

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
May 12, 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, D. Mack, M. Gunderson, L. Hall, J. Mulvihill, and L. Greendahl.

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

L. Grinde moved to approve the revised Consent Agenda: Adopt Agenda, Approve April 14, 2015 meeting minutes, April Status Report, and Financial Report. Second by J. Gerszewski. Motion carried.

The Executive Committee met at 5:30pm to review the Chief Executive Officers Performance Evaluation. The Board went into closed session. L. Vonasek moved to go into closed session. Second by D. Diedrich. Motion carried. Staff members left and returned. D. Diedrich moved to close – closed session. Second by N. Nicholas. Motion carried. L. Neuerburg opened the Board meeting and stated the Board is very pleased with the Chief Executive Officer and offered a 3% increase (1.75% COLA; 1.25% merit). N. Nicholas moved to approve. Second by L. Grinde. Motion carried.

Treasurer N. Nicholas thanked D. Diedrich for reporting on the Treasurer report last month. Treasurer N. Nicholas was in to review accounts payable, American Express, Visa, payroll - all looked good. J. Gerszewski moved to approve. Second by S. Peterson. Motion carried.

Report by the Chief Executive Officer. J. Carlson shared the letter from Melody Hedden, Tri-Valley's Family and Community Services Manager. This letter was submitted to the Minnesota Head Start Association Heroes Award Category 4 – Head Start Parent who have become Early Childhood Professional. M. Hedden was not selected for this award yet is a very good letter. L. Hall moved to accept. Second by D. Mack. Motion carried.

Head Start/Early Head Start Policy Council meeting – no report.

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

J. Carlson shared the Office of Head start will conduct an Environmental Health and Safety review of Tri-Valley Opportunity Council, Inc. NM / 90CM9798 during the week of 6/15/2015.

J. Carlson presented the Head Start Program Governance Training – Board of Directors Handbook. The handbook consists of: Who We Are; The Life of a Board Member Introduction to Program Governance Who's Who in Head Start Program Governance;

The Life of a Board Member What You Need To Know About Composition and Selection Requirements; The Life of a Board Member What You Need To Know About Conflict of Interest; The Life of a Board Member What You Need To Know About Training and Orientation; The Life of a Board Member What You Need To Know About Head Start Act and Performance Standards; The Life of a Board Member What You Need To Know About Integrated Service Plan, Policies, Procedures and Responsibilities; The Life of a Board Member What You Need To Know About Board Meetings; Direction of the Head Start Program What You Need To Know About Major Responsibilities; Oversight of Head Start Program What You Need To Know About Reports and Information Requirements; Oversight of Head Start Program What You Need To Know About Activity Requirements; Oversight of Head Start Program What You Need To Know About Policy Review and Approval Requirements; What You Need To Know About Shared Governance and Impasse Resolution (Binding Arbitration Agreement for Resolution of Impasses Between Tri-Valley Board of Directors and Region V/Region XII Head Start/Early Head Start Policy Council, Tri-Valley Head Start/Early Head Start Policy Council By-Laws, Tri-Valley Migrant and Seasonal Head Start/Early Head Start Policy Council By-Laws); Advisory Committees; Program Planning Policies Procedures Responsibilities; Family Engagement Policies Procedures Responsibilities; Client Appeal Policies Procedures Responsibilities; Parent Reimbursement Policies Procedures Responsibilities; Financial Management Policies Procedures Responsibilities; Internal Investigation, Corrective Action, and Termination Policies Procedures Responsibilities; Cell Phone Policies Procedures Responsibilities; Selection – Region V Policies Procedures Responsibilities; Selection – Region XII Policies Procedures Responsibilities; Enrollment – Region V Policies Procedures Responsibilities; Enrollment – Region XII Policies Procedures Responsibilities; Recruitment Policies Procedures Responsibilities; Eligibility Policies Procedures Responsibilities. L. Grinde moved to approve. Second by L. Hall. Motion carried.

D. Mack presented the Senior Programs Advisory Council Committee report. The last meeting was held on May 6, 2015. H. Simmons, Senior Programs Director, reported that the Foster Grandparent program started the year with 62 Foster Grandparents; 13 new Foster Grandparents have been recruited; 6 Foster Grandparents have left for medical reasons or moved; 2 Foster Grandparent have stated they will not be back. Twenty-seven sites have Foster Grandparents serving; 33 sites are waiting for a Foster Grandparent. Recruiting will be the main activity for Program Manager and Coordinators this summer. The Senior Companion Program's grant will be ending June 30, 2015 and Tri-Valley has chosen not to renew contract. Some of the reasoning for not renewing the Federal/State Senior Companion Program are: we are beginning the new Caring Companion Program, receive \$0 from the Feds for the program, and receive a small amount from the state. We are unable to serve private pay citizens; not all people want to volunteer 15-40 hours a week. The Caring Companion Program has advertised for a Caring Companion Program Specialist – this is a new position and will close on May 18, 2015. We have applied for the Live Well at Home Grant for \$50,000 with a \$50,000 match - will hear back at the end of May. All current Senior Companions and clients will transition over to the New Caring Companion Program at the end of June 2015. J. Larson, Senior Programs Manager, reported on mandatory in-services throughout the program year. Speakers have been from the Land of the Dancing Sky, Riverview, Polk County Sheriff's office, Crookston Public Schools, Polk County Social

Services, and Larry Trogstad from Homeland Security presenting on situational awareness. Speaking engagements have been done at the Breakfast Club in Moorhead, Senior Day in Crookston, Clay County Providers meeting, Health Fair in Fosston, United Way Spring Fling. J. Luckow, Program Area Manager Area A, reported she continues on recruitment and marketing and will continue to work on marketing this summer by attending county fairs and going to area churches and other areas. The Foster Grandparents and Senior Companions are the best recruiters. J. Halvorson, Foster Grandparent Coordinator, have completed speaking engagements in Stephen, Lion's meeting in Greenbush-Badger, and a Health Fair in Karlstad and will be speaking to a Women's Civic Group May 6, 2015 in Warren. Will be marketing this summer at county fairs and other speaking engagements. Having difficulty in recruiting individuals in Marshall county. H. Simmons introduced the Tri-Valley new logo. D. Diedrich moved to accept. Second by L. Vonasek. Motion carried.

J. Carlson shared the Fiscal Manual has been sent out to members and the Tri-Valley Attorney for review. Any comments or suggestion forward to N. Aaker.

J. Carlson stated the deed is done on the purchase of Crookston and Fisher Townhomes. J. Carlson will work with the Audit and Finance Committee on a refinancing package and will report back to the Board.

J. Carlson stated the Fisher Land Sale papers are signed and done.

L. Neuerburg asked Board members if they would like to move up the starting time of Board meeting. S. Peterson moved to approve a 6:30pm start time. Second by J. Boerger-Wilder. Motion carried.

J. Carlson shared a powerpoint presentation of all the facilities that Tri-Valley owns or leases.

L. Hall shared the Nominating Committee is working on the nominations.

Board approval was requested to apply to the MN Department of Education MN Summer Food Service Program RV and RXII – Tri-Valley Head Start Food and Nutrition Programs in the amount of \$250,000 (\$2.0775 per breakfast, \$3.645 per lunch, \$0.865 per snack) from June 1, 2015-September 30, 2015 for reimbursement for meals served during the summer months. L. Vonasek moved to approve. Second by S. Peterson. Motion carried.

Board approval was requested to apply to the North Dakota Department of Public Instruction ND Summer Food Service Programs RXII – Tri-Valley Head Start Food and Nutrition Programs in the amount of \$60,000 (\$2.0775 per breakfast, \$3.645 per lunch, \$0.865 per snack) from June 1, 2015-September 30, 2015 for reimbursement for meals served at the Grafton Head Start site during the summer months. L. Grinde moved to approve. Second by N. Nicholas. Motion carried.

Board approval was requested to apply to the Second Harvest Heartland Summer Meals – Tri-Valley Head Start Food and Nutrition Programs RXII in the amount up to

\$25,000 from June 1, 2015-September 30, 2015 to help pay for salaries, food costs, administrative costs and supply purchase for open summer feeding site in specific MN counties. L. Hall moved to approve. Second by J. Boerger-Wilder. Motion carried.

Board approval was requested to apply to the Minnesota Department of Human Services – Child Care Aware in the amount of \$146,000 from July 1, 2015-June 30, 2017 to support child care providers, Parent Aware program, Assist communities in building child care supply. S. Peterson moved to approve. Second by J. Boerger-Wilder. Motion carried.

Board approval was requested to apply to the United Way of Crookston – Transportation Programs in the amount of \$2,000 for the Summer months June 8, 2015-August 20, 2015 for funds to provide free rides to youth, ages 18 and under, to free lunch sites during the summer months. There are 3 lunch sites in Crookston. All lunches are free to youth, ages 18 and under. L. Grinde moved to approve. Second by N. Nicholas. Motion carried.

Board approval was requested to participate in the Ride Link program at no cost to Tri-Valley. This resolution is an agreement with the State of Minnesota to purchase and use computer equipment funded through the Ride Link program to provide transportation information as part of the Link Live network. J. Gerszewski moved to approve. Second by D. Diedrich. Motion carried.

J. Carlson shared the Crookston housing project is going to be called the Agassiz Townhomes. This will be a 30 unit Townhome in the north part of Crookston. Paperwork has to be submitted by the end of June.

J. Carlson stated the schedule for the 401(k) Retirement Request for Proposal is due to send out. D. Diedrich moved to approve. Second by L. Hall. Motion carried.

J. Carlson shared the Prairieland Duplexes Annual Report. These duplexes are owned by Tri-Valley; finances flows through Tri-Valley; 100% occupied – in good shape. L. Grinde moved to approve. Second by J. Boerger-Wilder. Motion carried.

L. Grinde moved to approve the Authorization Resolution for Chief Executive Officer to Sign on Behalf of Board. Second by S. Peterson. Motion carried.

N. Aaker presented the Fiscal training. N. Aaker explained the Executive Summary; the Tri-Valley Fund #, Grant/Contract Name, Grant/Contract Period, Budget/Contract Amount, Expenditures to Date, % Spent, Budget/Contract Balance; The Tri-Valley Corporate Financial Statements per Assets: Base, EGF Center, Fisher Project, Crookston Project, MURL Revolving Loan Fund, Polk County Front Desk, Small Revolving Loan Fund, Transit Shop TRF Building, TVOC Development, Total; and the Tri-Valley Prairieland and Townhomes Financial Statements.

J. Carlson shared the Results Oriented Management and Accountability (ROMA). ROMA is Community Action's outcome framework and participation is required in the CSBG Act. ROMA was created in 1994 based upon principles contained in the federal

Government Performance and Results Act of 1993 and provides a cycle for continuous growth and improvement. Since 1994, the national Community Action network has been guided by six broad anti-poverty goals: Goal 1: Low-income people become more self-sufficient (Family); Goal 2: The conditions in which low-income people live are improved (Community); Goal 3: Low-income people own a stake in their community (Community); Goal 4: Partnerships among supporters and providers of service to low-income people are achieved (Agency); Goal 5: Agencies increase their capacity to achieve results (Agency); Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems (Family). To accomplish these goals, local Community Action Agencies undertake a number of ROMA actions focused on results-oriented management and results-oriented accountability.

L. Grinde moved to adjourn the meeting. Second by J. Boerger-Wilder. Motion carried.

Adjourned at 8:30pm. Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb