

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
March 10, 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, L. Grinde, D. Diedrich, J. Gerszewski, S. Peterson, L. Vonasek, L. Glover, M. Gunderson, L. Hall, D. Svaren, M. Melting-Ogard, J. Mulvihill, and L. Greendahl.

Staff members present were: J. Carlson, L. Coleman, and D. Batcho.

L. Neuerburg welcomed and introduced M. Melting-Ogard, Norman County Private Sector.

L. Neuerburg read the election results from the Low-Income Sector Marshall County – J. Stafford. L. Grinde moved to accept the results. Second by L. Vonasek. Motion carried.

L. Hall moved to approve the revised Consent Agenda: Adopt Agenda, Approve February 19, 2015 meeting minutes, February Status Report, Financial Report, and the request to apply to the Toys R Us –Tri-Valley Rochester Head Start in the amount of \$250 for an outdoor climber. Second by S. Peterson. Motion carried.

Treasurer N. Nicholas was in to review accounts payable, payroll, and the credit cards; all looked good. J. Gerszewski moved to approve. Second by L. Grinde. Motion carried.

Report by the Chief Executive Officer. J. Carlson shared the farmer who is farming the Tri-Valley land in Fisher is interested in the land but doesn't want to pay for the land. The city will not abate the water charge. The farmer is willing to pay the legal cost for the land. J. Carlson will make an offer for the land and see what the farmer says.

L. Greendahl reported on the Head Start/Early Head Start Policy Council meeting. The last meeting was held March 2, 2015. S. Vonesh will be attending the Minnesota Head Start Association meeting on March 10, 2015 in St. Paul; L. Coleman shared lots of information from the National, State, and Tri-Valley level; approve 2 new hires and 3 grants; read a Letter Regarding Enrollment/Under Enrollment Action Plan; the Minnesota Head Start Association is having a Parent Engagement Event April 6-8, 2015 in Brainerd; and M. Hedden presented training on Child Abuse and Neglect and Family and Community Services Area. D. Diedrich moved to accept the report. Second by J. Gerszewski. Motion carried.

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

J. Carlson shared the Administration for Children and Families letter regarding the Audit: Fiscal Year 2012 A-133 Single Audit 90CM1895. This letter is an Audit Closure letter.

L. Coleman presented the Under Enrollment Action plan for the grants 05CH8302 and 90CM1895. A few reasons Tri-Valley Head Start is under enrolled for Region V is a lot of the families are over income and school districts are offering full day services and transportation. For Region XII crops were damaged, moved to another area, and more families are settling in MN. Tri-Valley staff are enhancing recruitment by using facebook, twitter, and website; working closely with school districts; training staff and parents, Pathway I Scholarship for Crookston and Norman County; and opening more child care classrooms. The Region XII staff are also

working closely with North Dakota Department of Public Instruction and Minnesota Migrant Education Program to find families. L. Coleman did submit a request for conversion for Region V and a reduction in enrollment for Region XII to the Regional Office.

L. Vonasek moved to approve the Head Start/Early Head Start and Migrant and Seasonal Head Start/Early Head Start report. Second by L. Hall. Motion carried.

Senior Programs Advisory Committee Report – no report.

J. Carlson presented the Insurance Request for Proposal (RFP). Discussion took place on the three RFP's that were received which one was received one day late; on time: Otis Magie and Bremer; late: Vaaler. J. Carlson was in communication with late vendor the day it was due yet the RFP was still late (received the following business day). Although, the Tri-Valley letter that was sent to vendors in December requesting RFP's did state "Tri-Valley does reserve the right to award/purchase insurance services on the basis of its sole determination of appropriate coverage and vendor, and may waive any and all irregularities as it deems appropriate to securing those services most beneficial to the corporation". M. Gunderson moved to keep Otis-Magie for one year and invite Vaaler to quote next year. Second by D. Diedrich. 1 Opposed. Motion carried.

J. Carlson requested input and approval on the new Tri-Valley logo. D. Svaren moved to approve the new logo; to be rolled out prior to the Tri-Valley 50th Anniversary. Second by S. Peterson. Motion carried.

J. Carlson shared the Fiscal Policy manual is still being revised; once completed will bring back for Board approval.

J. Carlson stated the Strategic Plan's Priorities were approved at the last board meeting. J. Carlson shared the Strategic Plan's Strategies.

Board approval was requested to apply to the U.S. Department of Health and Human Services Administration for Children and Families Federal Head Start and Early Head Start (RV) – Head Start Child and Families 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 their 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. N. Nicholas moved to approve. Second by L. Hall. Motion carried.

Board approval was requested to apply to the MN Department of Education Early Learning Scholarships Pathway II (RV) – Head Start Child and Family Programs in the amount of \$25,000 from 7/01/2015-6/30/2016 to enhance Mental Health services for children and families in Norman County. J. Mulvihill moved to approve. Second by L. Glover. Motion carried.

Board approval was requested to apply to the MN Department of Education Early Learning Scholarships Pathway II (RV) – Head Start Child and Family Programs in the amount of \$25,000 from 7/01/2015-6/30/2016 to provide additional Early Childhood services for 5 children in collaboration with the Crookston Public Schools. S. Peterson moved to approve. Second by N. Nicholas. Motion carried.

Board approval was requested to apply to the Minnesota Housing Family Homelessness and Prevention and Assistance Program – Community Assistance in the amount of \$400,000 for 2

years to assist families, singles, veterans, youth with homelessness and prevention of homelessness. L. Vonasek moved to approve. Second by J. Gerszewski. Motion carried.

Board approval was requested to apply to the Corporation for National and Community Services Federal Foster Grandparent Program in the amount of \$256,811 from July 1, 2015-June 30, 2016 for the continuation of the Foster Grandparent Program in NW MN. This program provides stipend volunteer opportunities for senior citizens throughout the 11 county service area of NW MN. J. Mulvihill moved to approve. Second by L. Grinde. Motion carried.

Board approval was requested to apply to the Minnesota Board on Aging State Senior Companion Program – Senior Programs in the amount of \$10,596 from July 1, 2015-June 30, 2016 for the continuation of the Companion Program in Clay county. This program provides stipend volunteer opportunities for senior citizens throughout Clay county in NW MN. N. Nicholas moved to approve. Second by L. Hall. Motion carried.

Board approval was requested to apply to the Minnesota Board on Aging State Foster Grandparent Program – Senior Programs in the amount of \$114,781 from July 1, 2015-June 30, 2016 for the continuation of the Foster Grandparent Program in NW MN. This program provides stipend volunteer opportunities for senior citizens throughout the 11 county service area of NW MN. D. Svaren moved to approve. Second by S. Peterson. Motion carried.

Board approval was requested to apply to the MN Department of Human Services Aging Services – Caring Companions Program in the amount of up to \$100,000 in a 2 year grant cycle period; up to \$50,000 per year from July 1, 2015-June 30, 2017 to develop, strengthen, integrate, and maintain companion based services for individuals age 60 and older, at-risk of premature nursing home placement. Companions 50 or older will provide clients (regardless of income) will assistance to maintain their independence. L. Vonasek moved to approve. Second by J. Mulvihill. Motion carried.

J. Carlson shared the 5 Year COLA History; 2014 CPI-U; and the Management team recommendation of 1.75% effective the first pay period ending in May. D. Svaren moved to approve. Second by S. Peterson. Motion carried.

J. Carlson, N. Nicolas, and L. Neuerburg presented the Wipfli Exit Interview. Wipfli, Tri-Valley Auditors were at the Administrative Office last week. J. Carlson shared that Tri-Valley is still trying to work without an Operations Officer. N. Nicholas shared the *Parts of an Audit Report; Major Federal Programs: Head Start – One finding under enrollment in Migrant Head Start; Operating Statistics; Condition of Tri-Valley: -Programmatic: --One finding in the current year audit, --Tri-Valley is a low-risk auditee, -Financial: --Suggested guide is that unrestricted net assets should be between 5% and 10% of expenditures, with 50% of unrestricted net assets in cash, --Tri-Valley's 2014 expenditures were approximately \$21.2 million, --Unrestricted net asset balance should be between \$1,060,000 and \$2,120,000 with a cash balance of \$530,000 to \$1,060,000, --Tri-Valley's 2014 unrestricted net assets were \$1,081,259 with a total cash of \$438,259; Statements of Financial Position; Statement of Activities; Prior Year Observations; Current Year Observation.* J. Carlson will have J. Christensen, Wipfli, attend a Board meeting via phone. J. Gerszewski moved to approve. Second by L. Glover. Motion carried.

N. Nicholas and L. Neuerburg reviewed the Crookston Townhomes and Fisher Townhomes Partnership Financial Statements and Tax Returns for 2014; all looked in order. D. Diedrich moved to accept. Second by S. Peterson. Motion carried.

J. Carlson shared the Crookston Housing Project. There is a housing need in the Crookston area. CHEDA contact Tri-Valley for their input. Tri-Valley contacted the Three Rivers Community Action Program in Zumbrota, MN as this Community Action Program has a Housing program. A Three Rivers staff person came to one of the CHEDA meetings and visited some sites here in Crookston. CHEDA has completed a Project Feasibility Study. Next week the CHEDA Board will be meeting. Tax credits must be applied for by June 2015. Tri-Valley role would be to pay the predevelopment cost of \$50,000-\$60,000 and be the developer through Three Rivers. J. Carlson shared we would ask for a loan from Greater Minnesota Housing fund. S. Peterson motioned to move forward on this project. Second by M. Gunderson. If Tri-Valley needs Board approval for anything regarding this housing project and it is before the next Board meeting D. Svaren moved to call a Special meeting and if no quorum the Executive Committee to make the decisions on behalf of the Board. Second by L. Grinde. Motion carried.

Tri-Valley's Facilities PowerPoint – Tabled.

MN Community Action 2015 Annual Report – for your information.

Nominating Committee: L. Hall, J. Boerger-Wilder, and D. Mack. Election of Officer held in June; start preparing. This is L. Neuerburg's last year as Chair; L. Vonasek will move into the Chair position.

D. Diedrich moved to adjourn the meeting. Second by S. Peterson. Motion carried.

Adjourned at 8:50pm. Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb