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**The Farmworkers Institute of Education and Leadership Development, Inc  
FIELD BOARD OF DIRECTORS QUARTERLY MEETING AGENDA  
MINUTES**

**Location:** Farmworkers Institute of Education & Leadership Development  
FIELD CTE Operations Center  
2240 S. Union Ave  
Bakersfield, CA 93307

**Zoom Meeting/Teleconference Location:**

<https://us02web.zoom.us/j/85728839890>

**By phone:** (669) 444-9171 **Meeting ID:** 857 2883 9890

**Saturday, March 9, 2024 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](http://www.farmworkerinstitute.org)

**1. MEETING CALLED TO ORDER:** *Mr. Villarino called the meeting to order at 9:18 am*

**2. ESTABLISH A QUORUM:** *Secretary Patrick Pine established a quorum at 9:20 am*

**Roll Call:**

David Villarino *(present)*

Dr. Nora Dominguez *(present)*

Dr. Mark Martinez *(not present)*

Ines De Luna *(not present)*

Nadia Villagran *(present)*

Greg Cervantes *(not present)*

Oscar Gonzales *(present)*

**Nonvoting:**

Patrick Pine, Secretary *(present)*

Michael Gomez, Treasurer *(online)*

John C. Lemmo, General Counsel *(not present)*

**Staff Present:**

Rosa Ruelas *(present)*

Dr. Tamar Asatryan *(present)*

Carolina Martinez *(not present)*

Dr. Nora Dominguez *(present)*

Vanessa Gutierrez *(present)*

Maria Rawls *(online)*

David Weaver *(present)*

Courtney Adamson *(present)*

### **3. SALUTE TO THE FLAG / FARMWORKER POEM**

*Chair dispensed the Salute of the Flag/Farmworker Poem*

### **4. ADOPTION OF THE AGENDA**

*Mr. Villarino requested a motion to amend the agenda to include an action item number 13 to include the General Counsel be changed from John Lemo to Joseph Casas. Chair entertained a motion to amend the Agenda for FIELD. Nora Dominguez moved, Nadia Villagran seconded the motion. There was no discussion and the motion was approved by David Villarino, Nadia Villagran, Dr. Nora Dominguez, and Oscar Gonzales.*

### **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 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 9:25 am. He asked if there were any comments by the public. There were none.*

### **6. CLOSE PUBLIC FORUM**

- *Public forum closed at 9:26 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.*

- *Closed Session began at 9:30 am. FIELD General Counsel, Mr. Joseph Casas joined via Zoom.*
  - a) *Review Pending Litigation*
    - a. *No report out of closed session.*

## 8. OPEN SESSION

- *Mr. Villarino opened the session at 10:10 am.*

## 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 November 29, 2023*
- b) Approval of Minutes from January 17, 2024*
- c) Approval of Minutes from February 2, 2024*

*Chair made a motion to approve the Minutes from November 29, 2023, January 17, 2024, and February 2, 2024. Nadia Villagran moved, Oscar Gonzales seconded. There was no discussion and the motion was approved by David Villarino, Nadia Villagran, Dr. Nora Dominguez, and Oscar Gonzales.*

## 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:

### 1. Rosa Ruelas - Financial Management

- Financials
- Election of the Auditor for Fiscal Year 2023-24
- Review 2022-23 Audited Financials

*Rosa Ruelas, Accounting Manager shared the balance sheet and reports through January 31, 2024. This report reflects a total assets of \$11,652,160 and liabilities of \$2,868,570, with an Excess Revenue over (under) expenditures of \$1,117,724 and A rolling Fund balance of \$9,901,315. Give us a net assets of \$8,783,591 at the end of January 31, 2025. The adopted ADA budget was 413 and the goal was to reach 450 ADA by P-I. Rosa continued with the revenue and expenditure report stating that it has the actuals and projected for the month of February. Revenue is at \$10,993,479, with a budgeted \$9,204,269. Actual expense of \$12,201,450 and budgeted at \$11,319,486 and a net revenue of negative \$1,207,972. Compared to the budget we have a variance of \$907,245.*

*Rosa then addressed the election of a new auditor for the Fiscal Year 2023-24.*

*Rosa then moved on to share the Review 2022-23 Audited Financials. Conducted by Paul Hammonds. Rosa worked with staff to obtain the information needed to satisfy the audit. With no audit findings and end with an unqualified audit.*

## **2. David Villarino - President CEO**

- a) Summary
- b) Program Reports
- c) Expand the number of FIELD's Board Directors from 7 to 9
- d) Mondragon Visit, May 2 & 3, 2024 with Dr. Nora Dominguez and Dr. Tamar Asatryan
- e) Investment in the Desert Palm Housing Project, \$500k investment loan
- f) Update on FIELD Civic Engagement
- g) Update on FIELD Union Street Construction
- h) Review NIAC insurance claims / CCEC Proposal within FIELD Enterprises
- i) Joseph Casas as General Counsel for FIELD & John Lemmo as EPIC Consultant

## **3. Carolina Martinez - Director, Human resources**

- a) Human Resources Results vs. Plan

*Mr. Villarino presented the report as Carolina Martinez, was not present. Due to growth, we see the need to possibly hire an HR specialist to assist her with these objectives. The objectives are to stay on top of legal cases, reduce workers' compensation costs, comprehensive employee training, streamline the onboarding process, develop a competitive salary structure for EPIC, update EPIC agreement, and continue to update handbooks and asset needs of departments.*

## **4. David Weaver - Director, Cesar Chavez Conservation Corps**

- a. CCEC Results vs. Plan

*David Weaver reported the overall goals of the CCEC including updates regarding the Recycling Department, Natural Resources, Education and Development. David also discussed the pending projects with Kern County Fire-Safe Council, BLM and Advance Beverage. The Education/Training/CMD team is working to standardize CCEC training for the upcoming annual certification from CCC at the end of Q4. No action item required.*

## **5. Maria Rawls - FIELD Advancement**

- a) FIELD Advancement Results vs. Plan
  - i. Advancement & Construction

*Maria Rawls reported on the marketing and construction objectives. Quarter 2 objectives, results, gap and re-forecasting were also discussed.*

*Mr. Kursat Misirlioglu with Mirka Investments joined via Zoom to discuss affordable housing funding programs.*

**6. Dr. Tamar Asatryan - Strategic Initiatives**

- a) Strategic Initiatives Results vs. Plan
- b) Board Resolution for CalRecycle Grants

*Dr. Tamar Asatryan shared the annual and Quarter 2 strategic initiatives objectives and results. She also reported on the list of grants awarded this year and the list of grants waiting for results.*

*Dr. Tamar Asatryan also shared the board resolution for the CalRecycle Grant.*

**12. OLD BUSINESS:**

- *No old business*

**13. NEW BUSINESS:**

**FIELD:**

1. **Action Item:** Shall the FIELD Board of Directors approve expanding the number of FIELD Board Directors from 7 to 9?

*Chair entertained a motion to approve expanding the number of FIELD Board Directors from 7 to 9. Oscar Gonzales moved, Dr. Nora Dominguez seconded the motion. Discussion during information items, the motion was approved by David Villarino, Nadia Villagran, Dr. Nora Dominguez, and Oscar Gonzales.*

2. **Action Item:** Shall the FIELD Board of Directors approve FIELD CEO to pursue approval of Desert Palm Housing Project Investment based on the records?

*Chair entertained a motion to approve FIELD CEO to pursue approval of the Desert Palm Housing Project Investment. Dr. Nora Dominguez moved, and Oscar Gonzales seconded the motion. Discussion during information items, the motion was approved by David Villarino, Nadia Villagran, Dr. Nora Dominguez, and Oscar Gonzales.*

3. **Action Item:** Shall the FIELD Board of Directors approve FIELD Civic Engagement?  
*No action was taken, information item only.*

4. **Action Item:** Shall the FIELD Board of Directors approve FIELD housing construction?  
*No action was taken, information item only.*

5. **Action Item:** Shall the FIELD Board of Directors approve NIAC insurance claims / CCEC Proposal within FIELD Enterprises?  
*No action was taken, information item only.*

6. **Action Item:** Shall the FIELD Board of Directors approve Joseph Casas as General Counsel for FIELD and John Lemmo as EPIC Consultant?

*Chair requested a motion to reinstate Joseph Casas as General Counsel for FIELD and retain John Lemmo as EPIC Consultant. Dr. Nora Dominguez moved, Nadia Villagran seconded the motion. There was no discussion and the motion was approved by David Villarino, Nadia Villagran, Dr. Nora Dominguez, and Oscar Gonzales*

7. **Action Item:** Shall the FIELD Board of Directors approve the Election of the Auditor, Paul Hammonds for FY 2023-24?

*Chair entertained a motion to approve the Election of the Auditor of Paul Hammonds for Fiscal Year 2023-24. Dr. Nora Dominguez moved, Nadia Villagran seconded. Discussion during information items, the motion was approved by David Villarino, Nadia Villagran, Dr. Nora Dominguez, and Oscar Gonzales.*

8. **Action Item:** Shall the FIELD Board of Directors approve the 2022-23 Audited Financials?

*Chair requested a motion to approve the 2022-23 Audited Financials. Nadia Villagran moved, Oscar Gonzales seconded the motion. There was no discussion and the motion was approved by David Villarino, Nadia Villagran, Dr. Nora Dominguez, and Oscar Gonzales.*

9. **Action Item:** Shall the FIELD Board of Directors approve Advancement & Construction?  
*No action was taken, information item only.*

10. **Action Item:** Shall the FIELD Board of Directors approve the Board Resolution for CalRecycle Grants?

*Chair entertained a motion to approve the Board Resolution for CalRecycle Grants. Nadia Villagran moved, Oscar Gonzales seconded the motion. There was no discussion and the motion was approved by David Villarino, Nadia Villagran, Dr. Nora Dominguez, and Oscar Gonzales.*

#### **14. ADJOURNMENT:**

*Chair entertained a motion to adjourn. Dr. Nora Dominguez moved, Nadia Villagran seconded. There was no discussion and the motion was approved by David Villarino, Nadia Villagran, Dr. Nora Dominguez, and Oscar Gonzales. The meeting adjourned at 2:24 pm*

Next Meeting Date: Regularly Scheduled FIELD Board Meeting; Saturday, June 22, 2024 time and location to be determined.

*This Special Meeting Agenda was posted at least 24 hours in advance of the meeting at FIELD, CTE Operations Center, 2240 S. Union Ave. Bakersfield, CA 93307 online on the website, and at the meeting location.*