



Executive Committee Meeting

December 17, 2025
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 effect 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. October 30, 2025.....pg. 1-2

ACTION AGENDA

4. Discussion/Action to approve renewal of the agreement with Imperial Valley Regional Occupational Program for the provision of Registered Nurse Mentorship Services in an amount Not to exceed \$577,500.....pg. 3-7
5. Discussion/Action to approve renewal of the agreement with ProPath Inc. for the provision of AJCC Operator Services in an amount not to exceed \$60,000.....pg. 8
6. Discussion/Action regarding adoption of the Imperial County Workforce Development Board And Standing Committee Calendar for January 1, 2026 – December 31, 2026.....pg. 9-10

INFORMATIONAL AGENDA

7. 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.*
8. Meeting adjournment

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Next Executive Committee Meeting Wednesday, January 28, 2026, at 11:00 a.m.

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.



**Imperial County Workforce Development Board
Special Executive Committee Meeting
Minutes of October 30th, 2025
1250 Main Street
El Centro, CA 92243
11:00 A.M.**

Present: Erik Freeman, Elvira Anaya, Timothy Kelley, Robert Rubio, Jason Jackson, Mark Gran

Absent: Ruth Duarte

Staff: Priscilla Lopez, Veronica Curiel, Angelica Padilla, Jeff Burquist, Camilo Garcia, Allison Duran, Francisca German, Blanca Soto, Javier Duran, Martin Robledo

Guests: David Baquerizo

Agenda Items

1. Call to Order ICWDB Chair, Erik Freeman, called the meeting to order at 11:00 a.m. with a quorum present.

1a. 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 **Jason Jackson** and seconded by **Mark Gran** 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 24, 2025

- ❖ **Motion:** A motion was made by **Mark Gran** and seconded by **Jason Jackson** to approve the meeting minutes of September 24, 2025, as presented. There were no opposed and there were no abstentions. The motion carried unanimously.

Action Agenda

4. Discussion/Action regarding Program Year 2025-2026 Travel and Conference Plan.

Director, Mrs. Priscilla Lopez discussed the recommendation to approve the Conference and Travel Plan for the calendar year, at a total cost not to exceed \$76,350, based on the originally proposed travel

budget. Board members discussed the importance of travel for both staff and board members to remain informed about WIOA programs, regulations, and updates. During the discussion, it was noted that although the revised travel plan includes an allocation for up to five board member travel slots per conference, historical attendance shows that this level of participation has rarely occurred. As a result, any unused board member travel slots would remain available for staff travel if needed.

Motion: A motion was made by **Jason Jackson** to approve the secondary budget presented by the Executive Committee for the Program Year 2025–2026 Conference and Travel Plan. The vote resulted in three in favor, two opposed, and none abstained. The motion carried.

5. Discussion/Action regarding AJCC Operator agreement renewal for the period of January 1, 2026 through December 31, 2026.

Director, Mrs. Priscilla Lopez discussed the recommendation to approve the renewal agreement with ProPath Inc. in an amount not to exceed \$25,000 to provide One-Stop Operator services for the period of January 1, 2026, through December 31, 2026. She noted that Mr. David Baquerizo’s current contract ends at the end of December 2025. Mrs. Lopez mentioned that the item could be tabled until further discussion and brought back for consideration at the following meeting.

Motion: A motion was made by **Jason Jackson** and seconded by **Mark Gran** to table the item and bring it back for consideration at the following meeting regarding the AJCC Operator agreement renewal for the period of January 1, 2026, through December 31, 2026. There were no opposed and no abstentions. The motion carried unanimously.

Informational Agenda

7. Public Comment.

No Public Comment.

8. Meeting Adjourned at 12:00 p.m.

Next Meeting: Wednesday, January 28, 2026, at 11:00 a.m.

Imperial County Workforce Development Board
Executive Committee
Action Agenda Item 4

MEETING DATE: December 17, 2025

ITEM: 4

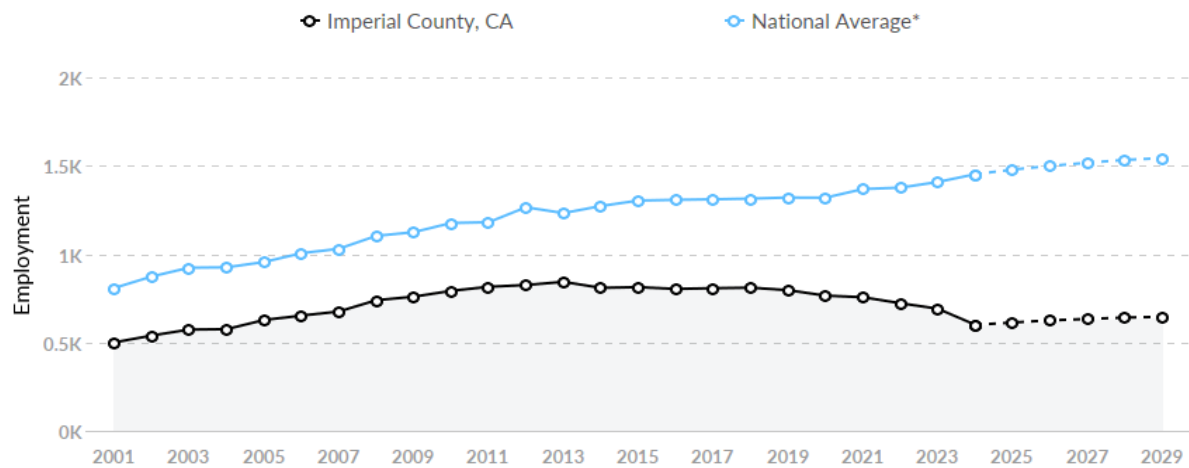
SUBJECT: Discussion/Action to approve renewal of the agreement with Imperial Valley Regional Occupational Program for the provision of RN Mentorship Services in an amount not to exceed \$577,500.

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:
ICWED Director recommends the renewal approval of the agreement with Imperial Valley Regional Occupational Program for the provision of RN Mentorship Services in an amount not to exceed \$577,500.

BACKGROUND:
Registered Nurses (RNs) serve as the backbone of healthcare delivery across hospitals, clinics, and community-based medical settings. As licensed professionals with advanced clinical training, RNs provide comprehensive patient care, coordinate treatment plans, and play a central role in ensuring safe and effective healthcare outcomes. Their responsibilities include performing detailed patient assessments, developing and implementing nursing care plans, administering medications and treatments, monitoring complex medical conditions, and educating patients and families on health management. RNs also collaborate closely with physicians, specialists, and allied health staff, acting as key decision-makers in patient care and contributing to the overall quality and continuity of services within healthcare facilities.

In Imperial County, approximately 600 RNs are currently employed. This represents a significantly lower concentration of RNs compared to national benchmarks, which typically average over 1,000 RNs per 100,000 residents. Labor market data (Lightcast) indicated, in 2024, local employers posted 531 unique RN job openings (an average of 44 postings per month), highlighting persistent demand and ongoing recruitment challenges. Employment for RNs in Imperial County is projected to grow by an additional 8% between 2024 and 2029, underscoring the continued need for strategic workforce development efforts focused on training, retention, and career pathway advancement.



To help address this workforce shortage and support the development of future RNs, approval of the Imperial Valley Regional Occupational Program's (IVROP) request for contract renewal for the WIOA RN Mentorship Program is recommended for the period of January 1, 2026, through June 30, 2027. Under this extension, IVROP will provide mentorship, training, support, and job placement services to approximately 76–86 WIOA-eligible fourth-semester RN students attending Imperial Valley College. The program aims to strengthen participants' career readiness, facilitate industry-relevant training experiences, and support successful placement into RN positions within the county.

If approved, this renewal will serve as the second and final extension of the Program. Additional program information and a detailed proposed budget are included in IVROP's renewal request.

FISCAL IMPACT:

\$577,500



Preparing Students For Work:
It's Our Business

Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

www.ivrop.org

Edwin P. Obergfell
Superintendent

November 26, 2025

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 2026 - 2027

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, 2026, through June 30, 2027. If this contract renewal is approved, IVROP would continue to provide follow-up services to participants enrolled in the 2025–2026 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 serve 76 - 86 new 4th-semester RN students for program year 2026 – 2027. All students participating in the program will be enrolled in Imperial Valley College (IVC) or San Diego State University (SDSU)-Imperial Valley Campus. If granted, this contract renewal would be in effect during the 2025 – 2026 and 2026 - 2027 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 the same as our previous allocation in 2025 and includes IVROP's recent operational cost increases. Operational cost increases include rent, maintenance, and utilities increase of 4.7%, a cost-of-living adjustment of 2.5%, and a health insurance increase of 15%. 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. In-person and simulated 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, clinics, and medical organizations 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, medical pathways, personal testimonies, 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,

A handwritten signature in black ink, reading "Edwin P. Obergfell". The signature is fluid and cursive, with the first name "Edwin" being the most prominent part.

Edwin P. Obergfell
IVROP Superintendent

IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM
BUDGET - PROJECT RN Mentorship XV - Jan 1, 2026 to June 30, 2027 (18 Months)

DESCRIPTION	ICWDO Category	FY 25/26- 26/27		
		25/26 - 26/27 Budget	Non-WIOA Leverage	Non-WIOA Leverage
A. Staff Salaries				
(1) Program Coordinator - .02 FTE		\$ 3,001		\$ 3,001
(1) Program Manager II - .3 FTE		\$ 34,236		\$ 34,236
(1) Data Manager - .03 FTE		\$ 3,994		\$ 3,994
(2) Development Specialists - 2.0 FTE		\$ 100,404		\$ 100,404
(1) Project Clerk Typist III - .3 FTE		\$ 13,273		\$ 13,273
Total Staff Salaries	Salaries	\$ 154,908		\$ 154,908
B. Staff Fringe Benefits				
STRS 19.10%		\$ -		\$ -
PERS FY25/26/FY26/27 (26.81%),		\$ 41,531		\$ 41,531
OASDI 6.20		\$ -		\$ -
Medicare 1.45%		\$ 2,247		\$ 2,247
Health Insurance \$13,200 p/FTE per year		\$ 35,178		\$ 35,178
State Unemployment Insurance - 0.05%		\$ 78		\$ 78
Worker's Compensation Insurance - 1.6819%		\$ 2,605		\$ 2,605
Total Staff Fringe Benefits	F.B.	\$ 81,639		\$ 81,639
C. Travel and Training				
Staff Travel-in County- staff travel @ \$.70 p/mile x 3,100 miles per year. Mileage for staff to provide project activities.		\$ 2,170		\$ 2,170
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	\$ 6,170		\$ 6,170
D. Equipment				
Non-capitalized Equipment purchase or replacement- Desktop or Laptop Computer and printer with software for staff.		\$ 2,360		\$ 2,360
Equipment Rental.		\$ -		\$ -
Total Equipment	Equipment	\$ 2,360		\$ 2,360
E. Office Supplies, Printing & Reproduction				
General Office supplies, materials, paper, etc. (\$160 p/month).		\$ 2,880		\$ 2,880
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	\$ 4,320		\$ 4,320
F. Buildings				
Facility rent, maintenance, utilities, and operations (\$880 p/month).		\$ 15,840		\$ 15,840
Total Buildings	Buildings	\$ 15,840		\$ 15,840
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.).		\$ 596		\$ 596
Total Other Interprogram Operations Costs	Other	\$ 2,576		\$ 2,576
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 (\$300 x 86 participants).		\$ 25,800		\$ 25,800
Total Other Expenses	Other	\$ 69,200		\$ 69,200
J. Participant Costs				
Stipends for Internships (\$600 x 86 = \$51,600. Paid in 2 parts).		\$ 51,600		\$ 51,600
Stipends for scrubs, shoes, watch, stethoscope, ACLS/PALS/NALS/BLS/NRP certification (\$450 x 86).		\$ 38,700		\$ 38,700
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		\$ 188,340		\$ 188,340
Total Direct Costs		\$ 540,833		\$ 540,833
Indirect costs 6.78% (FY25/26), 6.78% (FY26/27) of total direct expenses (State approved indirect cost rate)				
Indirect costs.		\$ 36,667.00		\$ 36,667
Total Funding (WIOA and Non-WIOA separately)		\$ 577,500	\$15,000	\$ 577,500
Total Grant Charges		\$		592,500

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

MEETING DATE: December 17, 2025

ITEM: 5

SUBJECT: Discussion/Action to approve contract renewal with ProPath Inc. for the provision of AJCC Operator Services in an amount not to exceed \$60,000.

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends to approve agreement renewal with ProPath Inc. in an amount not to exceed \$60,000 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, 2026 to December 31, 2026. The contract is not to exceed \$60,000. 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 second renewal to the master agreement that began January 1, 2024 and will be ending December 31, 2024.

FISCAL IMPACT:

\$60,000

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

MEETING DATE: December 17, 2025

ITEM: 6

SUBJECT: Discussion/Action regarding adoption of the Imperial County Workforce Development Board and Standing Committee Calendar for January 1, 2026 to December 31, 2026

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

The ICWED Director recommends approval of the 2026 Board and Committee Meeting Calendar.

BACKGROUND:

As part of our ongoing effort to enhance efficiency and strengthen the effectiveness of committee work, staff is proposing a transition to quarterly committee meetings and bi-monthly Workforce Development Board meetings beginning in 2026.

- Quarterly committee meetings will allow committees to concentrate on key actions and oversight responsibilities tied to program milestones.
- Bi-monthly Board meetings will maintain consistent Board engagement while reducing the burden of monthly scheduling.

This change is intended to:

1. Minimize meeting redundancies
2. Reduce cancellations due to holidays and quorum challenges
3. Provide staff time to complete assignments and gather data between meetings
4. Improve the quality of discussions and decision-making
5. Align ICWDB meeting schedules with state and federal reporting cycles

Overall, the new cadence strikes a balance between maintaining regular committee oversight and making better use of members' time.

FISCAL IMPACT:

None

IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD
Committee Meeting Schedule - Calendar Year 2026

One Stop Policy Oversight Committee	Business & Planning Committee	Budget & Finance Committee	ICWDB Youth Committee	Executive Committee	Board Meeting
<i>Quarterly</i>	<i>Quarterly</i>	<i>Quarterly</i>	<i>Quarterly</i>	<i>Bi-Monthly</i>	<i>Bi-Monthly</i>
2nd Wednesday	2nd Thursday	3rd Wednesday	3rd Thursday	4th Wednesday	4th Wednesday
12:15 - 1:15	12:00 - 1:00	12:00 - 1:00	12:00 - 1:00	12:00 - 1:00	12:00 - 1:00
Dates	Dates	Dates	Dates	Dates	Dates
February 11, 2026	February 12, 2026	February 18, 2026	February 19, 2026	January 28, 2026	January 28, 2026
May 13, 2026	May 14, 2026	May 20, 2026	May 21, 2026	March 25, 2026	March 25, 2026
August 12, 2026	August 13, 2026	August 19, 2026	August 20, 2026	March 18, 2026	March 18, 2026
November 11, 2026	November 12, 2026	November 18, 2026	November 19, 2026	May 27, 2026	May 27, 2026
October 14, 2026				July 22, 2026	July 22, 2026
				September 23, 2026	September 23, 2026
				November 25, 2026	November 25, 2026
				December 9, 2026	December 9, 2026
Quorum: 3	Quorum: 3	Quorum: 4	Quorum: 3	Quorum: 4	Quorum: 9

ICWED - Administration Office - 2799 S. 4th St, El Centro, CA 92243
Workforce Development Board - 1550 Main St, El Centro, CA 92243
ICWED - Business Center - 1250 Main St, El Centro, CA 92243

***Change due to Holiday**

***Change due to NAWB**