

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
February 19, 2015

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

Board members present were: L. Vonasek, N. Nicholas, J. Boerger-Wilder, D. Diedrich, D. Mack, M. Kroulik, L. Glover, M. Gunderson, T. Lee, and J. Mulvihill.

Staff members present were: J. Carlson, C. Pic, and D. Batcho.

T. Lee moved to approve the revised Consent Agenda: Adopt Agenda, Approve January 20, 2015 meeting minutes, January Status Report, Financial Report, and the request to apply to the MN Department of Public Safety – Head Start Region XII (TM), One-Time Request for 8 car seats to obtain free car seats to distribute to low income families. Second by L. Glover. Motion carried.

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

Report by the Chief Executive Officer. J. Carlson share the Insurance RFP's are due to us by February, 27, 2015; there are 3 interested parties – will mail out to Board for review. The Office 365 migration is completed and going well. J. Carlson is still working with the farmer regarding the land that we have in Fisher. L. Coleman, Head Start Child and Families Program Director, is working on a plan regarding the Head Start conversion of slots from Head Start to Early Head Start. J. Carlson thanked M. Kroulik for participating on the Transportation Program Manager interviews. D. Diedrich moved to accept the reports. Second by T. Lee. Motion carried.

T. Lee reported on the Head Start/Early Head Start Policy Council meeting. The last meeting was held February 2, 2015. Reviewed basic reports, School Readiness Goal Report Summary Checkpoint #1, and Health/Nutrition Services Area Training to include Plans and Performance Standards and review the Menu's for input and the Health Advisory Committee. L. Glover moved to accept the report. Second by J. Mullvihill. Motion carried.

Migrant and Seasonal Head Start/Early Head Start Policy Council meeting – no report.

J Carlson shared the Office of Head Start will conduct a Classroom Assessment Scoring System (CLASS™) Review of Tri-Valley/05CH8302 during the week of 3/16/2015.

J. Carlson a letter from the Administration for Children and Families (ACF) regarding the Head Start (05CH8302) funded enrollment. "Based on our review of the enrollment data for the Tri-Valley program we have determined that the actual Head Start enrollment is less than your funded enrollment for four consecutive months. Thus, we cordially invite you to a meeting to develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating under enrollment".

J. Carlson shared the 2015 US Department of Health and Human Services Poverty Guidelines.

J. Carlson shared the ACF-IM-HS-15-01 Real Property Reporting and Request Requirements from the Office of Head Start. "Effective for budget periods beginning on or after December 26,

2014, all grantees, including those with no covered real property, are instructed to use and submit Standard Form 429.” Tri-Valley Head Start already does this.

Senior Programs Advisory Committee Report – no report.

Board approval was requested to apply to the Southern Minnesota Initiative Foundation – Tri-Valley Rochester Head Start (RXII) from February 2015-July 2015 for 200 English and Spanish Books. M. Kroulik moved to approve. Second by D. Diedrich. Motion carried.

J. Carlson shared the proposed Tri-Valley logo. Request Board members to review, ponder, and share comments with J. Carlson. One comment is there are no “roots” coming from the tree. The logo will be brought back next month for approval.

J. Carlson proposed the following for the Strategic Plan:

- Priority 1 – Improve/promote/advance the objective of coordinating the various services for area preschool children with Head Start.
- Priority 2 – Improve/promote/advance the objective of keeping seniors in their homes and avoiding premature nursing home placement.
- Priority 3 – Improve/promote/advance housing options in the service area.
- Priority 4– Improve/promote/advance Financial Literacy in the service area.

N. Nicholas moved to approve the Strategic Plan. Second by D. Mack. Motion carried

J. Carlson stated the Tri-Valley Fiscal manual is being revised. The revised manual will be sent out to Board members and requesting feedback from the Audit committee prior to the next Board meeting.

The Tri-Valley Board of Directors Bylaws are to be reviewed, discussed, and approved annually; no changes.

Board approval was requested to pay the NW MN Council of Collaborative Membership Dues for 2015 in the amount of \$1,350. M. Kroulik moved to approve. Second by J. Boerger-Wilder. Motion carried.

Board approval was requested for the nomination of Marsha Ogard – Private Sector Norman County Representative to the Tri-Valley Board of Directors. M. Gunderson moved to approve. Second by T. Lee. Motion carried.

C. Pic, Transportation Director, stated that T.H.E. Bus is contracted with Digi-Key to give their employees parking lot service. This started in November 2014 and from November 2014–February 2015 gave 19,829 employees parking lot rides.

D. Diedrich moved to adjourn the meeting. Second by T. Lee. Motion carried.

Adjourned at 7:50pm. Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb