

**Southern California Regional Occupational Center
2300 Crenshaw Boulevard
Torrance, CA 90501**

**Minutes of the Joint Powers Board Meeting
October 17, 2019
5:30 p.m.**

APPROVED MEETING MINUTES

BOARD MEMBERS

Present: Michael Christensen, Nancy Cobb, Bill Fournell, Carliss McGhee, Ph.D., Terry Ragins, Suzanne Seymour (arrived at 6:30 p.m.), and Ida VanderPoorte

ADMINISTRATORS

Present: Atlas Helaire, Ed.D., Teresa Farquhar, Linda Larson, and Jennifer Pesavento, Ed.D.

STAFF PRESENT

Miguel Figueroa, Bob Jennings, Sara Leon, and Sandra Martinez

CALL TO ORDER

President Christensen called the meeting to order at 5:30 p.m. President Christensen lead the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion: A motion was made by Member Fournell to approve the October 17, 2019 agenda. Member Ragins seconded the motion.

Vote: Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Ragins – Yes; VanderPoorte - Yes

Result: Motion carried 6 - Yes; 0 - No; 0 – Abstain

COMMENDATIONS/RECOGNITION

Superintendent Helaire shared that Nina Murata, Training Store Manager at CVS, was unable to attend the Board meeting. However, Ms. Murata sent a letter expressing CVS's gratitude and appreciation for the opportunity to partner with SoCal ROC.

Superintendent Helaire recognized Bob Jennings. Superintendent Helaire commented that Mr. Jennings has been with SoCal ROC since 1972. Mr. Jennings began as an instructor and retired in 2002. He then returned as a substitute instructor a couple years later. Mr. Jennings is known as the "super sub" who was always available. Superintendent Helaire mentioned that Mr. Jennings has stepped in on numerous occasions to cover as a substitute.

Mr. Jennings thanked the Board for the recognition.

STUDENT VOICES

Dr. Pesavento, Director of Programs and Student Support Services, introduced Stephenie Hughes, a senior from South High School.

Stephenie Hughes commented that currently she is registered in the evening Clinical Medical Assisting program. She stated that her passion for the medical field has grown since her enrollment at SoCal ROC and credits her instructors with her successes. Stephenie stated that she began by taking Principles of Medical Assisting which encouraged her to pursue a Medical Assisting career. She shared that the program gave her the skills needed to excel. She feels the classroom environment at SoCal ROC prepares students well for the work environment. Stephenie commented that she plans to attend UC Fullerton and become a trauma nurse while working as a medical assistant.

President Christensen presented Stephenie Hughes with a *Board Certificate of Excellence*.

PROGRAM HIGHLIGHT

Dr. Pesavento, Director of Programs & Student Support Services, introduced Sandra Martinez, Principles of Medical Assisting Instructor.

Ms. Sandra Martinez commented that she has over 23 years of experience in the Medical field and has been a SoCal ROC instructor for the past 5 years. Ms. Martinez stated that the Principles of Medical Assisting course provides students with entry-level skills necessary to work as a medical assistant. Students are taught to assist in both the front and back office including vital signs, electrocardiography, laboratory procedures, assisting with exams, and medical terminology

President Christensen presented Sandra Martinez with a *Board Certificate of Excellence*.

COMMENTS FROM THE PUBLIC

NONE

ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD

President Christensen stated that he received a letter from LACOE indicating that they received and reviewed the Unaudited Actuals for SoCal ROC fiscal year 2018-2019. LACOE staff has requested that some adjustment be made in the First Interim report.

SoCal ROC EMPLOYEE GROUP REPRESENTATIVES

NONE

STAFF REPORT

NONE

CONSENT CALENDAR

ITEM NO.

- 1 APPROVE BOARD MINUTES OF SEPTEMBER 2019
- 2 APPROVE PAYROLL A WARRANT REPORT SEPTEMBER 2019
- 3 APPROVE B WARRANT REPORT SEPTEMBER 2019
- 4 APPROVE B WARRANTS ISSUED WITHOUT PURCHASE SEPTEMBER 2019
- 5 APPROVE PERSONNEL ASSIGNMENT ORDERS
- 6 APPROVE PURCHASE ORDER REPORT SEPTEMBER 2019
- 7 APPROVE REVOLVING CASH FUND SEPTEMBER 2019
- 8 APPROVE SOCIAL ROC RECOGNITION ACCOUNT SEPTEMBER 2019

President Christensen asked if any Members of the Board had any items to be pulled from the Consent portion of the Agenda. Both President Christensen and Member Ragins pulled item #1.

Motion: A motion was made by Member VanderPoorte to approve Items 2-8. Member Fournell seconded the motion.

Vote: Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Ragins – Yes; VanderPoorte - Yes

Result: Motion carried 6 - Yes; 0 - No; 0 – Abstain

Motion: A motion was made by Member Fournell to approve Item 1. Member Ragins seconded the motion.

President Christensen asked that a few modifications be made to the September Board minutes: 1) Revise page 9 to reflect that *sexual harassment is commonly reported* and 2) revise page 10 to add, "*JPA districts are in the bottom 5% of the LCFF funding state wide and for that reason it is difficult to fully fund Career Technical Education.*"

Member Ragins requested that the School Services of California Financial Analysis update reflect the time frame for the remaining contract on page 12.

Vote: Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Ragins – Yes; VanderPoorte - Yes

Result: Motion carried 6 - Yes; 0 - No; 0 – Abstain

PERSONNEL

NONE

BUSINESS SERVICES

1. Approve Contract with Ricoh

Motion: A motion was made by Member Fournell to approve the contract with Ricoh. Member Cobb seconded the motion.

Superintendent Helaire remarked that the current contract with Ricoh has expired and currently SoCal ROC is on a month to month and very expensive. Superintendent Helaire commented that the new contract is cheaper and will provide new equipment. In addition, Superintendent Helaire stated that he was able to secure a 5 year rate for a 3 year contract. The new contract will save the center about \$1300 per month.

Member Ragins asked why the contract was allowed or intended to expire.

Superintendent Helaire remarked that it was not intentional, but an oversight.

Member McGhee asked how long had the contract been expired.

Superintendent Helaire stated that it was two months.

Member McGhee suggested that a system be in place to monitor contracts.

Member Fournell asked for the monthly cost of the contract.

Superintendent Helaire commented that the monthly fee is \$2070.

Vote: Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Seymour – Yes; Ragins – Yes; VanderPoorte - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

2. Approve Contract with ASL Interpreting Service
3. Approve Contract with Links Sign Language & Interpreting Service
4. Approve Contract with The Sign Language Company

Motion: A motion was made by Member VanderPoorte to approve the three sign language interpreter contracts as a whole. Member Ragins seconded the motion.

Superintendent Helaire commented that we have a new employee who is deaf and is in need of an interpreting service that meets ADA guidelines. This will allow the employee to attend and fully participate in staff developments and meetings. The services will be used as needed. SoCal ROC at the moment does not have this service.

Member VanderPoorte asked if any the Center would be using all three.

Superintendent Helaire remarked that we would only use the service as needed. We are seeking multiple contracts to ensure an agency is always available.

President Christensen asked the rate difference between the contracts.

Superintendent Helaire stated that it was \$10.00 difference per hour.

President Christensen asked if our ASL instructor was asked to assist with providing this service.

Superintendent Helaire remarked that our instructor was approached but declined.

Member McGhee asked if our instructor was in compliance.

Superintendent Helaire remarked that the instructor is ASL certified.

Vote: Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Seymour – Yes; Ragins – Yes; VanderPoorte - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

4. Approve acceptance of gifts donated to the Center

Motion: A motion was made Member Fournell to approve the gifts donated to the Center. Member Ragins seconded the motion.

Dr. Pesavento acknowledged the donations of wood chips to the Center from Bennett Landscape. The donated items will be used in the Floral Design class.

President Christensen asked how the wood chips would be used.

Superintendent Helaire remarked that the wood chips are used to control the weeds in the horticulture area.

Vote: Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Seymour – Yes; Ragins – Yes; VanderPoorte - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

GENERAL

1. Update on School Services of California Financial Analysis Update

Superintendent Helaire commented that School Services of California was supposed to have a report for October, but SoCal ROC needed more time to provide the information that the superintendents requested. The goal is to have the report presented in November to the Board and then to the JPA superintendents.

President Christensen asked if School Services of California will be able to complete the process with the current timeline or if the contract will need to be modified.

2. Discuss PV.Net Partnership

Superintendent Helaire stated that PV.NET contacted SoCal ROC for a possible partnership. PV.NET is WASC accredited as a supplemental program and are not able to issue transcripts. In partnering with SoCal ROC, they would be able to get the students' courses and credits on their official transcripts. PV.Net students pay an enrollment fee to attend and SoCal ROC would receive 25% of the enrollment fee. This partnership would help SoCal ROC meet the requirements for the K-12 Strong Workforce Program grant. Partnering with PV.Net also expands the Center's pathways. Superintendent Helaire mentioned that there was a misunderstanding between PV.Net and PVPUSD. PV.Net informed PVPUSD that the courses offered by PV.Net and SoCal ROC were a-g approved. However, they are not. The courses would need to go through the approval process. To prevent any further miscommunications, any course offered in partnership with SoCal ROC and PV.net would have to be brought to the Board for approval.

Ted Vegvari, Founder of PV.Net, commented that PV.Net is a non-profit community technology organization that provides South Bay residents with quality technology education since 1993.

Member VanderPoorte ask who where their students.

Mr. Vegvari stated that students come from all over the South Bay and as far as San Diego.

President Christensen asked if the classes where on line.

Mr. Vegvari remarked that all of the courses are in person for hands-on instruction.

Member VanderPoorte asked if the students paid to attend.

Mr. Vegvari shared that most student pay a fee. When they can't afford it, PV.Net provides scholarships.

Member Cobb asked when the classes were offered.

Mr. Vegvari commented that, due to homework and extracurricular activities, the weekends are when they have the most students.

Mr. Vegvari replied that in a course of a year over 600 students and stressed that they do not compete with any schools. He also stated that everything that PV.Net does and offers is above the level of any local high school.

Member VanderPoorte asked where the funding comes from to support PV.Net.

Mr. Vegvari stated that he funds 60% of the operations. The rest is

President Christensen directed Superintendent Helaire to prepare a specific outline of how this partnership would work for all Board Members to review and discuss.

3. Discuss Proposal for the Marquee

Superintendent Helaire commented that the marquee is a major source of advertising and it not functioning properly. The marquee is still under warranty, but the current company is going out of business. Superintendent Helaire mentioned that he has run this by legal counsel, but there is very little that can be done. Staff is recommending an RFP's to find a replacement.

President Christensen asked if there's an opportunity for a sponsorship. He asked if Honda has been approached for a possible sponsorship.

Superintendent Helaire replied that he has not yet reached out to Honda, but will do so soon.

4. Discuss and Approve a Change to the December 19, 2019 Board Meeting Date

President Christensen commented that the scheduled December 19, 2019 Board meeting date may conflict with other activities taking place during that time. After further discussion among the Board Members, it was determined that the December Board meeting be changed to December 12, 2019 at 5:30 p.m.

Motion: A motion was made Member Fournell to approve the change in the December Board Meeting from December 19, 2019 to December 12, 2019. Member Ragins seconded the motion.

Vote: Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Seymour – Yes; Ragins – Yes; VanderPoorte - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

BOARD MEMBERS' REMARKS

Member Seymour commented that she is excited about the partnership with PV.Net and mentioned that 2019/2020 school year is off to a great start.

Member Cobb encouraged all Board Members to utilize all district resources to promote SoCal ROC. Member Cobb gave a shout out to Chevron for their donation to SoCal ROC.

Member McGhee shared that she was happy to be back. She shared that IUSD is no longer under state receivership. They are now under LACOE.

Member Fournell had no comment.

Member Ragins had no comment

Member VanderPoorte had no comment.

President Christensen had no comment.

SUPERINTENDENTS REMARKS

Superintendent Helaire stated that Inspire Charter is under investigation. They were having discussions about joining the JPA, but we are putting a hold on those conversations until the investigation is completed.

Superintendent Helaire stated that he received an article that promoted CTE from Member Fournell. The article was written by PBS. Superintendent Helaire provided each member with a copy of the article. The article mentioned that there are many opportunities for people to earn high wages from CTE training.

Superintendent Helaire stated that there will be an Open House the following week. All were invited to attend.

Superintendent Helaire mentioned that Ambassador High School inquired about leasing space at SoCal ROC. An agenda item will be presented to the Board at the next meeting to discuss the possibility of leasing space to Ambassador.

ADJOURN TO CLOSED SESSION

Motion: A motion was made by Member Ragins to adjourn to closed session at 7:25 p.m. Member Fournell seconded the motion.

Vote: Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Seymour – Yes; Ragins – Yes; VanderPoorte - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

Topic:

1. *Superintendent's Evaluation*

Any action taken in Closed Session will be reported out in Open Session.

RECONVENE TO OPEN SESSION

Motion: A motion was made by Member VanderPoorte to reconvene to open session at 7:55 p.m. Member Ragins seconded the motion.

No action taken:

Vote: Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Seymour – Yes; Ragins – Yes; VanderPoorte - Yes


Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

ADJOURN MEETING

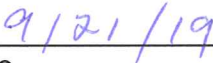
Motion: A motion was made by Member VanderPoorte to adjourn the meeting at 7:55 p.m. Member Fournell seconded the motion.

Vote: Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Seymour – Yes; Ragins – Yes; VanderPoorte - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain



President



Date