



Special Executive Committee Meeting

October 30, 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. September 24, 2025.....pg. 1-3

ACTION AGENDA

4. Discussion/Action regarding PY2025-2026 Travel and Conference Plan.....pg. 4-7
5. Discussion/Action regarding AJCC Operator agreement renewal for the period of January 1, 2026 through December 31, 2026.....pg. 8

INFORMATIONAL AGENDA

6. 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.*
7. Meeting adjournment

America's **JobCenter**
of California™

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

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**Imperial County Workforce Development Board
Executive Committee Meeting
Minutes of September 24th, 2025
1250 Main Street
El Centro, CA 92243
11:00 A.M.**

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

Absent: Ruth Duarte

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

Guests: David Baquerizo

Agenda Items

1. Call to Order ICWDB Chair, Erik Freeman, called the meeting to order at 11:12 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 **Elvira Anaya** and seconded by **Robert Rubio** 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 – July 23, 2025

- ❖ **Motion:** A motion was made by **Elvira Anaya** and seconded by **Mark Gran** to approve the meeting minutes of July 23, 2025, as presented. There were no opposed and there were no abstentions. The motion carried unanimously.

Action Agenda

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

Director Mrs. Priscilla Lopez presented the Program Year 2025–2026 Conference and Travel plan budget, not to exceed \$76,350. She explained that the travel plan is divided between Imperial County Workforce

& Economic Development staff and Board members/Board of Supervisors representatives: up to \$52,200 for staff and up to \$24,150 for board members.

Mrs. Lopez noted that staff participation was increased based on feedback from the Board of Supervisors, who wanted more staff involved. She emphasized that travel funds must be managed carefully, explaining that in prior years many travel slots were allocated because there was typically a large carryover of funds, which is not the case this year. With funding still uncertain, she stressed the importance of using travel funds wisely. She also mentioned that these conferences occur annually around the same time and asked board members to notify staff early if they are interested in attending.

Mr. Jason Jackson made a motion to amend the travel plan as follows for the Board Member allotment:

- Increase NAWDP Youth Symposium slots to 2.
- Increase NAWB Forum 2026 slots to 5.
- Increase NAWDP Annual Conference slots to 5.
- Add CWA WorkCon with 5 slots.

Mrs. Lopez and Ms. Elvira Anaya suggested postponing the item to review and adjust the budget numbers. Mr. Jackson stated his preference to call the question on the motion, pass it, and then have staff make the necessary budget adjustments.

Motion: A motion was made by **Jason Jackson** and seconded by **Robert Rubio** to amend the conference and travel plan for Program Year 2025–2026 as stated. The vote resulted in two opposed (**Elvira Anaya** and **Mark Gran**) and none abstained. Chair **Erik Freeman** noted that he typically does not vote, but to break the tie, he voted in favor of the amendment. The motion carried unanimously.

5. Discussion/Action to approve a No-Cost Contract Extension through December 21,2025.

Mrs. Priscilla Lopez discussed the approval of a second no-cost contract extension through December 31, 2025, with RAND regarding the Lithium Valley Workforce and Economic Needs Assessment. She noted that the final draft is still in quality assurance, and although there have been many questions regarding the first phase, the changes are due to ensuring that the County is satisfied with the RAND report, not due to any fault of RAND.

Mr. Jeff Burquist announced that the presentation will take place at Imperial Valley College, Lecture Hall, on November 21st, and stated that an invitation with more information will be sent out soon.

Motion: A motion was made by **Elvira Anaya** and seconded by **Robert Rubio** to approve a No-Cost Contract Extension through December 21, 2025.

6. Discussion/ Action to approve and add Robbins & Associates to the eligible slate of approved Consultants.

Director Priscilla Lopez recommended adding Robbin and Associates to the list of approved consultants. She emphasized the importance of training and skill-building for staff and working together to identify staff needs. She said that Mr. Larry Robbins, a certified trainer, is known for doing a great job in his sessions. An RFP was submitted, and the plan is to bring him in to provide training for staff.

Motion: A motion was made by **Timothy Kelley** and seconded by **Elvira Anaya** to approve and add Robbins & Associates to the eligible slate of approved Consultants. There were no opposed and none abstained. The motion carried unanimously.

Informational Agenda

7. Public Comment.

Board Chair Erik Freeman shared concerns about reductions in disability benefits in Arizona, especially for younger families with disabled children. He noted that anyone considering moving to Arizona with a disabled child should reconsider, as the benefit cuts could cost them significant amounts of money. Many families may see a large decrease in hours and support, while older individuals are less affected.

Mr. Timothy Kelley shared an update on the Jobs First Initiative, noting that there were 46 applications from Imperial County and 75 from San Diego.

8. Meeting Adjourned at 11:38 a.m.

Next Meeting: October 22, 2025, at 11:00 a.m.

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

MEETING DATE: October 30, 2025

ITEM: 4

SUBJECT: Discussion/Action regarding approval of the Conference and Travel Plan for Program Year 2025-2026

RECOMMENDATION:

ICWEDO Director recommends approval of the Conference and Travel Plan for the calendar year at a total cost not to exceed \$76,350, based on the original proposed Travel Budget.

BACKGROUND:

In previous years, ICWED staff and ICWDB Board Members have attended annual conferences hosted by national and state workforce development organizations. These conferences are aligned with ICWDB's strategic goals and priorities, offering valuable opportunities for networking, learning best practices, and staying updated on Workforce Innovation and Opportunity Act developments. They also help make sure that local efforts align with national workforce development priorities.

At its most recent meeting, this Executive Committee reviewed the proposed travel plan based on the approved PY 2025–2026 Budget, previously presented to and approved by the Budget and Finance Committee on August 27, 2025. During this review, the Committee recommended increasing Board Member participation and visibility at statewide and national events. As a result, the Committee recommended expanding attendance to up to five (5) Board Members per approved conference, including participation in the California Workforce Association (CWA) WorkCon.

In order to accommodate this recommendation, significant reductions would need to be made within the existing travel budget by reallocating a portion of staff travel funds to expand opportunities for ICWDB Member participation to be within the allocated travel budget for staff and board members.

Original Proposed Conference and Travel Plan (PY 2025–2026):

- Board Members and Board of Supervisors Representatives: Up to \$24,150
- ICWED Staff: Up to \$52,200
- Total: \$76,350

Executive Committee Recommended Travel Plan (PY 2025–2026):

- Board Members and Board of Supervisors Representatives: Up to \$50,475
- ICWED Staff: Up to \$23,600
- Total: \$74,075

This plan is designed to streamline approvals, improve cost management, and allow for early booking of flights and hotel accommodations. as well as facilitating better calendar planning for staff and board members. It is also intended to help staff and board members better coordinate schedules throughout the year.

FISCAL IMPACT:

Total cost not to exceed \$76,350, or \$74,075 if the Executive Committee's suggested plan is adopted.

PY2025-2026 Conference Travel Plan

WDB MEMBERS AND BOS REPRESENTATIVES

Conference	Location	Dates	Hotel Costs	Airfare Costs	Registration Costs	Per Diem	Incidentals	Total Cost Per Person	Board Members	Total Cost
CWA Meeting of the Minds	Monterey, CA	9/2/25 - 9/4/25	\$1350 (total 3 nights)	\$750	\$1,300	\$225	\$100	\$3,725	1	\$3,725
NAWDP Youth Symposium	New Orleans, LA	11/17/25 - 11/19/25	\$800 (total 3 nights)	\$550	\$825	\$225	\$100	\$2,500	1	\$2,500
NAWB the Forum 2026	Las Vegas, NV	3/23/26 - 3/26/26	\$1,700 (total 3 nights)	\$350	\$1,300	\$250	\$100	\$3,700	3	\$11,100
NAWDP Annual Conference	Phoenix, AZ	5/18/26 - 5/20/26	\$1,500 (total 3 nights)	N/A	\$800	\$225	\$100	\$2,275	3	\$6,825
Total Cost Estimates										\$24,150

ICWED STAFF

Conference	Location	Dates	Hotel Costs	Airfare Costs	Registration Costs	Per Diem	Incidentals	Total Cost Per Person	Staff	Total Cost
CWA Meeting of the Minds	Monterey, CA	9/2/25 - 9/4/25	\$1,350 (total 3 nights)	\$750	\$1,300	\$225	\$100	\$3,725	4	\$14,900
NAWDP Youth Symposium	New Orleans, LA	11/17/25 - 11/19/25	\$800 (total 3 nights)	\$550	\$825	\$225	\$100	\$2,500	2	\$5,000
NAWB the Forum 2026	Las Vegas, NV	3/23/26 - 3/26/26	\$1,700 (total 3 nights)	\$350	\$1,300	\$250	\$100	\$3,700	3	\$11,100
CWA Work Con	TBA	TBA	\$1,300 (total 3 nights)	\$0	\$1,250	\$225	\$100	\$2,875	5	\$14,375
NAWDP	Phoenix, AZ	5/18/26 - 5/20/26	\$1,150 (total 3 nights)	\$0	\$800	\$225	\$100	\$2,275	2	\$6,825
Total Cost Estimates										\$52,200

Executive Committee recommended member Allocation for travel
will increase WDB Board Member, meals, travel, conferences
Budget Line Item to \$50,475.00

PY2025-2026 Conference Travel Plan

WDB MEMBERS AND BOS REPRESENTATIVES

Conference	Location	Dates	Hotel Costs	Airfare Costs	Registration Costs	Per Diem	Incidentals	Total Cost Per Person	Board Members	Total Cost
CWA Meeting of the Minds	Monterey, CA	9/2/25 - 9/4/25	\$1350 (total 3 nights)	\$750	\$1,300	\$225	\$100	\$3,725	1	\$3,725
NAWDP Youth Symposium	New Orleans, LA	11/17/25 - 11/19/25	\$800 (total 3 nights)	\$550	\$825	\$225	\$100	\$2,500	1	\$2,500
NAWB the Forum 2026	Las Vegas, NV	3/23/26 - 3/26/26	\$1,700 (total 3 nights)	\$350	\$1,300	\$250	\$100	\$3,700	5	\$18,500
CWA Work Con	TBA	TBA	\$1,300 (total 3 nights)	\$0	\$1,250	\$225	\$100	\$2,875	5	\$14,375
NAWDP Annual Conference	Phoenix, AZ	5/18/26 - 5/20/26	\$1,500 (total 3 nights)	N/A	\$800	\$225	\$100	\$2,275	5	\$11,375

Total Cost Estimates \$50,475

ICWED STAFF

Conference	Location	Dates	Hotel Costs	Airfare Costs	Registration Costs	Per Diem	Incidentals	Total Cost Per Person	Staff	Total Cost
CWA Meeting of the Minds	Monterey, CA	9/2/25 - 9/4/25	\$1,350 (total 3 nights)	\$750	\$1,300	\$225	\$100	\$3,725	4	\$14,900
NAWDP Youth Symposium	New Orleans, LA	11/17/25 - 11/19/25	\$800 (total 3 nights)	\$550	\$825	\$225	\$100	\$2,500	2	\$5,000
NAWB the Forum 2026	Las Vegas, NV	3/23/26 - 3/26/26	\$1,700 (total 3 nights)	\$350	\$1,300	\$250	\$100	\$3,700	1	\$3,700
CWA Work Con	TBA	TBA	\$1,300 (total 3 nights)	\$0	\$1,250	\$225	\$100	\$2,875	0	\$0
NAWDP Annual Conference	Phoenix, AZ	5/18/26 - 5/20/26	\$1,150 (total 3 nights)	\$0	\$800	\$225	\$100	\$2,275	0	\$0

Total Cost Estimates \$23,600

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

MEETING DATE: October 30, 2025

ITEM: 7

SUBJECT: Discussion/Action to approve contract renewal of the One Stop Operator Agreement for services with ProPath Inc. in an amount not to exceed \$25,000.

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends to approve agreement renewal with ProPath Inc. in an amount not to exceed \$25,000 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 \$25,000. 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:

\$25,000