

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
April 14, 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, J. Boerger-Wilder, L. Grinde, D. Diedrich, J. Gerszewski, S. Peterson, L. Vonasek, M. Kroulik, D. Mack, L. Glover, M. Gunderson, L. Hall, T. Lee, M. Melting-Ogard, and J. Mulvihill.

Staff members present were: J. Carlson, N. Aaker, and D. Batcho.

L. Neuerburg welcomed and introduced Nikki Aaker, Fiscal Director.

L. Grinde moved to approve the revised Consent Agenda: Adopt Agenda, Approve March 10, 2015 meeting minutes, March Status Report, and Financial Report. Second by M. Kroulik. Motion carried.

D. Diedrich, for Treasurer N. Nicholas, was in to review checks and all looked good. J. Gerszewski moved to approve. Second by L. Glover. Motion carried.

Report by the Chief Executive Officer. J. Carlson shared that S. Christianson, Human Resources Director, will be mailing Board members the Chief Executive Officer evaluation for your completion.

T. Lee reported on the Head Start/Early Head Start Policy Council meeting. The last meeting was held April 13, 2015. The Head Start/Early Head Start Policy Council President attended a Minnesota Head Start Association meeting and the Vice President and Ad Hoc attend the Minnesota Head Start Association Parent Conference and both talked about that in the Governor's Budget there is a funding request for Head Start in the amount of \$19.4 million. Parents wrote letters to their Representatives in support of Head Start. The Policy Council approved one new hire. There was a request for Tri-Valley staff to check into the selection points for adopted children and after research there is not a program out there that gives points for adopted children. Policy Council members were requested approval for the Conversion of Slots of 21 Head Start slots to 12 Early Head Start Slots to meet the needs of families on the waiting list and Reduction in Enrollment of 45 slots to meet the needs of families needing full day services. There were some concerns that less slots for Head Start would make the waiting list higher and this could leave out some Head Start children that need services and what if parents didn't want all day services. Currently, Head Start offers 3.5 hours of services, by reducing slot would be able to offer 8 hours of services Monday-Thursday and child care on Friday. Families on the waiting list would be able to apply for Child Care Assistance or Pathway Scholarships and be served in our child care rooms. Also, discussed what happens if/when the School District takes over 4 year olds and what the future for Head Start is. The Education and Disabilities Services Manager trained on the Education and Disabilities Services Area for Head Start. L. Hall moved to accept the report. Second by L. Glover. Motion carried.

L. Glover reported on the Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. The last meeting was held March 23, 2015. The Policy Council President was elected to the National Migrant and Seasonal Head Start Association Board of Directors as Sargent of Arms. There were six Policy Council members that attended the National Migrant and Seasonal Head Start Association Parent Conference. The opening speaker for this conference was Sammy Benavides, a past Grafton Head Start child who was elected in 2012 to do the National Migrant and Seasonal Head Start Internship in Washington, DC. Head Start was level-funded in FY2015 to include continued funding of the Early Head Start and Child Care Partnerships grants. The National Head Start Association Executive Director is urging members to send a message to your Representative and Senators to urge them to support robust funding for Head Start and Early Head Start in FY2016. Head Start National Priorities are Quality, Accountability, Monitoring, DRS, New Eligibility requirements, and Immigrations. Reauthorization – DRS: -Removing the 10% CLASS; -Self-Reporting: if you self-report or do not self-report same outcome - looking at changing it if you self-report; -Pushing for the Poverty Guidelines to increase; -Health and Safety is huge. The Policy Council approved 24 new hires. There was a discussion on the Child Outcomes/School Readiness Goals Checkpoint #3 (Final). A request to compare the three checkpoints against Head Start/Early Head Start, Migrant Head Start/Early Head Start, and the State per year. The Policy Council came up with some great ideas for recruitment strategies: radio ads, billboards, flyers, workforce centers, schools, food stamp programs, WIC office, bus stops, train stops. The National Head Start Association and the National Migrant and Seasonal Head Start Association are doing a Dollar Per Child fundraiser. M. Kroulik moved to accept the report. Second by D. Mack. Motion carried.

J. Carlson shared a letter from the Administration for Children and Families regarding the Overview of Findings – Fiscal/ERSEA Review – 05CH8302 and 90CM1895 that was conducted 1/05/2015-1/09/2015. Based on the information gathered, no area of noncompliance was found during the course of the review. Accordingly, no corrective action is required at this time. There was one concern – under enrolled.

J. Carlson shared a letter from the Administration for Children and Families regarding the Results from CLASS Observations – 05CH8302 that was conducted 3/17/2015-3/19/2015. Observations were conducted in preschool center-based classrooms using the Pre-K Classroom Assessment Scoring Systems (CLASS). The CLASS tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven point scale.

DOMAIN	Score	DOMAIN	Score	DOMAIN	Score
Emotional Support	6.1625	Classroom Organization	6.0167	Instructional Support	3.6167
DIMENSIONS					
Positive Climate	6.05	Behavior Management	6.50	Concept Development	2.75
Negative Climate*	1.05	Productivity	6.35	Quality of Feedback	3.75
Teacher Sensitivity	6.40	Instructional Learning Formats	5.20	Language Modeling	4.35
Regard for Student Perspectives	5.25				

Low range score: 1-2; Middle range score: 3, 4, 5; High range score: 6, 7. J. Carlson shared the reauthorization stated that in the 3 Domains of CLASS: Emotional Support, Classroom Organization, and Instructional Support would minimally need a 4 in

Emotional Support, a 3 in Classroom Organization, and a 2 in Instructional Support; in addition if all programs met these requirements they would then look at the lowest 10% cut-off scores to determine which programs would fall into Recompetition. To determine the lowest 10% they take the scores of all programs that were reviewed during that program year and calculate the numbers based on their results.

J. Carlson shared the letter from the Office of Head Start regarding the Environmental Health and Safety – 05CH8302 review. The review will be conducted the week of April 20, 2015.

J. Carlson shared the letter of thank you from the Office of Head Start regarding the Enrollment Discussion – 05CH8302 meeting. The meeting resulted in an Under Enrollment Plan and Timetable.

J. Carlson shared the letter from Administration for Children and Families Notice of Award – 90CM9798/03 for full funding in the amount of \$6,428,806 for Head Start base services.

Senior Programs Advisory Committee Report – no report.

J. Christensen, Wipfli, shared a presentation on the Audit. Audit Report: -Independent Auditor's Report-Unmodified opinion; -Independent Auditor's Report of Internal Control Over Financial Reporting and on Compliance and Other Matters-Clean opinion; Independent Auditor's Report on Compliance With Requirements For Each Major Program and Internal Control Over Compliance-One finding on under enrollment in Migrant Head Start, Material noncompliance due to being under enrolled by 128 children (752 enrolled and 880 requirement); Programs Tested: --Head Start (CFDA 93.600) --Migrant Child Care Grant (CFDA 93.667) --Transportation (CFDA 20.509). Operating Statistics: % Change in; % of Expenses; Current Ratio; Number of federal programs operated; Federal Expenditures; Size of Head Start program; Percentage of total revenues; Unrestricted net assets; Net assets-grant funded property; Temporarily restricted net assets; Change in Net Assets. Statement of Financial Position: Total Assets; Total Liabilities and Net Assets. Statement of Activities: Revenue; Operating Expenses; Other expenses; Net assets-Beginning of Year; Net assets-End of Year. 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 \$1,047,348 with total cash of \$750,927.

J. Carlson shared the farmer will pay Tri-Valley \$500 for the land in Fisher and will do all the deed work to transfer the land into his name; Tri-Valley will just need to sign the final paperwork. D. Diedrich moved to approve the selling of this land for \$500 and the farmer to all the paperwork. Second by L. Hall. Motion carried.

J. Carlson stated the Fiscal Manual will be final soon. Will mail out the completed Fiscal Manual to Board members, prior to the next meeting, for your review and input.

J. Carlson is looking at May 1, 2015 as the timeframe to roll out the new Tri-Valley logo for letterhead, clothing, flyers, etc. To update the buses and cars might take a little longer.

L. Hall shared the Nominating Committee will be meeting tonight after the Board meeting.

Board approval was requested to apply to the MN Department of Human Services Community Action Grant and Community Services Block Grant – Tri-Valley Opportunity Council, Inc. in the amount of \$169,588, FY2016/2017, to obtain Community Service Block Grant. M. Kroulik moved to approve. Second by T. Lee. Motion carried.

Board approval was requested to apply to the Mahube-OTWA Community Action Partnership, Inc. Blue Cross Blue Shield Grant – Community Services in the amount of \$10,000 from 4/01/2015-3/31/2016 for funds to assist clients in completing health insurance applications and provide outreach to communities regarding insurance. L. Grinde moved to approve. Second by J. Gerszewski. Motion carried.

Board approval was requested to apply to the US Department of Health and Human Services Administration for Children and Families Region V Federal Head Start and Early Head Start - Head Start Child and Family Programs in the amount of \$2,485,922 from 5/01/2015-4/30/2016 for a Conversion of 21 Head Start slots to 12 Early Head Start slots to meet the needs of families on the waiting list and Reduction in Enrollment of 45 Head Start slots to meet the needs of families needing full day services. We currently offer 3.5 hours of services, by reducing slots we will be able to offer 8 hours of services Monday-Thursday and child care on Friday. Families on the waiting list would be able to apply for Child Care Assistance or Pathway Scholarships and be served in our child care rooms. L. Grinde moved to approve. Second by J. Boerger-Wilder. Motion carried.

Board approval was requested to apply to the MN Department of Education Region V Head State Head Start – Head Start Child and Family Programs in the amount \$317,285 from 7/01/2015-6/30/2016 to provide Early Head Start services for 23 infants, toddlers, and pregnant women and their families in Crookston, East Grand Forks, and Norman County. J. Gerszewski moved to approve. Second by D. Mack. Motion carried.

Board approval was requested to apply to the US Department of Health and Human Services Administration for Children and Families Region XII Federal Migrant and Seasonal Head Start and Early Head Start 2014 Budget Revision - Head Start Child and Family Programs in the amount of \$180,000 from 4/01/2014-3/31/2015 for playgrounds for the centers of Grafton, Danube, Winnebago, and Brooten. L. Vonasek moved to approve. Second by J. Boerger-Wilder. Motion carried.

Board approval was requested to apply to the MN Department of Education Region XII MN State Migrant Head Start – Head Start Child and Family Programs in the amount \$1,558,588 from 7/01/2015-6/30/2016 to provide education and support services for 97 Early Head Start Migrant and Seasonal children of farm workers 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. M. Kroulik moved to approve. Second by T. Lee. Motion carried.

Board approval was requested to apply to the MN Department of Education Region XII MN Migrant Education Program ID&R – Head Start Child and Family Programs in the amount \$740,000 from 7/2015-6/2016 to identify and recruit potential migrant students throughout the state of MN and explore unidentified and untraditional areas of MN to ensure that all potential migrant students are being identified to includes the addition of one full-time Specialist position to support and monitor Title I throughout the state of MN. L. Hall moved to approve. Second by L. Glover. Motion carried.

Board approval was requested to apply to the MN Department of Education Region XII MN Migrant Education Program Health – Head Start Child and Family Programs in the amount \$180,000 from 7/2015-6/2016 to provide age appropriate health screenings, referral, and follow up to all Migrant Title I enrolled children. L. Grinde moved to approve. Second by L. Glover. Motion carried.

Board approval was requested to apply to the MN Department of Human Services MN Migrant Child Care – Head Start Child and Family Programs in the amount \$460,411 from 7/01/2015-6/30/2016 to provide Migrant Child Care services to eligible children in MN. L. Hall moved to approve. Second by L. Vonasek. Motion carried.

Board approval was requested to apply to the North Dakota Department of Public Instruction – Head Start Child and Family Programs in the amount \$20,000 from 5/2015-12/31/2016 to provide identification, recruitment, health, and education services to the North Dakota Title I Migrant Education Program in Manvel and Grafton communities. T. Lee moved to approve. Second by J. Mulvihill. Motion carried.

J. Carlson explained the 10% Indirect Cost Rate. The 10% Federal De Minimus Indirect Cost rate applicable to fringe benefits, material and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 in Tri-Valley’s contracts. Indirect Cost Rate is funding for the Administrative level. Tri-Valley meets the following criteria: -Limited availability to have never received a negotiated indirect cost rate from State or local government departments; -No previous negotiated indirect cost rate with State or local government departments; -Will receive less than \$35 million in direct Federal funding per year. J. Gerszewski moved to approve. Second by M. Kroulik. Motion carried.

Board approval was requested to apply for a Pre-Development loan with Greater Minnesota Housing Fund in the amount of up to \$65,000. This loan is for the new Townhomes development in Crookston. This would be a 3 year loan with a 5% interest deferred. M. Gunderson moved to approve. Second by L. Grinde. Motion carried.

Board approval was request to purchase the Crookston and Fisher Townhomes. J. Carlson shared that Tri-Valley has been a co-owner along with Raymond James for the past 15 years. Raymond James wants out of the ownership. Tri-Valley would assume the existing debt. D. Diedrich moved to approve the purchase of both townhomes and negotiate refinancing of debt. Second by L. Vonasek. Motion carried.

J. Carlson shared the Tri-Valley Opportunity Council, Inc. Crookston, Minnesota Audit Report Financial Statements and Supplementary Information Year Ended December 31, 2014. L. Grinde moved to approve. Second by T. Lee. Motion Carried.

J. Carlson shared the Communication and Marketing Plan. The only changes to this plan were the section regarding Graphic Standards. L. Hall moved to approve. Second by L. Glover. Motion carried.

J. Carlson shared the Community Needs Assessment Survey Summary (2014). Tri-Valley will be having Community Forums next week in Ada, Crookston, and Warren.

J. Carlson shared the Development Committee Annual Report for 2014.

J. Carlson is requesting Board approval for the Long-Time Retirement Compensation for N. Campos who has been with Tri-Valley for 22 years. L. Grinde moved to approve. Second by J. Boerger-Wilder. Motion carried.

J. Carlson is requesting Board approval to be a member of the NJPA. NJPA is a service where you can get playground equipment and a cheaper rate. There is no fee for this membership. S. Peterson moved to approve. Second by J. Gerszewski. Motion carried.

J. Carlson asked Board members if they wanted to move the Board meeting up to an earlier time. All members agreed that 6:30pm may work. Board members are to think about moving up the meeting to an earlier time and will decide at the next Board meeting.

L. Grinde moved to adjourn the meeting. Second by J. Mulvihill. Motion carried.

Adjourned at 8:35pm. Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb