

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
January 20, 2015

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order by Chair L. Neuerburg at 7:00pm at the Tri-Valley Office in Crookston, MN.

Board members present were: L. Neuerburg, N. Nicholas, J. Boerger-Wilder, L. Grinde, D. Diedrich, J. Gerszewski, S. Peterson, L. Vonasek, M. Kroulik, D. Mack, M. Gunderson, L. Hall, D. Svaren, J. Mulvihill, L. Greendahl, and D. Castaneda.

Staff members present were: J. Carlson, S. Christianson, and D. Batcho.

Chair L. Neuerburg welcomed S. Christianson, Human Resource Director and J. Mulvihill, Norman County Low-Income Sector representative.

J. Gerszewski moved to approve the revised Consent Agenda of Adopt Agenda; December 11, 2014 meeting minutes; Status Report for December; Financial Report; MN Department of Public Safety, \$0 - 10 car seats, for Region V and Region XII Head Start (MJ), this is a one time grant, to obtain free car seats to distribute to low income families, families will be trained in child passenger safety and receive a free car seat; Minnesota Department of Public Safety - Region V and XII Head Start (JF, KW, AB) - for 30 car seats to have car seats available for families who are in need of a car restraint system; Minnesota Department of Public Safety, Region V and Region XII Head Start (NM, LV) for 20 Car Seats to have car seats available for families who are in need of a car restraint system; Region XII - Education Manager Leadership Institute, Head Start, Responsible for travel, hotel and training is provided at no cost to offer education managers across the nation a chance to build upon current knowledge on professional development and leadership in order to enhance your skills as a learning leader; Region XII, Migrant and Seasonal Head Start CARES project, Head Start, Training and Materials will be provided through this, supporting the development of young children's social-emotional skills and competencies in preschool programs, including Head Start, is increasingly viewed as important; Region XII, Practice Base Coaching, Head Start, Responsible for travel and hotel, training is provided at no cost, to provide individualized technical assistance to grantees as they make a plan to implement and sustain Practice Based Coaching in our organization and to explicitly link Practice-Based Coaching to other professional development, T/TA and quality improvement activities; AC/EW Waiver Contract w/Marshall County Social Services – Senior Companion from January 1, 2015 – December 31, 2015 to provide Companion Program Services in Marshall County in order to serve Elderly Waiver and Alternative Care clients; AC/EW Waiver Contract w/LOW County Social Services – Senior Companion from January 1, 2015 – December 31, 2015 to provide Companion Program Services in LOW County in order to serve Elderly Waiver and Alternate Care clients; AC/EW Waiver Contract w/Kittson County Social Services – Senior Companion from January 1, 2015 – December 31, 2015 to provide Companion Program Services in Kittson County in order to serve Elderly Waiver and Alternate Care clients; AC/EW Waiver Contract w/Roseau County Social Services – Senior Companion from January 1, 2015 – December 31, 2015 to provide Companion Program Services in Roseau County in order to serve Elderly Waiver and Alternate Care clients. Second by S. Peterson. Motion carried.

Treasurer N. Nicholas was in to review payroll, accounts payable, and credit cards; all were in order. N. Nicholas moved to approve the Treasurers report as presented. Second by M. Kroulik. Motion carried.

Report by the Chief Executive Officer. J. Carlson attended the *In-Depth Review of OMB's NEW "Super Circular" (2 CFR Part 200)* sponsored by Wipfli and Co-Sponsored by Wisconsin Nonprofit Association and Wisconsin Head Start Association. The conference was about having strong internal controls and understanding the rules governing how you can and cannot spend federal dollars are keys to fiscal management and overall compliance in your organization and these rules are changing. Tri-Valley's policies will need to be amended and will have to look at indirect costs. Head Start had the Fiscal and ERSEA review last week and the preliminary results are: At this time - No Areas of Non-Compliance have been identified. We might have a couple areas of recommendation: -*All forms MUST be signed by staff and parents where indicated. -*We need to remember to attach an agenda, sign-in sheet or some type of documentation to vouchers for training, meetings, parent meetings, or policy council travel, hotel, or food expense. The official results should arrive within 60 days. Strengths identified: -*All fiscal documents were very well organized; -*Fiscal systems and assurances are in place and followed; -*In-Kind well organized and easy to understand; -*Eligibility files were well organized; -*All staff were pleasant to work with and very friendly. L. Vonasek moved to accept the report. Second by L. Hall. Motion carried.

D. Batcho reported on the Head Start/Early Head Start Policy Council meeting. The last meeting was held January 12, 2015. The Policy Council members approved 1 new hire; the US Department of Health and Human Services Federal Head Start and Early Head Start grant application to include the Program Design, Org Chart, and 2015/2016 Contract; the Academy of Nutrition and Dietetics and General Mills grant; and MN Department of Public Safety grants for 60 car seats. L. Coleman presented Program Planning: Community Assessment, Self-Assessment, and Strategic Plan and reviewed the Menu's for 2015-2016; and shared the Minnesota Head Start Association Heroes Awards 2015. D. Mack moved to accept the report. Second by S. Peterson. Motion carried.

D. Batcho reported on the Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. The last meeting was held December 13, 2014. Guest speaker Dave Snyder explained the Minnesota Asset Building Coalition; Mark Schaefer, North Dakota Head Start State Collaboration Executive Director shared North Dakota Head Start updates; and Jeanne Dickhausen, Minnesota Head Start State Collaboration Executive Director shared Minnesota Head Start updates. The Migrant and Seasonal Head Start/Early Head Start Policy Council President T. Luque attended a Parent, Family, Community Engagement Work Group in Alexandria, MN. L. Coleman shared the National Head Start Association is celebrating 50 years; the Disabilities Waiver has been approved; Head Start was re-rated as a Parent Aware 4 Star, and the Head Start program is involved in a lot of initiatives at this time. The Policy Council members approved the hire of 5 new employees and 2 terminations. Maria Torres, Tri-Valley Professional Development Specialist, did a presentation on Professional Development. L. Coleman presented Program Planning: Community Assessment, Self-Assessment, and Strategic Plan; the Head Start Annual Report; and shared the Minnesota Head Start Heroes Awards 2015 and 2015 Summer Internship Program. L. Grinde moved to accept the report. Second by L. Hall. Motion carried.

J. Carlson presented the Program Planning: Community Assessment, Self-Assessment, Strategic Plan, and School Readiness Goals/Child Outcomes. Year 2 Community Assessment Update ~ Both Programs: -Meet and maintain funded enrollment, -Recruit and hire qualified Teachers and Assistant Teachers who can work the length of the program; Region XII: -Transportation, -Facilities (Owatonna, Glencoe), -Playgrounds; Region V: -Full day programming, -Competition. Self-Assessment ~ Parent Check: -Overall very positive, -A couple concerns expressed about transportation and menus; Administrative Check ~ -Plan and PPR updates, -LEA/MOU Agreements, -Volunteer Training, -Mental Health Consultant/Contract,

-Funded Enrollment. Long and Short Range Goal ~ 1) Meet and maintain funded enrollment (Both), 2) Increase Teacher Pay (Both), 3) Transportation (RXII), 4) Facilities (Owatonna RV and RXII; Glencoe RXII), 5) Playgrounds (Both), 6) Full Day Programming (RV), 7) Competition (RV). School Readiness Goal Report – Final for 2014.

J. Carlson shared the Head Start Annual Report ~ 2014.

J. Carlson shared the ACF-IM-HS-14-07 New Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The Office of Management and Budget has issued new uniform administrative requirements, cost principles, and audit requirements effective December 26, 2014. The new uniform administrative requirements, cost principles, and audit requirements (collectively the new fiscal regulations) replace use of the terms “grantee,” “grant funded organization,” “delegate agency,” and “sub-recipient” with uniform use of the inclusive term “non-federal entity” (NFE).

D. Mack reported on the Senior Programs Report Advisory Committee. The last meeting was held November 12, 2014. J. Larson, Tri-Valley Senior Programs Manager, covers the West Polk, Norman, and Clay counties. There are three new Foster Grandparents and 3 Senior Companions in this area. J. Larson attended Senior Day at the Norman and Polk county fairs, Church Senior group meeting in Moorhead, and the Tri-Valley Recognition Banquet. J. Halvorson, Tri-Valley Foster Grandparent Coordinator, covers the Pennington, Marshall, Roseau, Kittson, and Lake of the Woods counties. There are 16 Foster Grandparents and 5 Senior Companions in this area. J. Halvorson attended all 5 county fairs. J. Luckow, Tri-Valley Senior Programs Coordinator, covers Red Lake, Mahnomen, Becker, and East Polk counties. There are 19 Foster Grandparents in this area. H. Simmons, Tri-Valley Senior Programs Director, presented an overview of the Foster Grandparent and Senior Companion programs. Last program year ended with 63 Foster Grandparents, 67,000+ hours were volunteered, 12 grandparents retired/terminated, and 9 Senior Companions who served 32 clients. L. Hall moved to accept the report. Second by M. Kroulik. Motion carried.

J. Carlson shared a letter from Wipfli: *The Government Auditing Standards require us to specifically communicate with the auditee, the individual(s) contracting for or requesting the audit services, and the audit committee information regarding the nature of extent of planned testing and reporting on compliance with laws and regulations and internal control over financial reporting. To meet this communication requirement we have provided you with the attached copy of our engagement letter, which was signed by Mr. Jason Carlson on October 31, 2014.*

L. Neuerburg read a letter from the Department of Health and Human Services: *The Office of Head Start (Region 12) received a complaint from a Tri-Valley Opportunity Council's Head Start Program employee regarding suspected of double counting migrant enrollment. The complainant didn't provide thorough information to assess the potential issue. At times, it looks this employee does not understand recruitment and enrollment of migrant and seasonal children overall. We are recommending Tri-Valley Opportunity Council, Inc. to provide a comprehensive training on eligibility and enrollment of Migrant and Seasonal children to all employees, especially temporary or short-term staff.*

J. Carlson presented the 2014 Tri-Valley Community Needs Assessment Survey Summary. Discussion regarding the survey: the survey was long, questions were hard to answer, support education, promote internship. J. Carlson asked if we should collaborate with another organization. Tri-Valley will come up with something feasible, within our finances, initiatives, and forward to the Board.

Board approval was requested to apply to U.S. Department Of Health and Human Services, Administration For Children and Families, Federal Head Start and Early Head Start, Head Start Child and Family Programs, in the amount of \$2,485,922 from May 1, 2015-April 30, 2016 to provide Head Start and Early Head Start services for children and families; to enhance children's growth and development, strengthen families as the primary nurturers and teachers of their children, provide children with educational, health and nutritional services and link children and families to needed community services. This request includes a conversion of 38 preschool slots to 16 infant/toddler slots for a new funded enrollment of 158 Head Start and 104 Early Head Start. Shared the Program Design, Org Chart, and 2015-2016 Contracts. M. Kroulik moved to approve. Second by D. Svaren. Motion carried.

Board approval was requested to apply to The Academy of Nutrition and Dietetics and General Mills, Nutrition Education and Physical Activity – Head Start in the amount of \$20,000 from June 1, 2015 – May 31, 2016 to improve eating and exercise habits of our Head Start participants through nutrition education and physical activity. The goal is to create health habits in childhood for lifelong health. L. Grinde moved to approve. Second by L. Hall. Motion carried.

Board approval was requested to apply to Northwest Minnesota Foundation in the amount of total project cost of \$51,784; amount requested from NMF \$25,000 from January 1, 2015 – December 31, 2016. Tri-Valley will serve as the fiscal agent for the Northwest Minnesota Council of Collaboratives a partnership of 54 agencies in 7 counties. D. Svaren moved to approve. Second by J. Boerger-Wilder. Motion carried.

J. Carlson shared the Health Insurance Plan update. Tri-Valley is in a service coop pool. BlueCross Blue Shield is working on a supplement to Medicare for a substantial savings.

J. Carlson shared the Tri-Valley Insurance RFP. Tri-Valley sent out a RFP for our insurance; three vendors responded. The three vendors are giving ½ dozen market and ½ dozen comp. In the process of getting quotes from all three agencies.

J. Carlson shared that Tri-Valley has a piece of land in Fisher which a farmer currently uses for farm land. Looking at disposing of this land. J. Carlson asked for Board input on what to do with this land: give to farmer (farmer to pay for all transfer fees), give to city, put it up for bid, see if a surrounding house is interest in the land. It has been agreed J. Carlson will give the farmer first choice on the land.

Next meeting February 10, 2015.

M. Kroulik moved to adjourn the meeting. Second by L. Vonasek. Adjourned at 8:45pm.

Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb