



The Farmworkers Institute of Education and Leadership Development, Inc
FIELD BOARD OF DIRECTORS QUARTERLY MEETING
EPIC de Cesar Chavez Board of Trustees Meeting
MINUTES

Location: Oxford Suites Paso Robles
(Orchard I Meeting Room)
800 4th Street
Paso Robles, CA 93446

Zoom Meeting/Teleconference Location:
<https://us02web.zoom.us/j/87335205516>

Meeting ID: 873 3520 5516 by Phone (669) 900-9128

Saturday, March 26 2022 at 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 9:13 am*

2. ESTABLISH A QUORUM *Dr. Nora Dominguez established quorum at 9:14 am*

Roll Call:

David Villarino (<i>present</i>)	Dr. Nora Dominguez (<i>present</i>)
Dr. Mark Martinez (<i>present</i>)	Dr. Jesse Ortiz (<i>present, by video conference</i>)
Ines DeLuna (<i>present</i>)	Nadia Villagran (<i>present</i>)

Nonvoting:

Patrick Pine, Secretary (*present*)
Michael Gomez, Treasurer (*present*)
Joseph Casas (*General Counsel*) (*not present*)

Staff Present:

Rosa Ruelas (<i>present, by video conference</i>)	Dr. Tamar Asatryan (<i>present, by video conference</i>)
Lisa Tabarez (<i>present, by video conference</i>)	Maria Rawls (<i>present, by video conference</i>)
Gustavo Olvera (<i>present, by phone</i>)(<i>joined at 11:35 am</i>)	Susana Navarro Llamas (<i>present</i>)
Erin Hicks (<i>present, by video conference</i>) (<i>joined at 12:38 pm</i>)	

3. SALUTE TO THE FLAG / FARMWORKER POEM

Farmworker prayer by Susana Navarro-Llamas

4. ADOPTION OF THE AGENDA

Mr. Villarino asked everyone to review the agenda, there were no comments. Chair entertained a motion to adopt the Agenda. Nadia Villagran moved, Ines DeLuna seconded. There was no discussion and the motion was approved unanimously.

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 wishes 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 the public forum at 9:15 am. He asked if there were any comments by the public. There were none.

6. CLOSE PUBLIC FORUM

Public forum closed at 9:16 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.

No closed session

8. OPEN 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:

Mr. Villarino made a motion to pull action items 2, 3, 4 & 5 and Action Item 1 to remain on consent for approval of our auditors for the 2021-22 Fiscal Year for an additional year.

Mr. Villarino asked if the board of directors would like to hear a full report of the auditors for next year, hearing none chair entertained a motion to approve the consent agenda including action item #1 and exclude Action Items 2, 3, 4 & 5. Ines De Luna moved, Nadia Villagran seconded. There was no discussion and motion was approved unanimously.

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.

Mr. Villarino shared information regarding a lawsuit by the previous Executive Assistant, our insurance entered into negotiations and it has been settled.

Mr. Villarino gave a summary on FIELD's financial position saying it is good, especially our fund balance which at the end of this quarter was a healthy \$5,379,000 million. But as a result of COVID we had an additional 450k loss over our projected loss of \$2 million, essentially it is because we've dropped from 600 attendance from last year that we were paid by the state to approximately 350 attendance by our EPIC students.

In addition, we are pursuing a total of approximately \$8 million budget allocation from the state \$50 billion surplus. We have essentially procured about 20 letters, we believe it may amount to 50 letters to the budget committees in the Senate and the Assembly and it's gone sponsored by our Assemblyman Rudy Salas which would eliminate all of our debt.

We have also procured over \$8 million in grants, awards and preliminary notifications from our Conservation Corps, and that includes recycling, our natural resources, and firefighting. And of that \$400,000 will be expendable the remainder of these next four or five months, so essentially

we are running a deficit into income and expense but it should be ameliorated by the grants that we are working on and it should take us back to the original projected loss.

Our Audit was completed with no findings and auditors will be retained for next fiscal year.

Academically, all the schools in the state were mandated to resume in class instruction in order to receive credit for attendance, they were ordered to cease distance education and that included us and our EPIC distance education last year, which essentially was a hybrid between in class in and out of class. It excelled and as a result, when our students are ordered to come back into class our students prefer to stay home. And so that has been the primary reason that our attendance has dropped. We have implemented vocational instruction and independent study where we are allowed up to 20% of our students to be enrolled in independent study without changing the nature of our Charter.

Mr. Villarino continued sharing how well our Student Services Division is doing under the leadership of Vanessa Gutierrez and shared the outstanding outcomes from our conservation corps.

Board member Jesse Ortiz commented about Joe Ramirez who has 30 years experience in community college, and asked what his role within FIELD? Mr Villarino replied that Tamar was moved to do strategic strategic initiatives. In other words, looking at all the different funding, all the different opportunities and making sure that we've got the compliance and away from direct programs. Joe was asked to take over ESL and work directly with Lisa Tabarez.

Secretary Patrick Pine asked if we had any competition in regards to recycling contracts. Mr. Villarino shared that fortunately for us, the state gives us a grant where we can pay salaries for our Corpsmembers and that's why we're able to make earned income, therefore we don't have much competition when it comes to getting contracts.

11. INFORMATION ITEMS (nonvoting)

a) Rosa Ruelas, Accounting Manager

- Report on Finances
- HODGES & HAMMONS, Certified Public Accountants, INC audit services for the 2021-22 Fiscal Year & Engagement Letter

Rosa shared FIELD's Balance Sheet July 2021-22 through February of 2022. Total assets stand at \$9M, total liabilities are \$6.2M with a rollover balance that we had since the beginning of time reflecting \$5,379,00 less the loss of \$2.5M with a new net assets of \$ 2.8M.

Rosa also shared the Combined Revenue and Expense Statement reflecting an Actual Revenue \$7.6M with a Projected \$7.5M. This has to do with contributions which come from grants. Total Expenditures of \$10M the projected was \$9M. She explained to the board of directors that there has been some savings on compensation and benefits, but there is a higher operation cost with travel, lodging, etc. and having the students back into the classroom is taking more of the operational cost that was actually projected. Compared to the budget, we were supposed to be a \$9.6M revenue so there is a variance of \$489,981 between budget and actual. Total Expenditures over revenue reflects a negative balance of \$2.5M, we projected \$2.1M. Projections show that we'll continue to have this loss through the end of the fiscal year.

b) Lisa Tabarez, Southern Regional Manager & Asst. EPIC Director

- Student Services
- EPIC
- Independent Study
- Vocational Ed
- Career Technical Education course: Construction Technology (Concentrator)

Vanessa Gutierrez shared the Student Services Report. Lisa Tabarez, Southern Regional Manager & EPIC Director shared the EPIC, Independent Study, Vocational Ed, and CTE Education Course: Construction Technology (Concentrator) Reports with the board of directors.

c) Dr. Tamar Asatryan, Strategic Initiatives

- Workforce Development Report
- CTE Report
- Construction Technology Class

Tamar presented her CTE presentation, Workforce Development report, she also shared the Career Technical Education course: Construction Technology (Concentrator) in conjunction with Lisa Tabarez.

d) Gustavo Olvera, Asst. Director of Cesar Chavez Environmental Corps

- Cesar Chavez Environmental Corps Report

Gustavo Olvera shared the CCEC Report with the board Directors.

e) Erin Hicks, Coops Program Manager

- Coops Report
- May Symposium

Erin Hicks, Coops Program Manager shared the Coops Report as well as information pertaining to our upcoming May 2022 Symposium.

f) Maria Rawls, Director of Asset and Development

- Marketing & Real Estate Report
- Union Street Authorization
- Desert Palms Authorization

Maria Rawls, Director of Asset and Development shared an update on Marketing & Real Estate Report, Union Street and Desert Palms Authorization with the board of directors.

12. OLD BUSINESS:

13. NEW BUSINESS:

FIELD/EPIC:

1. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve HODGES & HAMMONS, CERTIFIED PUBLIC ACCOUNTANTS, INC to conduct the audit services for the 2021-22 Fiscal Year?

Approved during Consent Agenda.

2. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the proposed Career Technical Education course: Construction Technology (Concentrator)?

Chair entertained a motion to approve the proposed Career Technical Education course: Construction Technology (Concentrator). Nadia Villagran moved, Ines De Luna seconded. Item was discussed during Information Items, motion was approved unanimously.

3. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the officers of FIELD be, and hereby are, severally authorized to sign, execute, certify to, verify, acknowledge, deliver, accept, file, and record any and all instruments and documents and take, or cause to be taken, any and all such action, in the name and on behalf of FIELD (in such officer's judgment) shall be necessary, desirable, or appropriate in order to effect the purpose of the foregoing resolutions; and that any and all action taken by the officers of FIELD on behalf of the Corporation prior to the date of these Resolutions are actually executed in effecting the purposes of the foregoing, is hereby ratified, approved, confirmed, and adopted in all respects as actions of FIELD?

Chair entertained a motion to approve the officers of FIELD be, and hereby are, severally authorized to sign, execute, certify to, verify, acknowledge, deliver, accept, file, and record any and all instruments and documents and take, or cause to be taken, any and all such action, in the name and on behalf of FIELD (in such officer's judgment) shall be necessary, desirable, or appropriate in order to effect the purpose of the foregoing resolutions; and that any and all action taken by the officers of FIELD on behalf of the Corporation prior to the date of these Resolutions are actually executed in effecting the purposes of the foregoing, is hereby ratified, approved, confirmed, and adopted in all respects as actions of FIELd. Nadia Villagran moved, Nora Dominguez seconded. Item was discussed during Information Items, motion was approved unanimously.

- Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the authorization for David M Villarino, as CEO/President of FIELD and officers of FIELD be, and hereby are, severally authorized to sign, execute, certify to, verify, acknowledge, deliver, accept, file, and record any and all instruments and documents and take, or cause to be taken, any and all such action, in the name and on behalf of FIELD (in such officer's judgment) shall be necessary for the purpose of purchasing the property located at 2240 S. Union Ave. Bakersfield, CA 93307?

Chair entertained a motion to approve the authorization for David M Villarino, as CEO/President of FIELD and officers of FIELD be, and hereby are, severally authorized to sign, execute, certify to, verify, acknowledge, deliver, accept, file, and record any and all instruments and documents and take, or cause to be taken, any and all such action, in the name and on behalf of FIELD (in such officer's judgment) shall be necessary for the purpose of purchasing the property located at 2240 S. Union Ave. Bakersfield, CA 93307. Nadia Villagran moved, Nora Dominguez seconded. Item was discussed during Information Items, motion was approved unanimously.

- Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve David M Villarino, as President/CEO of FIELD and officers of FIELD be, and hereby are, severally authorized to sign, execute, certify to, verify, acknowledge, deliver, accept, file, and record any and all instruments and documents and take, or cause to be taken, any and all such action, in the name and on behalf of FIELD (in such officer's judgment) shall be necessary for all necessary transactions and applications relative to Kingdom-Desert Palms, LLC?

Chair entertained a motion to approve David M Villarino, as President/CEO of FIELD and officers of FIELD be, and hereby are, severally authorized to sign, execute, certify to, verify, acknowledge, deliver, accept, file, and record any and all instruments and documents and take, or cause to be taken, any and all such action, in the name and on behalf of FIELD (in such officer's judgment)



shall be necessary for all necessary transactions and applications relative to Kingdom-Desert Palms, LLC. Ines De Luna moved, Nora Dominguez seconded. Item was discussed during Information Items, motion was approved unanimously. Nadia Villagan abstained.

14. ADJOURNMENT:

Chair entertained a motion to adjourn the meeting. Ines DeLuna moved and Nadia Villagran seconded. No discussion, motion carried unanimously. Meeting adjourned at 1:22pm.

Next Meeting Date: Regularly Scheduled FIELD Board Meeting; Saturday, June 25, 2022 time and location to be determined.

This Special Meeting Agenda was posted at least 72 hours in advance of the meeting at Oxford Suites, 800 4th Street Paso Robles, CA 93446, online on the website, and at the meeting location.