

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
April 11, 2017

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order by Chair, L. Vonasek, at 6:30 pm, at the Tri-Valley Administrative Office in Crookston, MN.

Board members present were L. Vonasek, D. Diedrich, G. Willhite, L. Hall, S. Vonesh, J. Gerszewski, S. Peterson, M. Gunderson, M. Kroulik, D. Mack, G. Burris, J. Boerger-Wilder, L. Neuerburg, D. Svaren, M. Melting-Ogard, L. Monk, and C. Rodriguez.

Staff members present were J. Carlson, M. Hams, and M. Berhow.

Guest present was Jeff Evers.

L. Monk moved to approve the revised Consent Agenda of Adopt Agenda, March 14, 2017, meeting minutes, and March Status Report. Second by M. Kroulik. Motion carried.

The Executive Committee met at 6:00 PM to review the Chief Executive Officer's Performance Evaluation. D. Diedrich moved to approve the Chief Executive Officer's Performance Evaluation minutes. Seconded by L. Monk. Motion carried.

The Treasurer's Report will be reviewed during the audit report.

J. Carlson presented the Chief Executive Officer report.

- It is suggested that any approved COLA be applied with discretion as the current federal Continuing Resolution runs through April 28. If a longer term Continuing Resolution is passed at that time, COLA can then be applied, If one is not passed, we should reevaluate at the May board meeting.
- Jeff Evers was available to answer board member questions regarding the Fournet Block property. The board members toured the property at 5:30 PM, prior to the meeting.
- Community Forums will occur the week of April 17-21. The schedule will be in the March newsletter.
- Tri-Valley will be co-hosting a Chamber of Commerce after-hours event at the Crookston Transit office in May. The event, co-hosted by the Sugarbeet Museum, may serve beer and wine being served by a licensed establishment, however Tri-Valley will not be participating in the serving of alcohol. Tri-Valley's insurance company was contacted and agreed that there is no risk (and no required rider to our policy).

S. Peterson moved to accept the Chief Executive Officer report. Second by L. Hall. Motion carried.

C. Rodriguez reported on the Head Start/Early Head Start Policy Council meeting. The program did not receive the Early Head Start grant, therefore funding is not available for additional classrooms. A suggestion has been made to rent the space to another childcare

provider. M. Melting-Ogard moved to accept the Head Start/Early Head Start Policy Council meeting report. Second by J. Boerger-Wilder. Motion carried.

The Migrant and Seasonal Head Start/Early Head Start Policy Council will meet in Alexandria, MN, on Saturday, April 29, 2017.

There was no Senior Programs Advisory Committee report.

The Board of Directors Nominating Committee will be L. Monk, J. Boerger-Wilder, D. Mack, and L. Hall.

Board approval was requested to apply for the Minnesota Department of Education grant in the amount of \$349,824 for the Early Head Start, Head Start, Child & Family Programs. Funding provided by the grant will promote school readiness by enhancing the social and cognitive development of children.

D. Mack moved to approve. Second by S. Vonesh. Motion carried.

Board approval was requested to apply for the National Recreation and Park Association/Walmart Foundation, 2017 Healthy Out of School Time grant in the amount of \$25,000-\$35,000 for the Migrant Head Start Food and Nutrition Program. Funding provided by the grant will provide nutrition based literacy, implement nutrition, promote meal and program efficiencies, and increase healthy meals.

L. Neuerburg moved to approve. Second by G. Burris. Motion carried.

Board approval was requested to apply for the Northwest Community Action grant (as a sub-grantee) in the amount of \$25,259.20 for the Community Services program. Funding provided by the grant will be used the help pay for MNSURE Navigator, a tool to help people apply for health insurance.

G. Willhite moved to approve. Second by S. Peterson. Motion carried.

Board approval was requested to apply for the Office of Economic Opportunity / Minnesota Department of Human Services Community Partnerships and Child Care Division grant request in the amount of \$300,000 for Transitional Housing Program (THP) and Homeless Youth Act (HYA) funding to assist families, individuals, and youth.

D. Mack moved to approve. Second by L. Neuerburg. Motion carried.

Jean Christensen presented the audit report. Tri-Valley's liquidity is good and there is ample cash to meet obligations. Even though some expenses have been re-characterized after moving to the 10% de minimus rate, about 94 cents of every dollar at Tri-Valley goes into programming. Highlights of the audit include:

- There were no findings in the current year audit.
- Tri-Valley is not a low-risk auditee.

- Suggested guide is that unrestricted net assets should be between 5% and 10% of expenditures.
- Tri-Valley's 2016 expenditures were approximately \$23 million.
- Unrestricted net asset balance should be between \$1,650,000 and \$2,300,000.
- Tri-Valley's 2016 unrestricted net assets were \$1,847,114 (excluding grant funded fixed assets).

D. Svaren moved to accept the audit results. Seconded by D. Diedrich. Motion carried.

The proposed agency COLA is 1.5%. L. Hall moved to approve the agency COLA pending results of potential COLA changes occurring 4/28/2017. Effective date is to be determined. Seconded by J. Gerszewski. Motion carried.

J. Carlson discussed Fournet Block lease terms and other options for new Tri-Valley locations. The board agreed to move forward with lease agreement discussions and revisit at the May meeting. Highpoints included in the Fournet Block lease are:

- Commitment from Tri-Valley to lease at least 8500 square feet
- \$12/sq ft. gross rent
- Leased space must be accessible to ADA standards
- ASHRAE best practices for Indoor Air Quality must be followed
- Tri-Valley will be responsible for designing leased space
- Lease must allow for adjustment based on documented decreases in Tri-Valley's revenue
- 10 year lease term with inflationary adjusters expressed as a negotiated percentage or tied to an index
- Tri-Valley will be responsible for low voltage wiring and items such as card access systems
- Tri-Valley will be responsible for cleaning leased space
- Agreements for cleaning of common areas to be negotiated as addenda to the lease as other tenants occupy space
- Shared reception services will not be a part of the lease but will be negotiated between building tenants
- Lease will contain "out clauses" for Tri-Valley's protection prior to occupancy and will cover such areas as: timeline, fit and finish/structural integrity (based on pre-construction assurances), accessibility, and HVAC

The Polk-Norman-Mahnomen Community Health Services, Community Health Improvement Plan and 2016 Annual Report was tabled for the May, 2017, meeting.

The next meeting will be held at the Tri-Valley Administrative Office on Tuesday, May 9, 2017, at 6:30pm.

D. Diedrich moved to adjourn the meeting. Second by G. Burris. Adjourned at 8:45 pm.

Adjournment.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL