agreement

Application Process:

- Submit by Jan 15, 2025
- Chancellor's Office reviews documentation
- Approved applications sent to Board of Governors' President for final approval

Baccalaureate Degree in Industrial Automation

Creating a 4 -Year Pathway:

- Builds on existing Lithium Industry Force Training (LIFT) certificate programs and new Associate's degree in Industrial Automation Systems
- Provides seamless transition for IVC students to earn a Bachelor's degree
- Aligns with Imperial County's evolving economic landscape

Imperial County's Economic Transformation:

- Traditionally agricultural
- Expanding into renewable energy and sustainable mineral extraction

Salton Sea Geothermal Resource Area:

- Estimated 15 million metric tons of lithium
- Potential to meet national lithium demands
- Emergence of "Lithium Valley"

Benefits:

- New job opportunities
- Long-term economic growth
- Skilled workforce for emerging industries

Why It Matters:

- Prepares students for high-demand careers in industrial automation
- Supports local economic development
- Enhances educational opportunities in the region

Baccalaureate Degree in Industrial Automation

- Currently 38 California Community Colleges with Baccalaureate Programs
- Modeling after Bakersfield College
- Review Process:
 - A few months for review
 - Applications that receive a qualifying score are awarded either conditional or provisional status (pending Accrediting Commission for Community and Junior Colleges (ACCJC) approval and/or an intersegmental agreement and the Board of Governors' full approval). Applications that do not receive a qualifying score are not approved but are eligible for revision and resubmittal during a future application cycle.
 - Implementation expected for Fall 2026



The screenshot shows the Bakersfield College website page for Industrial Automation. The page features a navigation bar with the college logo, links for 'CURRENT STUDENTS' and 'NEW STUDENTS', and a search icon. Below the navigation bar is a red header with menu items: 'ACADEMICS', 'ENROLLMENT & AID', 'CAMPUS LIFE', 'SERVICES & RESOURCES', 'COMMUNITY', and 'ABOUT BC'. The main content area has a large heading 'INDUSTRIAL AUTOMATION' next to an image of a person working with industrial machinery. Below the heading is a breadcrumb trail: 'Home > Academics > Pathways > ITT > Industrial Automation'. On the left side, there are links for 'Industrial Automation', 'Apply', 'Program Information', and 'Program Admission'. On the right side, there is a paragraph describing the program: 'Industrial Automation (INDA) centers on the utilization and administration of computer technology and electronics in various industrial settings.'

Industry Alignment & Support

- Industry Advisory Input
- Curriculum Development Process
- LMI/Unmet Labor Need
- Industry Letters of Support:
 - Energy Source
 - BHE Renewables
 - Imperial CBD Extraction
 - Spreckels Sugar Company
 - Imperial Irrigation District

Industrial Automation B.S.

Course Requirements and Sequencing

Lower -Division Major Courses (approximately 36 -39 units):

- PLNT 100 (formerly PLNT 80) Plant Operator I
- PLNT 150 (formerly PLNT 85) Plant Operator II
- PLNT 200 (formerly PLNT 90) Plant Operator III
- PLNT 250 IV (NEW) Plant Operator
- EWIR 262 (formerly EWIR 162) Programmable Logic Controllers
- AUT 245 Hydraulic and Pneumatic Systems
- BLDC 101 Safety Standards (Cal/OSHA) 30Hour Card
- MATH 105/WT 105 Integrated Math for Technical Fields
- CIS 120 Microsoft Word II
- CIS 124 EXCEL I
- WE 201 Employment Readiness
- WE 220 Internship

Upper -Division Major Courses (approximately 39 -40 units):

- INDA 300: Industrial Automation Networks
- INDA 301: Industrial Leadership
- INDA 305: Maintenance and Operations
- INDA 310: Industrial Safety Principles and Management
- INDA 320: Applied Method Motion Process Control
- INDA 325: Advanced Hydraulic and Pneumatic Systems
- INDA 330: Automation Operations Management
- INDA 340: Corrosion Management
- INDA 400: Quality Management
- INDA 401: Thermal Systems Management
- INDA 410: Blueprint and Schematic Management
- INDA 415: Systems Design and Integration (Senior Project/Capstone)
- WE 220: Internship

Timeline

- Timeline
 - Submittal January 15, 2025
 - Approval April/May 2025
 - Lower Division AS Degree Fall 2025- 2027
 - Upper Division BS Degree Fall 2027-2029

Requested Action

- Support/Endorsement of Submittal of Application for a Bachelor Degree in Industrial Automation to the California Community Colleges

Chancellors Office

THANK YOU

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

MEETING DATE: December 11, 2024

ITEM: 7

SUBJECT: Discussion/Action to approve the first agreement renewal for the WIOA Registered Nurse Mentorship Program with Imperial Valley Regional Occupational Program (IVROP) at a cost not to exceed \$577,500

RECOMMENDATION:

ICWEDO Director recommends to approve the first agreement renewal of the WIOA Registered Nurse Mentorship Program with IVROP at a cost not to exceed \$577,500.

BACKGROUND:

On January 24, 2024, the Imperial County Workforce Development Board approved an agreement with the Imperial Valley Regional Occupational Program (IVROP) for a Registered Nurse (RN) Mentorship Program. This agreement, covering February 1, 2024, through June 30, 2025, allocated up to \$550,000 to serve approximately 56 to 66 final-semester RN students at Imperial Valley College (IVC) across two semesters: Spring 2024 and Fall 2024. The program included 320 hours of comprehensive training—covering theory, skills application, clinical mentoring, NCLEX review, and simulations—and provides up to 12 months of job placement and follow-up support to ensure student success in coursework completion and RN employment.

With a new cohort of final-semester RN students at IVC set to begin in Spring 2025, followed by another in Fall 2025, IVROP is requesting a renewal of the agreement for the period from January 1, 2025, through June 30, 2026, at a cost not to exceed \$577,500. Per the ICWDB's Request for Proposals, the agreement may be renewed for up to two additional 18-month periods, contingent on available funding, program outcomes, and performance metrics.

Approving this renewal would enable IVROP to support 76 to 88 new fourth-semester RN students from Imperial County by providing access to employment, education, training, and support services, enhancing their long-term career prospects in the healthcare field.

Further details on the program, staffing, and budget are included in IVROP's attached request.

FISCAL IMPACT:

\$577,500



Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

www.ivrop.org

Preparing Students For Work:
It's Our Business

Edwin P. Obergfell
Superintendent

December 5, 2024

Priscilla Lopez
ICWEDO Director
Imperial County Workforce and Economic Development Office
2799 S. 4th Street
El Centro, CA 92243

Subject: Request for contract renewal for the local WIOA Registered Nurse (RN) Mentorship Program
Fiscal Year 2025 - 2026

Dear Ms. Lopez,

Imperial Valley Regional Occupational Program (IVROP) respectfully requests the renewal of the Workforce Innovation and Opportunity Act (WIOA) IVROP – Registered Nurse (RN) Mentorship program contract for the period of January 1, 2025, through June 30, 2026. If this contract renewal is approved, IVROP would continue to provide follow-up services to participants enrolled in the 2024–2025 local WIOA IVROP RN Mentorship program and will provide 76 to 86 new 4th semester RN students of Imperial County assistance in accessing employment, education, training, and support which will improve their long-term labor employment opportunities. This request is in response to the 2024-2025 RN Mentorship Request for Proposal which indicates Imperial County reserves the right to extend the term of the RN Mentorship contract for up to two (2) successive one (1) year periods, subject to available funding and performance as well as approval granted by the Imperial County Workforce Development Board following WIOA regulations.

IVROP – RN Mentorship is proposing to increase the number of students served from the current program year (55 – 65) to 76 - 86 new 4th semester RN students for program year 2025 – 2026. This increase in proposed participants to be served is due to more 4th semester RN students being eligible for the program from both Imperial Valley College (IVC) and newly obtained partner San Diego State University (SDSU)-Imperial Valley Campus. If granted, this contract renewal would be in effect during the 2024 – 2025 and 2025 - 2026 fiscal years serving two cohorts of 4th semester RN students. In preparing our proposed budget, we have carefully incorporated all essential elements needed to operate a successful program including appropriate staffing needs to achieve program targets, required activity supplies for staff and participants, miscellaneous operational costs, and participant stipends for the completion of programmatic milestones. The total budget necessary to operate the RN Mentorship program would be \$577,500, including follow-up services. This requested amount is a 5% increase from our previous allocation in 2024. This requested increase is due to several reasons including 21 more potential participants that will receive program services during FY 25-26, a Cal-PERS increase of 1.7%, an indirect cost increase of 4.4%, rent, maintenance and utilities increase of 5%, and a health insurance increase of 25%. Program staff will consist of one (1) part-time (.02 FTE) program coordinator, one (1) part-time (.30 FTE) program manager, one (1) part-time (.03 FTE) data manager, two (2) full-time (2.0 FTE) development specialists, and one (1) part-time (.30 FTE) program clerk. IVROP will continue to incorporate enhanced data management services into the RN Mentorship program through the work of

a part-time (.03 FTE) data manager. The data manager position captures and reports summative and formative data to the funder to provide continuous improvement to the project.

The IVROP-RN Mentorship program is proposing to offer 76 to 86 WIOA eligible adults a total of 320 hours of NCLEX training, job readiness, and support services including: lectures on theory, skills, clinical mentoring, coaching, National Counseling Licensure Examination (NCLEX) training and simulations; 120 hours of incentivized internship training at various hospitals and clinics; case management support (throughout participation); ongoing job readiness coaching and life skills workshops; supportive services related to the registered nursing profession; follow-up services for up to 12 months, and job placement services for participants who complete their course of instruction (upon NCLEX completion and via follow-up). Job readiness coaching and workshops will be provided to participants as part of their workforce preparation and employment retention training. Job readiness workshops will consist of developing an employment portfolio, job search methods, interview skills, professionalism, job retention, communication in healthcare environments, principles of functioning as a healthcare team, working in a deadline driven workplace, and customer service. These job readiness skills will serve as imperative tools for participants as they begin to search for employment opportunities post-graduation and successful NCLEX completion.

IVROP will continue to offer optional in-kind services to participants that will include life skills workshops in financial literacy, family relationships, parenting, developmental assets, first time home buyer, and life coaching services. Mock interview sessions will continue to be provided to participants by IVROP staff with questions exclusively tailored to the nursing profession. Mock interview workshops will serve as a beneficial training tool for RN students to prepare for post-graduation employment opportunities. Finally, presentations by health care administrators and professionals from local hospitals and clinics will continue to be delivered to participants throughout the program discussing topics such as industry trends (including technology, equipment, and emerging treatment methods), professional development, management opportunities, and the outlook of advancement within the nursing field. These presentations will serve as an excellent opportunity for participants to network with top-level administrators from various organizations throughout Imperial County.

IVROP staff will continue to collaborate closely with Imperial County Workforce and Economic Development Office staff to ensure that the project performance is meeting and complying with the required performance standards and that the program is operating successfully based on summative and formative data collection methods. Our collaborative efforts will result in improved access to employment, education, training, and support to Imperial County Registered Nursing students.

In advance, thank you for considering this request and for supporting the long-term labor market opportunities for the future healthcare workforce of Imperial County.

Respectfully,



Edwin P. Obergfell
IVROP Superintendent

FOR EDWIN P. OBERGFELL

IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM
BUDGET - PROJECT RN Mentorship XIV - Jan 1, 2025 to June 30, 2026 (18 Months)

DESCRIPTION	ICWDO Category	FY 24/25- 25/26	
		24/25 - 25/26 Budget	Non-WIOA Leverage
A. Staff Salaries			
(1) Program Coordinator - .02 FTE		\$ 2,845	\$ 2,845
(1) Program Manager II - .3 FTE		\$ 32,461	\$ 32,461
(1) Data Manager - .03 FTE		\$ 3,607	\$ 3,607
(2) Development Specialists - 2.0 FTE		\$ 90,736	\$ 90,736
(1) Project Clerk Typist III - .3 FTE		\$ 11,996	\$ 11,996
Total Staff Salaries	Salaries	\$ 141,645	\$ 141,645
B. Staff Fringe Benefits			
STRS 19.10%		\$ -	\$ -
PERS FY24/25/FY25/26 (27.05%),		\$ 38,315	\$ 38,315
OASDI 6.20		\$ -	\$ -
Medicare 1.45%		\$ 2,054	\$ 2,054
Health Insurance \$11,400 p/FTE per year		\$ 30,381	\$ 30,381
State Unemployment Insurance - 0.05%		\$ 70	\$ 70
Worker's Compensation Insurance - 1.2827%		\$ 1,816	\$ 1,816
Total Staff Fringe Benefits	F.B.	\$ 72,636	\$ 72,636
C. Travel and Training			
Staff Travel-in County- staff travel @ \$.67 p/mile x 3,100 miles per year. Mileage for staff to provide project activities.		\$ 2,077	\$ 2,077
Staff Travel- Out of County travel to conferences/workshops for staff training.		\$ 2,000	\$ 2,000
Staff Training CPR, Mandated Reporting, Harasment Prevention, etc...		\$ 2,000	\$ 2,000
Total Travel In Training	Travel/Trg	\$ 6,077	\$ 6,077
D. Equipment			
Non-capitalized Equipment purchase or replacement- Desktop or Laptop Computer and printer with software for staff.		\$ 2,200	\$ 2,200
Equipment Rental.		\$ -	\$ -
Total Equipment	Equipment	\$ 2,200	\$ 2,200
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 (\$840 p/month).		\$ 15,120	\$ 15,120
Total Buildings	Buildings	\$ 15,120	\$ 15,120
G. Other Interprogram Operations Costs			
Communications: phone, fax, e-mail, internet, postage, technology setup costs, etc.(\$110 p/month).		\$ 1,980	\$ 1,980
Pre-employment costs (fingerprinting, drug testing, tb, physical, etc.).		\$ 602	\$ 602
Total Other Interprogram Operations Costs	Other	\$ 2,582	\$ 2,582
H. Training, and Training Materials and Supplies			
NCLEX review books (\$180 x 86).		\$ 15,480	\$ 15,480
Total Training Materials and Supplies	Training Materials	\$ 15,480	\$ 15,480
I. Other Expenses			
RN Liaison (\$2,300/month x 18). - Terrie.		\$ 41,400	\$ 41,400
NCLEX tutoring services - Terrie.		\$ 2,000	\$ 2,000
NCLEX review software (\$400 x 86 participants).		\$ 34,400	\$ 34,400
Total Other Expenses	Other	\$ 77,800	\$ 77,800
J. Participant Costs			
Stipends for Internships (\$600 x 86 = \$42,250. Paid in 2 parts).		\$ 51,600	\$ 51,600
Stipends for scrubs, shoes, watch, stethoscope, ACLS/PALS certification (\$580 x 86).		\$ 49,880	\$ 49,880
Stipends for NCLEX test & license (\$650 x 86).		\$ 55,900	\$ 55,900
Stipends for gas to San Diego for NCLEX test (\$50 x 86).		\$ 4,300	\$ 4,300
Stipend for meals for San Diego for NCLEX test (\$40 x 86).		\$ 3,440	\$ 3,440
Stipends for Employment (\$400 ea x 86).		\$ 34,400	\$ 34,400
Total Subsidized Employment/Vocational Education Training Costs		\$ 199,520	\$ 199,520
Total Direct Costs		\$ 537,560	\$ 537,560
Indirect costs 7.43% (FY24/25), 7.43% (FY25/26) of total direct expenses (State approved indirect cost rate)			
Indirect costs.		\$ 39,940.00	\$ 39,940
Total Funding (WIOA and Non-WIOA separately)		\$ 577,500	\$15,000
Total Grant Charges			592,500

**Imperial County Workforce Development Board
Action Agenda Item 8**

MEETING DATE: December 11, 2024

ITEM: 8

SUBJECT: Discussion/Action to approve the second agreement renewal for the WIOA Licensed Vocational Nurse Mentorship Program with Imperial Valley Regional Occupational Program (IVROP) at a cost not to exceed \$362,730

RECOMMENDATION:

ICWEDO Director recommends to approve the second agreement renewal of the WIOA Licensed Vocational Nurse Mentorship (LVN) Program with IVROP at a cost not to exceed \$362,730.

BACKGROUND:

On June 12, 2023, the ICWDB approved the first renewal of the Licensed Vocational Nurse (LVN) Mentorship Program agreement with Imperial Valley Regional Occupational Program (IVROP), covering the period from July 1, 2023, through December 31, 2024, at a cost not to exceed \$338,108. This program aimed to serve 16 to 21 third-semester LVN students by providing support in accessing employment, education, training, and related services. As of PY23-24, 15 students have successfully enrolled, completed the program, and secured employment.

With the program concluding December 31, 2024, IVROP has requested a second renewal of the WIOA LVN Program for the period of January 1, 2025 through June 30, 2026 at a cost not to exceed \$362,730. Within the Request for Proposals that was approved for release at the September 22, 2021, ICWDB meeting, the ICWDB reserves the right to renew the agreement for up to two successive 18 month periods, subject to available funding, program outcomes and/or performances.

Approving the renewal of the agreement would allow IVROP to provide 20 to 24 new 3rd semester LVN students assistance in accessing employment, education, training, and support which will improve their long-term labor opportunities.

Detailed program, staffing, and budgeting information can be found in IVROP's request that is attached as background for this item.

FISCAL IMPACT:

\$362,730



Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

www.ivrop.org

*Preparing Students For Work:
It's Our Business*

*Edwin P. Obergfell
Superintendent*

December 5, 2024

Priscilla Lopez
ICWEDO Director
Imperial County Workforce and Economic Development Office
2799 S. 4th Street
El Centro, CA 92243

Subject: Request for contract renewal for the local WIOA Licensed Vocational Nurse (LVN) Mentorship Program Fiscal Year 2025 - 2026

Dear Ms. Lopez,

Imperial Valley Regional Occupational Program (IVROP) respectfully requests the renewal of the Workforce Innovation and Opportunity Act (WIOA) IVROP–Licensed Vocational Nurse (LVN) Mentorship program contract for the period of January 1, 2025 through June 30, 2026. If this contract renewal is approved, IVROP would continue to provide follow-up services to participants enrolled in the 2023–2024 local WIOA IVROP LVN Mentorship program and will provide 20 to 24 new 3rd semester LVN students of Imperial County assistance in National Counseling Licensure Examination – Practical Nursing (NCLEX-PN) education and training, accessing employment, and support which will improve their long-term labor opportunities. This request is in response to the 2022-2023 LVN Mentorship Request for Proposal which indicates Imperial County reserves the right to extend the term of the LVN Mentorship contract for up to two (2) successive one (1) year periods, subject to available funding and performance as well as approval granted by the Imperial County Workforce Development Board following WIOA regulations.

During program year 2023 – 2024, 15 students have successfully enrolled, completed, and obtained employment while participating in the IVROP-LVN Mentorship program. For program year 2025 – 2026, IVROP–LVN Mentorship is proposing to serve 20 - 24 new 3rd semester LVN students. If granted, this contract renewal would be in effect during the 2024 – 2025 and 2025 - 2026 fiscal years. In preparing our proposed budget, we have carefully incorporated all essential elements needed to operate a successful program including appropriate staffing needs to achieve program targets, required activity supplies for staff and participants, miscellaneous operational costs, and participant stipends for the completion of programmatic milestones. The total budget necessary to operate the LVN Mentorship program over a period of 18 months would be \$362,730 including follow-up services. This requested amount is a 7% increase from our previous allocation in 2023. This requested increase is due to several reasons including 9 more potential participants that will receive program services during FY 25-26, a Cal-PERS increase of 1.7%, an indirect cost increase of 4.4%, rent, maintenance and utilities increase of 5%, and a health insurance increase of 25%. Program staff will consist of one (1) part-time (.02 FTE) program coordinator, one (1) part-time (.20 FTE) program manager, one (1) part-time (.03 FTE) data manager, one (1) full-time (1.0 FTE) development specialist, one (1) part-time (.05 FTE) development specialist, and one (1) part-time (.25 FTE) program clerk. IVROP will continue to incorporate enhanced data management services into the LVN Mentorship program through the work of a part-time (.03 FTE) data

manager. The data manager position captures and reports summative and formative data to the funder to provide continuous improvement to the project.

The IVROP-LVN Mentorship program is proposing to offer 20 to 24 WIOA eligible adults a total of 320 hours of NCLEX-PN training, job readiness, and support services including: lectures on theory, skills, clinical mentoring, coaching, National Counseling Licensure Examination – Practical Nursing (NCLEX-PN) training and simulations; 120 hours of incentivized internship training at various hospitals and clinics; case management support (throughout participation); ongoing job readiness coaching and life skills workshops; supportive services related to the vocational nursing profession; follow-up services for up to 12 months, and job placement services for participants who complete their course of instruction (upon NCLEX-PN completion and via follow-up). Job readiness coaching and workshops will be provided to participants as part of their workforce preparation and employment retention training. Job readiness workshops will consist of developing an employment portfolio, job search methods, interview skills, professionalism, job retention, communication in healthcare environments, principles of functioning as a healthcare team, working in a deadline driven workplace, and customer service. These job readiness skills will serve as imperative tools for participants as they search for and enter employment post-graduation and successful NCLEX-PN completion. Newly licensed LVN's require more job placement services than Registered Nurses (RN) due to LVN employment vacancies being limited to specialized medical facilities. For this reason, additional job placement services including job leads, job coaching, and job interviews will be provided to LVN participants to ensure they are provided with tangible employment opportunities through the LVN Mentorship program.

IVROP will continue to offer optional in-kind services to participants that will include life skills workshops in financial literacy, family relationships, parenting, developmental assets, first time home buyer, and life coaching services. Mock interview sessions will continue to be provided to participants by IVROP staff with questions exclusively tailored to the nursing profession. Mock interview workshops will serve as a beneficial training tool for LVN students to prepare for post-graduation employment opportunities. Finally, presentations by health care administrators and professionals from local hospitals and clinics will continue to be delivered to participants throughout the program discussing topics such as industry trends (including technology, equipment, and emerging treatment methods), professional development, management opportunities, and the outlook of advancement within the nursing field. These presentations will serve as an excellent opportunity for participants to network with top-level administrators from various organizations throughout Imperial County.

IVROP staff will continue to collaborate closely with Imperial County Workforce and Economic Development Office (ICWEDO) staff to ensure that project performance meets and complies with the required performance standards and that the program is operating successfully based on summative and formative data collection methods. Our collaborative efforts will result in improved access to employment, education, training, and support to Imperial County LVN students.

In advance, thank you for considering this request and for supporting the long-term labor market opportunities for the future healthcare workforce of Imperial County.

Respectfully,



Edwin P. Obergfell
IVROP Superintendent

FOR EDWIN P. OBERGFELL

IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM
BUDGET - PROJECT LVN Mentorship III - January 1, 2025 to June 30, 2026 (18 Months)

DESCRIPTION	ICWDO Category	FY 24/25 - 25/26		
		24/25 - 25/26 Budget	Non-WIOA Leverage	Proposed Budget Modification
A. Staff Salaries				
(1) Program Coordinator - .02 FTE		\$ 4,267		\$ 4,267
(1) Program Manager II - .20 FTE		\$ 32,135		\$ 32,135
(1) Data Manager - .03 FTE		\$ 3,611		\$ 3,611
(2) Development Specialist - 1.05 FTE		\$ 91,179		\$ 91,179
(1) Project Clerk Typist III - .25 FTE		\$ 14,710		\$ 14,710
Total Staff Salaries	Salaries	\$ 145,902		\$ 145,902
B. Staff Fringe Benefits				
STRS 19.10%		\$ -		\$ -
PERS FY24/25 (27.05%), FY 25/26 (27.05%)		\$ 39,467		\$ 39,467
OASDI 6.20%		\$ -		\$ -
Medicare 1.45%		\$ 2,115		\$ 2,115
Health Insurance \$11,400 p/FTE per year		\$ 26,505		\$ 26,505
State Unemployment Insurance - 0.05%		\$ 72		\$ 72
Worker's Compensation Insurance - 1.2827%		\$ 1,871		\$ 1,871
Total Staff Fringe Benefits	F.B.	\$ 70,030		\$ 70,030
C. Travel and Training				
Staff Travel-in County- staff travel @ \$.670 p/mile x 1,900 miles. Mileage for staff to provide project activities.		\$ 1,273		\$ 1,273
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	\$ 3,273		\$ 3,273
D. Equipment				
Non-capitalized Equipment purchase or replacement- Desktop or Laptop Computer and printer with software for staff.		\$ 2,120		\$ 2,120
Equipment Rental.		\$ -		\$ -
Total Equipment	Equipment	\$ 2,120		\$ 2,120
E. Office Supplies, Printing & Reproduction				
General Office supplies, materials, paper, etc. (\$150 p/month).		\$ 2,700		\$ 2,700
Reproduction and postage costs for printing forms, business cards, brochures, flyers, copies, etc. (approx. \$60 p/month).		\$ 1,080		\$ 1,080
Total Office Supplies, Printing & Reproduction	Supplies	\$ 3,780		\$ 3,780
F. Buildings				
Facility rent, maintenance, utilities, and operations (\$604 p/month).		\$ 10,872		\$ 10,872
Total Buildings	Buildings	\$ 10,872		\$ 10,872
G. Other Interprogram Operations Costs				
Communications: phone, fax, e-mail, internet, postage, technology setup costs, connectivity, access, etc.(\$90 p/month).		\$ 1,620		\$ 1,620
Pre-employment costs (fingerprinting, drug testing, tb, physical, etc.).		\$ 768		\$ 768
Total Other Interprogram Operations Costs	Other	\$ 2,388		\$ 2,388
H. Training, and Training Materials and Supplies				
NCLEX-PN review books (\$150 x 24).		\$ 3,600		\$ 3,600
Total Training Materials and Supplies	Training Materials	\$ 3,600		\$ 3,600
I. Other Expenses				
LVN Liaison (\$1,700/month x 18). - Terrie.		\$ 30,600		\$ 30,600
NCLEX-PN tutoring services - Terrie.		\$ 1,000		\$ 1,000
NCLEX-PN review software (\$350 x 24 participants) .		\$ 8,400		\$ 8,400
Total Other Expenses	Other	\$ 40,000		\$ 40,000
J. Participant Costs				
Stipends for Internships (\$600 x 24 = \$12,00. Paid in 2 parts).		\$ 14,400		\$ 14,400
Stipends for scrubs, shoes, watch, stethoscope, ACLS/IV Therapy training, etc. (\$580 x 24).		\$ 13,920		\$ 13,920
Stipends for NCLEX-PN test & license (\$650 x 24).		\$ 15,600		\$ 15,600
Stipends for gas to San Diego for NCLEX-PN test (\$50 x 24).		\$ 1,200		\$ 1,200
Stipend for meals for San Diego for NCLEX-PN test (\$40 x 24).		\$ 960		\$ 960
Stipends for Employment (\$400 ea x 24).		\$ 9,600		\$ 9,600
Total Subsidized Employment/Vocational Education Training Costs		\$ 55,680		\$ 55,680
Total Direct Costs		\$ 337,644		\$ 337,644
Indirect costs 7.43% of total direct expenses (State approved indirect cost rate)				
Indirect costs 7.43% of total direct expenses (State approved indirect cost rate)		\$ 25,086		\$ 25,086
Total Funding (WIOA and Non-WIOA separately)				
		\$ 362,730	\$15,000	\$ 362,730
Total Grant Charges				377,730

**Imperial County Workforce Development Board
Action Agenda Item 9**

MEETING DATE: December 11, 2024

ITEM: 9

SUBJECT: Discussion/Action regarding support and endorsement of Imperial Valley College's Application for a Bachelor's Degree Program in Industrial Automation to the California Community Colleges Chancellors Office

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends approving the revised ICWDB Bylaws as presented.

BACKGROUND:

Five amendments to the ICWDB Bylaws are proposed for approval to maintain leadership continuity, ensure compliance with WIOA Section 107(b)(3) regarding WDB Chair requirements, and support standing committees. Proposed changes are underlined and highlighted in red below:

4.2.1 EXPIRATION OF MEMBERS TERMS. Upon completion of the three-year appointment, a ICWDB member may be reappointed by the Supervisors.

A member whose term has ended may continue to serve until reappointed or replaced by Supervisors.

8.4 ELECTION OF OFFICERS. At the last ICWDB meeting of each Business Year, the slate of nominees shall be presented to the Members. Any Member may present nominees from the floor. The Members shall then vote for one nominee for each office. The member with the highest number of votes shall be elected to the applicable office. In the event of a tie vote, the winner shall be determined by lot. *"If elections are not held at the end of the Business Year, all current Officers shall continue in their roles until elections are conducted at the first regular ICWDB meeting of the new Business Year."*

9.1 OTHER STANDING COMMITTEES. Standing Committees consist of the ICWDB Business and Planning Committee, ICWDB One Stop Policy Oversight Committee, the ICWDB Youth Committee, *and the Budget and Finance Committee.* Upon recommendation by the Chair or a majority of the Executive Committee and approval by the ICWDB, additional standing committees may be established or eliminated. The Executive Committee and Standing Committees shall have a minimum of five (5) and a maximum of seven (7) members. Standing committees may include non-ICWDB members provided that the majority of such committees shall consist of ICWDB members, unless otherwise determined at the time of establishment of such committees.

9.4 COMMITTEE MEMBERS' TERMS. The term for Members serving on any standing committee other than the Executive Committee (whose committee seats are specific to their titles) shall terminate at the end of each Business Year. The terms of ad hoc committee members shall terminate upon termination of the committee by the Executive Committee. While this section prescribes the terms for all standing committee members other than the Executive Committee, committee members may be reappointed to one or more successive terms. *"Members serving on any standing committee, except the Executive Committee (whose seats are tied to specific titles), shall continue their terms through each Business Year unless they request removal or become ineligible to serve on the committee. The terms of ad hoc committee members shall conclude when the committee is dissolved by the Executive Committee. While this section defines the terms for all standing committee members other than those on the Executive Committee, members may be reappointed to consecutive terms without a break in service."*

CERTIFICATION

The foregoing revised Bylaws were approved by a majority vote of the Imperial County Workforce Development Board at its regular meeting held at 1250 Main Street, El Centro, California, on December 11, 2024, and is subject to final approval by the Imperial County Board of Supervisors.

FISCAL IMPACT:

None



IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD

2799 S. Fourth Street - El Centro, CA 92243 - Tel: (442) 265-4955 - Fax: (760) 337-5005

BYLAWS OF THE IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD

A Department of the County of Imperial, State of California

Approved by the Imperial County Workforce Development Board in **September 25, 2019**

Commented [VC1]: Pending new amended date

ARTICLE I OFFICES

1.1 PRINCIPAL OFFICE. The principal office of the Imperial County Workforce Development Board ("ICWDB") for its transaction of business is located in the City of El Centro, County of Imperial, in the State of California.

1.2 CHANGE OF ADDRESS. The Board of Directors is hereby granted full power and authority to change the principal office of the ICWDB from one location to another in the County of Imperial, California. Any such change shall be noted by the Secretary in these Bylaws but shall not be considered an amendment of these Bylaws.

ARTICLE II STATUS OF THE ICWDB

2.1 CREATION OF THE ICWDB. On June 5, 2007, by order of the Imperial County Board of Supervisors (the "Supervisors"), the Private Industry Council of Imperial County, Inc., doing business as the Imperial County Workforce Investment Board, a California non-profit corporation, ceased operations. In its place, acting pursuant to the Workforce Investment Act (WIA) of 1998, as amended ("The Act"), the Supervisors established the Imperial County Workforce Development Office (ICWDO) as a department of the County of Imperial, reserving to themselves the full authority and responsibility for fulfilling the purposes of The Act and vesting in the ICWDB recommending authority with respect to such action. On July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law, concluding the reauthorization of WIA. WIOA replaces WIA and will be in effect from 2015-2020.

2.2 PROSCRIBED ACTIVITIES. The ICWDB shall not separately engage in any activity, exercise any power, expend any funds or incur any obligations independent of its authority as a County Department, as prescribed by the Supervisors.

ARTICLE III
PURPOSES

3.1 OBJECTIVE. The ICWDB shall assist the Supervisors in achieving their mission, as prescribed by the Act, by identifying and recommending actions and initiatives to enhance the provision of workforce development services, to increase involvement of the business community, including small and minority businesses, in workforce development activities, to increase private sector employment opportunities, and to ensure the economic health in and for the County of Imperial.

3.2 FUNCTIONAL RESPONSIBILITIES. It shall be the responsibility of the ICWDB to provide recommendations to the Supervisors, in discharging their task as the fiscal entity and grant recipient, regarding the use of available funding in ways that will most effectively satisfy the labor demand needs of the residents and business community of Imperial County, all as prescribed by the Act.

ARTICLE IV
MEMBERS

4.1 APPOINTMENT. Members of the ICWDB shall be appointed by the Supervisors.

4.1.1 MEMBERSHIP. ICWDB membership shall be in accordance with WIOA Section 107(b).

4.1.2 BOARD MEMBERS NOT COUNTY EMPLOYEES. Although the ICWED has been designated by the Supervisors as a County department, ICWDB appointed members shall not be deemed County employees by virtue of such appointment.

4.2 TERMS OF MEMBERS. Membership terms shall be three years. Commencement of all terms shall be retroactive to the commencement of the ICWED Business Year, as defined below.

4.2.1 EXPIRATION OF MEMBERS TERMS. Upon completion of the three-year appointment, a ICWDB member may be reappointed by the Supervisors.

"A member whose term has ended may continue to serve until reappointed or replaced by Supervisors."

Commented [VC2]: Added: "A member whose term has ended may continue to serve until reappointed or replaced by the Supervisors."

4.2.2 RESIGNATION OF MEMBERS. Any member may resign at any time by giving written or verbal notice to the ICWDB Chair or ICWED Director.

ARTICLE V
MEETINGS

5.1 MEETINGS OF ICWDB MEMBERS. Meetings of the Members shall be called and conducted in accordance with this Article V.

5.2 FREQUENCY OF MEETINGS.

5.2.1 REGULAR MONTHLY MEETINGS. The ICWDB shall meet on a monthly basis, unless there are no action items for the ICWDB to consider.

5.2.2 SPECIAL MEETINGS. Special meetings may be held by the Chair of the ICWDB or at the written request of a majority of the Members of the ICWDB. Notice of special meetings shall be given pursuant to Government Code section 54956.

5.3 PLACE OF MEETINGS. Meetings of the Members shall be held at the principal office of the ICWDB or at such location designated by the Chair and approved by vote of a majority of the Members.

5.4 CONDUCT OF MEETINGS. The Chair of the ICWDB shall preside at all ICWDB meetings. In the absence of the Chair, the Vice Chair shall preside; and in the absence of both the Chair and Vice Chair, the Secretary shall preside. If the absence of all three named officers is anticipated, the Chair shall appoint a ICWDB member to preside at the meeting.

5.5 ADJOURNMENT FOR LACK OF QUORUM. A majority of the Members present at any meeting, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of adjournment shall be given pursuant to Government Code section 54955.

5.6 CONDUCT OF MEETINGS TO CONFORM TO BROWN ACT. All meetings of the ICWDB shall be conducted in accordance with the requirements of the Ralph M. Brown Act (Government Code Section 54950, et seq.) as amended.

ARTICLE VI
TRANSACTION OF BUSINESS

6.1 VOTING. A quorum of the Members, present at any regular or special meeting of the membership shall be required to start the meeting of the ICWDB. Every act or decision done or made by a majority of the Members voting in the manner prescribed in this Article VI and present at a meeting duly held at which a quorum is present is the act of the ICWDB.

6.2 DETERMINATION OF QUORUM. The presence of a quorum of the Board for any Board meeting shall be determined by the Secretary at the outset of each meeting, based on the following:

6.2.1 DEFINITION OF QUORUM. The term "Quorum" as used in these Bylaws, shall be defined as the minimum number of members who must be present at a meeting for the transaction of business (majority fifty-one percent).

6.3 VOTING BY PROXY OR BY DESIGNATED REPRESENTATIVE PROHIBITED. No business of the ICWDB shall be conducted by use of proxies or by a representative of a voting member. All Members shall be present in order to effectively cast their votes.

ARTICLE VII
VACANCIES

7.1 CIRCUMSTANCES. Vacancies on the ICWDB shall exist upon the death, disqualification, resignation, or removal of a Member.

7.2 MANNER OF FILLING VACANCIES. Vacancies on the ICWDB shall be filled by the Supervisors as prescribed in Section 4.1 in these Bylaws.

7.3 TERM OF MEMBERS APPOINTED TO FILL VACANCIES. The term of persons appointed to fill vacancies shall be the remainder of the term of the member whose position has become vacant.

ARTICLE VIII
OFFICERS

8.1 NUMBER, QUALIFICATION AND TITLES. The Chair and Vice Chair of the ICWDB shall be ICWDB members from the private sector. The Secretary and all other officers shall be elected or appointed from any membership category.

8.1.1 CHAIR. The Chair shall preside at all board meetings, and is vested with such other duties and responsibilities as prescribed in these Bylaws, or as directed by majority vote of the Members of the ICWDB. The Chair shall be a member selected from the private sector, shall have served at least one year as an Executive Committee Member and shall have served for two years as a Board Member immediately preceding their election. The Chair by virtue of his or her position may attend any committee meeting and participate in committee discussions in an ex officio non-voting capacity.

8.1.2 VICE CHAIR. The Vice Chair shall perform the duties of the Chair in the Chair's absence and shall have served for two years as a Board Member immediately preceding his/her election.

8.1.3 SECRETARY. The Secretary shall keep or cause to be kept, at the principal office or such other place as the Members may direct, a book of minutes of all meetings and actions of ICWDB. The Secretary shall give, or cause to be given notice of all meetings required by the Bylaws or by law to be given, and he or she, and shall have such other powers and perform such other duties as may be prescribed by the Chair, the ICWDB or by these Bylaws.

8.1.4 TREASURER. The treasurer shall be responsible for working closely with ICWED fiscal staff in order to develop, review, and provide monthly financial reports to the ICWDB and Executive Committee. The Treasurer shall have at least five years of experience working in financial management and shall have such other powers and perform such other duties as may be prescribed by the Chair, the ICWDB or by these Bylaws.

8.1.5 STANDING COMMITTEES. The ICWDB Chair, in collaboration with the ICWED Director, shall appoint standing committee Chairs and memberships.

8.1.6 IMMEDIATE PAST CHAIR. The Immediate Past Chair shall serve as a voting member of the Executive Committee, and, if appointed, may serve on any other committee as a regular member. The outgoing Chair shall serve as Immediate Past Chair for a one year term or so long as the then current Chair is in office.

8.2 TERM OF OFFICE, ELECTION, AND RESIGNATION OF OFFICERS. Officers of the ICWDB may serve up to three successive one year terms in the office to which they were elected coinciding with the first and last days of the Business Year (as defined in Article XI, below) for which they are elected. Any subordinate officers appointed by the ICWDB pursuant to this Article VIII shall hold office for such period, have such authority and perform such duties as may, from time to time, be determined by the Board. Nothing shall preclude a person otherwise qualified to be elected to additional terms so long as said terms are not more than three consecutive one year terms.

8.3 NOMINATION OF OFFICERS. Prior to the last ICWDB meeting of each Business Year, the incumbent officers shall develop a slate of nominees to fill the ICWDB offices for the succeeding Business Year.

8.4 ELECTION OF OFFICERS. At the last ICWDB meeting of each Business Year, the slate of nominees shall be presented to the Members. Any Member may present nominees from the floor. The Members shall then vote for one nominee for each office. The member with the highest number of votes shall be elected to the applicable office. In the event of a tie vote, the winner shall be determined by lot. *"If elections are not held at the end of the Business Year, all current Officers shall continue in their roles until elections are conducted at the first regular ICWDB meeting of the new Business Year."*

Commented [VC3]: Added: "*If elections are not held at the end of the Business Year, all current Officers shall continue in their roles until elections are conducted at the first regular ICWDB meeting of the new Business Year.*"

8.5 RESIGNATION OF OFFICERS. Any officer may resign at any time by giving written notice to the ICWDB Chair and/or ICWED Director.

8.6 REMOVAL. The ICWDB may make a recommendation, with justification, to the Board of Supervisors for removal of a ICWDB member for cause. The Board of Supervisors may, in its sole discretion, remove an ICWDB member with or without cause.

8.7 VACANCIES. Vacancies in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws. When a vacancy occurs before a term is completed, the ICWDB may fill that vacancy with a new appointment by recommendation from the ICWDB to the Board of Supervisors for appointment. Appointments to fill vacancies on the ICWDB shall be for the remainder of the uncompleted term only.

ARTICLE IX COMMITTEES

9.1 EXECUTIVE COMMITTEE. The Executive Committee shall consist of the officers, and all standing committee chairs, the immediate past chair and the ad hoc committee chairs. Ad hoc committee chairs shall be ex-officio, non-voting members of the Executive Committee whose membership shall terminate at such time as the Executive Committee has determined that the purpose for which the ad hoc committee was established has been achieved.

In the absence of a quorum at a general meeting of the WDB a quorum of the Executive Committee shall act on behalf of the board.

9.2 OTHER STANDING COMMITTEES. Standing Committees consist of the ICWDB Business and Planning Committee, ICWDB One Stop Policy Oversight Committee, the ICWDB Youth Committee, and the Budget and Finance Committee. Upon recommendation by the Chair or a majority of the Executive Committee and approval by the ICWDB, additional standing committees may be established or eliminated. The Executive Committee and Standing Committees shall have a minimum of five (5) and a maximum of seven (7) members. Standing committees may include non-ICWDB members provided that the majority of such committees shall consist of ICWDB members, unless otherwise determined at the time of establishment of such committees.

Commented [VC4]: Added: the ICWDB Budget and Finance Committee

9.3 AD HOC COMMITTEES. The Chair, in collaboration with the ICWED Director, may appoint one or more ad hoc committees, whose membership shall consist of a minimum of three (3) members and a maximum of five (5) members. ICWDB members will serve as Chair and Vice-Chair. No action will be taken unless one ICWDB member is present. An Ad hoc committee's responsibility shall be limited to a specific task or activity. Ad hoc committees shall terminate at such time as the ad hoc committee has fulfilled its purposes, as determined by the Executive Committee.

9.4 COMMITTEE MEMBERS' TERMS. The term for Members serving on any standing committee other than the Executive Committee (whose committee seats are specific to their titles) shall terminate at the end of each Business Year. The terms of ad hoc committee members shall terminate upon termination of the committee by the Executive Committee. While this section prescribes the terms for all standing committee members other than the Executive Committee, committee members may be reappointed to one or more successive terms. *Members serving on any standing committee, except the Executive Committee (whose seats are tied to specific titles), shall continue their terms through each Business Year unless they request removal or become ineligible to serve on the committee. The terms of ad hoc committee members shall conclude when the committee is dissolved by the Executive Committee. While this section defines the terms for all standing committee members other than those on the Executive Committee, members may be reappointed to consecutive terms without a break in service.*

Commented [VC5]: Added: *Members serving on any standing committee, except the Executive Committee (whose seats are tied to specific titles), shall continue their terms through each Business Year unless they request removal or become ineligible to serve on the committee. The terms of ad hoc committee members shall conclude when the committee is dissolved by the Executive Committee. While this section defines the terms for all standing committee members other than those on the Executive Committee, members may be reappointed to consecutive terms without a break in service.*

9.5 REMOVAL OF COMMITTEE MEMBERS. Any committee member whose ICWDB membership is terminated for any reason defined in these Bylaws shall be automatically removed as a committee member and his or her term shall be completed by an existing ICWDB member, appointed by the Chair.

ARTICLE X
ICWDB COUNCILS

10.1 OTHER COUNCILS. Subsequent councils shall be created as deemed necessary.

ARTICLE XI
ICWDB BUSINESS YEAR

11.1 BUSINESS YEAR DEFINED. For all purposes, the time frame which shall apply to the twelve month period utilized by the ICWDB for transacting business ("Business Year") shall commence on July 1st and shall end on the following June 30th.

11.2 FIRST BUSINESS YEAR. The first Business Year of the ICWDB commenced on July 1, 2007.

ARTICLE XII
AMENDMENTS

12.1 METHOD FOR AMENDING Bylaws. These Bylaws may be amended by majority vote of the Members of the ICWDB, subject to final approval by the Board of Supervisors.

CERTIFICATION

The foregoing revised Bylaws were approved by a majority vote of the Imperial County Workforce Development Board at its regular meeting held at 1250 Main Street, El Centro, California, on December 11, 2024, and is subject to final approval by the Imperial County Board of Supervisors.

Commented [VC6]: Added: *Business Center address and date of Board Meeting*

Erik Freeman, Chairman
Imperial County Workforce Development Board

Date

Priscilla A. Lopez, Director
Imperial County Workforce and Economic Development

Date

PENDING, Chairman
Board of Supervisors

Date

Commented [VC7]: Added: *Pending don't know who the chairman will be*

**Imperial County Workforce and Economic Development Office
Financial Statement
As of October 31, 2024**

FY 2024-2025 WIOA Allocation		\$	8,316,105			
FY 2022-2025 Lithium Project		\$	679,074			
FY 2023-2024 WIOA Carryover		\$	5,763,681			
Total Budget FY 2024-2025		\$	14,758,860			
		Contract End Dates	Budget 2024-2025	YTD Expenditures	Unexpended	Percentage of Expenditures per Line Item
1	Workforce Development Office Salaries (10 Staff)	30-Jun-25	762,553	220,978	541,575	29%
2	Workforce Development Office Benefits (10 Staff)	30-Jun-25	346,769	99,016	247,753	29%
3	Workforce Development Office Cost	30-Jun-25	583,264	130,256	453,008	22%
4	Workforce Development Board Salaries (3 Staff)	30-Jun-25	339,243	76,476	262,767	23%
5	Workforce Development Board Benefits (3 Staff)	30-Jun-25	161,161	28,759	132,402	18%
6	Workforce Development Board Cost	30-Jun-25	231,812	26,596	205,216	11%
7	One Stop Operational Salaries (16 Staff)	30-Jun-25	1,004,904	237,920	766,984	24%
8	One Stop Operational Benefits (16 Staff)	30-Jun-25	328,954	137,698	191,256	42%
9	One Stop Operational Cost	30-Jun-25	1,447,293	365,636	1,081,657	25%
10	Business Center Salaries (3 Staff)	30-Jun-25	160,825	49,053	111,772	31%
11	Business Center Benefits (3 Staff)	30-Jun-25	142,351	16,726	125,625	12%
12	Business Center Cost	30-Jun-25	397,490	142,424	255,066	36%
13	CWA Membership Dues	30-Jun-25	14,260	14,260	-	100%
14	National Association of Workforce Boards (NAWB)	30-Jun-25	2,300	2,300	-	100%
15	LIGHTCAST-EMSI Analyst Software	30-Jun-25	9,250	-	9,250	0%
16	Placer.ai - Software	30-Jun-25	27,562	27,562	-	100%
17	Career EDGE - Annual License	30-Jun-25	31,500	31,500	-	100%
18	SIERRA HR Hotline	30-Jun-25	10,008	1,668	8,340	17%
19	WDB Members, Meals, Travel, Conferences	30-Jun-25	55,000	3,186	51,814	6%
20	WDB/WDO Marketing & Other Services	30-Jun-25	60,000	2,436	57,564	4%
21	Propath Inc., - AJCC Operator 25-26	31-Dec-25	75,000	-	75,000	0%
22	Professional Consulting Services - David K Shinder	30-Jun-25	40,000	3,464	36,536	9%
Year Round Youth 2024-2025						
23	IVROP Operational Cost	30-Jun-25	1,075,794	72,901	1,002,893	7%
24	IVROP Work Experience/Stipends	30-Jun-25	1,119,900	155,959	963,941	14%
25	IVROP Supportive Services	30-Jun-25	11,763	1,720	10,043	15%
26	EQUUS Operational Cost	30-Jun-25	1,002,338	-	1,002,338	0%
27	EQUUS Work Experience	30-Jun-25	386,705	-	386,705	0%
28	EQUUS Supportive Services	30-Jun-25	3,500	-	3,500	0%
Workers Compensation & ADP WIOA Participant Fees						
29	Workers Compensation WIOA Participant Fees	30-Jun-25	100,000	39,286	60,714	39%
30	ADP Participant WIOA Processing Fees	30-Jun-25	30,000	5,239	24,761	17%
31	Adult WIOA Supportive Services	30-Jun-25	170,000	47,093	122,907	28%
201/501 30% Training Expenditure FY 2024-2025						
32	Adult Vocational ITA 24-25	30-Jun-25	853,780	93,415	760,365	11%
33	OJT One Stop Centers 24-25	30-Jun-25	378,000	42,482	335,518	11%
34	Incumbent Worker Training (IWT) 24-25	30-Jun-25	50,000	800	49,200	2%
35	Transitional Jobs	30-Jun-25	443,671	30,952	412,719	7%
Adult Work Experience(WEX) FY2024-2025						
36	WEX-Adult Work Experience 24-25	30-Jun-25	86,120	68,655	17,465	80%
Nursing Mentorship Programs FY 2024-2025						
37	IVROP Registered Nurse Mentorship Program XIII 24-25	30-Jun-25	550,000	-	550,000	0%
38	IVROP Licensed Vocational Nurse Mentorship Program III 24-25	30-Jun-25	338,108	-	338,108	0%
Carry over Obligated Training Expenditure FY 2023-2024						
39	Adult Vocational ITA 23-24	30-Jun-25	240,000	141,672	98,328	59%
40	OJT One Stop Centers 23-24	30-Jun-25	102,855	61,825	41,030	60%
41	Transitional Jobs	30-Jun-25	105,441	55,471	49,970	53%
42	IVROP Registered Nurse Mentorship Program XII 23-24	30-Jun-25	179,568	22,332	157,236	12%
43	IVROP Registered Nurse Mentorship Program XIII 24-25	30-Jun-25	339,116	37,593	301,523	11%
44	IVROP Licensed Vocational Nurse Mentorship Program II 24-25	30-Jun-25	146,713	22,373	124,340	15%
Adult Work Experience(WEX) 2023-2024						
45	WEX-Adult Work Experience 23-24	30-Jun-25	97,915	82,545	15,370	84%
46	Propath Inc., - AJCC Operator 23-24	31-Dec-24	37,000	16,200	20,800	44%
47	Lithium Valley Assessment Project (Rapid Response)	30-Jun-25	679,074	105,360	573,714	16%
Total Funds Allocated			14,758,860	2,721,786	12,037,074	
Funds available to be allocated			-	-	-	
Grand Total			14,758,860	2,721,786	12,037,074	
Percentage of Expenditures						18%