The Farmworker’s Institute of Education and Leadership Development
BOARD OF DIRECTORS MEETING

Minutes

Location: University of La Verne  
1201 24th Street Suite D 200  
Bakersfield, CA 93301


March 18, 2017 9:00 AM

NOTE: In compliance with the Americans with Disabilities Act if you need special assistance to participate in the meeting, please contact us 48 hours prior to the meeting.

ON THE WEB: Agendas may be viewed at www.farmworkerinstitute.org

1. MEETING CALLED TO ORDER

Mr. Villarino called the meeting to order at 9:06 AM.

2. ESTABLISH A QUORUM

Roll CallDavid Villarino – President (present)
  Jenny Freeman – Secretary-Treasurer (non-voting) (not present)
  Anthony Chavez (present)
  Dr. Mark Martinez (not present)
  Rick Najera (present by phone as of 10:20 AM)
  Inez DeLuna (present by phone)
  Dr. Nora Dominguez (present)

  Joseph Casas (General Counsel – nonvoting) (present by phone)

Staff Present: Rosa Ruellas (present)

  Dr. Tamar Asatryan (present)

3. SALUTE TO THE FLAG / FARMWORKER POEM
Anthony Chavez led the flag salute and the farmworker poem.

4. ADOPTION OF THE AGENDA

Mr. Villarino asked everyone to review the agenda. There were no comments. Mr. Villarino made an announcement that the March 13 minutes were not ready and the approval needs to be postponed to the next meeting. Chair entertained a motion to approve the agenda as amended. Dr. Nora Dominguez moved and Anthony Chavez seconded the motion. There was no discussion and the motion was approved unanimously by David Villarino, Inez de Luna, Dr. Nora Dominguez, and Anthony Chavez.

5. OPEN PUBLIC FORUM

It is appropriate for the public to address the FIELD Board regarding items of public interest within the jurisdiction of the board before or during the Board's consideration of the items. Time allowed may be limited to three minutes per item. If a large number wish to speak on a specific item, the board may limit total input to 30 minutes on any item. Individuals or groups may address the board on items not listed on the agenda; however, no action can or will be taken on the unlisted items. Further, Education Code §35145.5 also establishes the right of the public to place items on the agenda directly relating to business of the FIELD/EPIC Board of Directors. Agenda requests must be made in writing ten days prior to board meetings.

In accordance with the law, the public and Board are hereby given notice that a tape recording of today's meeting is being made. This recording is to assist in the completion of the minutes. It is NOT a transcript of the meeting and may be disposed of in 30 days. The official transcript of this meeting will continue to be the adopted minutes.

Mr. Villarino opened public forum at 9:12 AM. He asked if there were any comments by the public.

6. CLOSE PUBLIC FORUM

There were no comments by the public and public forum was closed at 9:13 AM.

7. CLOSED SESSION

The board may call for a closed session to discuss confidential personnel matters, potential litigation, or other matters allowed under the Brown Act.

a) Pending litigation and personnel matters

(The board went into closed session)

8. OPEN SESSION

A report out from closed session

Closed session ended at 10:19 AM. Open session resumed at 10:20 AM. No report was made since no action was taken during closed session.
9. APPROVAL OF THE CONSENT AGENDA:
All consent agenda items for the FIELD BOARD OF DIRECTORS are considered to be routine and will be enacted by one motion unless a board member requests separate action on a specific item. Approval recommended on all items listed:

a) Approval of minutes from the March 13, 2017 meeting.
   This item was removed and postponed to the next meeting.

10. REPORTS: THE BOARD MAY, IF TIME PERMITS, TAKE BOARD REPORTS AND SUPERINTENDENT’S REPORT AT ANY TIME DURING THE MEETING AND NOT AT A SPECIFIC TIME.
    There is very limited board discussion, between the board, except to ask questions or refer matters to staff, and no action will be taken unless listed elsewhere on the agenda or on a subsequent agenda:

11. INFORMATION ITEMS (nonvoting):

a) Review of information regarding auditor for 2017-18

   Rosa Ruelas presented information about the possible auditor for the 2016-17 year. The auditor presented was Clem Payne, the auditor from last year. She went over the proposal from the auditor and mentioned that the cost would be $16,000 for the audit. (Rick Najera joined by phone at 10:20) Mr. Villarino asked Rosa Ruelas how she liked the auditor and Rosa stated that she is fine with working with them again.

b) Review of prospective FIELD officer

   Mr. Villarino spoke about item 11B which was the resume of a potential board member. Michael J Gomez was on the FIELD board previously. Mr. Villarino presented the current board members some information about the possible board member and asked everyone to look over the resume. Mr. Villarino mentioned that Michael J Gomez if accepted by the board would be treasurer and thus a non-voting member. He asked the board for comments and there were none.

c) Review of Financial Statements
   1) ABILA MIP Accounting Software Proposal

   Rosa Ruelas went over the financials and the balance sheet. She then went over the combined revenue and expense statement. She mentioned that steps were taken to reduce expenses by layoffs and reduction in spending in anticipation of loss of revenue due to loss in unduplicated students count funding.

   Rosa Ruelas then went over the proposal for the new accounting software. She explained that the software that FIELD is currently using will become obsolete soon and thus there is a need to get a
new software program. Many options were looked at and it was narrowed down to one in specific that will meet the needs of FIELD. It was narrowed down to MIP software which is targeted to non-profits. We would need to adopt a new software program soon since the process of transitioning from the current one to a new one is a long process and staff would need to be trained in the use of the new software. The total cost would be approximately $52,314.55. Financing options will be looked at to cover the cost of the software adoption. The company did a demo for Liz Villarino and Rosa Ruellas and it looks like it is promising and will meet all of FIELD’s financial software needs. Rosa mentioned that we would like to start the implementation of the software by July 1st if approved.

Next, Dr. Tamar Asatryan gave a review of the Business Services Report.

d) Review of Program Report

Dr. Nora Dominguez spoke about the relationship with La Verne. They have a new dean and she was given the big picture about FIELD. The dean has put her key people in charge of the possible partnership with FIELD and they are working out some details and everything looks promising. Mr. Villarino went to La Verne and met with the new dean face to face which also helped the dean gain a better understanding of what FIELD does and how the relationship can become a partnership. Some of the things they are working on are child development program and intern placement possibility. The child development department chair has been charged with making it happen.

Anthony Chavez gave a report on KSACC. He spoke about some of the grants and said that there are two grants ending soon, in June of this year. Also, Trona changed the scope of the work and due to that, we won’t be able to close it by June. We are asking for an extension. KSACC also started a new one on Monday, an OHV project at Joshua Tree National Park. It is a smaller grant but it is a 100% match one. He also spoke about certification and mentioned that usually the amount is about $500,000 for the first year of certification for recycling but we will be getting $600,000 for recycling.

Mr. Villarino spoke about colleges and said that local colleges can approve or deny us going into their areas. Mr. Villarino went and spoke with the Chancellor and made a report. They said that we are not a high school district. We will continue to research information and find out what we can do.

e) Review of Business Services Report

Dr. Tamar Asatryan gave a review of the business services report by going over the PowerPoint in the board packet. She spoke about technology, admissions and records, ADA, and HR. We then went to Dr. Nora Dominguez which is under 11) d.

f) Review of authorization for emergency declaration for Oroville flood (Request for Allowance of Attendance Because of Emergency Conditions, Form J-13A).
Dr. Tamar Asatryan presented the form to the board and explained what it is for. The board members present in person signed the form after it was voted on in action step 4 in New Business.

12. OLD BUSINESS: None at this time.

13. NEW BUSINESS:

FIELD/EPIC

1. Action Item- Shall the FIELD/EPIC Board Approve auditor Clem Payne for the 2016-17 fiscal year?

Chair entertained motion to approve Clem Payne as the auditor for 2016-17. Anthony Chavez moved and it was seconded by Rick Najera. There was no discussion and motion was carried unanimously. No abstentions. Rick Najera, Mr. David Villarino, Dr. Nora Dominguez, Inez de Luna, and Anthony Chavez all voted yes on the approval of the auditor.

2. Action Item- Shall the FIELD/EPIC Board Approve the prospective officer as treasurer?

Dr. Nora Dominguez moved to accept Michael J. Gomez as treasurer and it was seconded by Inez de Luna. Motion was carried unanimously. Dr. Nora Dominguez, Inez de Luna, Mr. David Villarino, Rick Najera, and Anthony Chavez all voted yes on the motion.

3. Action Item – Shall the FIELD/EPIC Board Approve the accounting software proposal?

Chair entertained a motion to approve the new accounting software purchase and implementation. Motion was made by Rick Najera and seconded by Anthony Chavez. There was no discussion and motion was carried unanimously. Rick Najera, Anthony Chavez, Mr. David Villarino, Inez de Luna, and Dr. Nora Dominguez all voted yes on the item.

4. Action Item – Shall the FIELD/EPIC Board Approve the authorization for emergency declaration for Oroville flood (Request for Allowance of Attendance Because of Emergency Conditions, Form J-13A)?

The board was presented with information about Form J-13A and why we need to fill it out and what happened with the Oroville Dam by Dr. Tamar Asatryan. Rick Najera made a motion to approve action item 4 and Dr. Nora Dominguez seconded the motion. It was carried unanimously. Rick Najera, Dr. Nora Dominguez, Mr. David Villarino, Inez de Luna, and Anthony Chavez all approved the item. Then, the board members who were present in person signed the form and Dr. Tamar Asatryan witnessed the signing of the form.

14. ADJOURNMENT:
Inez de Luna made a motion to adjourn at 12:15 PM and it was seconded by Anthony Chavez. It was voted on and it was carried unanimously and meeting was adjourned.

Next Meeting Date: Regularly Scheduled FIELD Board Meeting; Saturday June 24, 2017. Time and location to be determined

*This Meeting Agenda was posted at least 72 hours in advance of the meeting at the FIELD Main Office, 410 West J. Street, Suite A, Tehachapi, CA 93561, online on the website, and at the meeting location.*