

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
May 9, 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, S. Kjono, L. Monk, and C. Rodriguez.

Staff members present were J. Carlson, M. Hams, and D. Littlefield.

L. Monk moved to approve the revised Consent Agenda of Adopt Agenda, April 11, 2017, meeting minutes, April Status Report, and April Financial Report. Second by L. Hall. Motion carried.

Treasurer D. Diedrich reported that the last month's accounts payable, payroll, and credit card reports have been reviewed and are in order.

J. Carlson presented the Chief Executive Officer report.

- The Senate passed an omnibus spending bill that included a small COLA in its allotment (retroactive to April 1, 2017). It's suggested we wait for guidance on next steps and act accordingly.
- The city of Crookston declared May, 2017, to be Community Action Month in recognition of the hard work and dedication of Tri-Valley and all Minnesota Community Action agencies.
- Tri-Valley will again be partnering with the Northwest Minnesota Council of Collaboratives to plan another "Rewriting the Rural Narrative" event (evening sessions on Tuesday, June 13, in Thief River Falls and Wednesday, June 28, in Crookston), featuring Ben Winchester with the University of Minnesota. We're hoping to supplement the event with information on the economic development of housing.

J. Gerszewski moved to accept the Chief Executive Officer report. Second by M. Kroulik. Motion carried.

There was no May, 2017, Head Start/Early Head Start Policy Council meeting. The next meeting is scheduled for September 5, 2017.

D. Littlefield presented the Migrant and Seasonal Head Start/Early Head Start Policy Council report. The meeting was held in Alexandria, MN, on Saturday, April 29, 2017.

- Bernardo Rangel, Jr. shared highlights from his trip to the National Migrant & Seasonal Head Start Association Conference held in Costa Mesa, CA, March 4-8, 2017, to include:
 - Parent Affiliate training and elections
 - Information on immigration
 - Special parent training

- Decisions are pending in Federal and State Legislation that will affect funding for Health and Human Services programs, which, in turn, will affect Head Start programs.
- All the policies and procedures have been revised to comply with the new Head Start Performance Standards.
- The federal government has engaged the state of North Dakota to discuss Migrant Education. Cris Young is attending to represent us in these discussions.
- Selected centers in our program will be invited to participate in the Migrant and Seasonal Head Start Study.
- 20 new hires and 3 terminations were approved.

J. Carlson shared that the Office of Head Start (OHS) has determined that our program did not meet any of the conditions outlined in 45 CFR Part 1304.11 of the Head Start Program Performance Standards Designation Renewal System (DRS). As a result, we are eligible for a non-competitive five year grant award to operate the Head Start and Early Head Start programs.

G. Willhite moved to accept the Head Start, Child and Family Programs report. Second by S. Vonesh. Motion carried.

D. Mack reported on the Senior Programs. The Foster Grandparent/Caring Companion Programs Advisory Council meeting was held May 3, 2017.

- 68 Foster Grandparents enrolled at the start of the school year. Since then, 16 additional Foster Grandparents have been recruited and 17 Foster Grandparents are retiring.
- The Foster Grandparent Demonstration Grant and regular grant has been sent to the National and Community Service for approval.
- Currently, we have 42 Caring Companions with 14 Caring Companions not serving clients. Caring Companions have provided 2,450.75 volunteer hours to date for an average of 33 clients a month.

S. Peterson moved to accept the Senior Programs report. Second by L. Neuerburg. Motion carried

J. Carlson provided status update on the proposed Fournet lease and presented information on the financial impact to Tri-Valley of rent vs. build.

- If the decision is made to build, grant funds cannot be used for debt service unless you receive permission. Even with permission, we would lose control over the asset as the government requires a special lien be filed, thereby creating another depreciable asset that we can't use for leverage.
- If the decision is made to rent, rent costs are an allowable expense that can be charged back to programs, very much like the space costs we currently allocate.

The proposed Agreement to Enter into Lease with Jeffrey Evers stipulates that he (the owner) will substantially commence construction/remodeling of the 101 N. Broadway premises to the design as specified by Tri-Valley (lessee) within 6 months of the execution of the agreement. Construction/remodeling will be completed within 18 months, and be ready for occupancy. Failure to meet the deadlines will render the agreement null and void at option of Tri-Valley.

L. Neuerburg moved to accept the Agreement to Enter into Lease with Jeffrey Evers. Seconded by D. Mack. Motion carried.

Board approval was requested to apply for the U.S. Department of Health and Human Services, Administration for Children and Families grant request for Federal Migrant & Seasonal Head Start & Early Head Start in the amount of \$182,000 from April 1, 2017 – March 31, 2018 which is a carry-over request from the Extend Duration grant to complete playground projects that were unable to be completed during the winter months.

S. Peterson moved to approve. Second by L. Monk. Motion carried.

Board approval was requested to apply for the MN Department of Education grant request for State Migrant Early Head Start in the amount of \$1,968,218 from July 1, 2017 – June 31, 2018 to provide Early Head Start services to eligible children in Minnesota.

M. Kroulik moved to approve. Second by D. Diedrich. Motion carried.

Board approval was requested to apply for the MN Department of Education grant request for Identification and Recruitment in the Head Start, Child & Family Programs in the amount of \$773,345 from July 1, 2017 – June 31, 2018 to identify and recruit potential migrant students throughout the state of Minnesota.

J. Gerszewski moved to approve. Second by S. Kjono. Motion carried.

Board approval was requested to apply for the MN Department of Education grant request for Health Services in the Head Start, Child & Family Programs in the amount of \$180,000 from July 1, 2017 – June 31, 2018 to provide age appropriate health screenings, referrals, and follow up to all Migrant Title 1, Part C, enrolled children.

L. Neuerburg moved to approve. Second by S. Vonesh. Motion carried.

Board approval was requested to apply for the MN Department of Human Services grant request for Minnesota Migrant Child Care in the Head Start, Child & Family Programs in the amount of \$438,823 from July 1, 2017 – June 31, 2018 to provide Migrant Child Care services to eligible children in Minnesota.

M. Kroulik moved to approve. Second by S. Peterson. Motion carried.

Board approval was requested to apply for the North Dakota Department of Public Instruction grant request for North Dakota Migrant Education Services in the Head Start, Child & Family Programs in the amount of \$25,000 from May 20, 2017 – December 31, 2018 to provide identification and recruitment services to the North Dakota, Title 1, Migrant Education Program.

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

Board approval was requested to apply for the US Department of Health and Human Services, Administration for Children and Families, grant request for Federal Head Start & Early Head Start in the amount of \$120,000 from May 1, 2017 – April 30, 2018 which is a carry-over request from the Extend Duration grant to complete projects that were not able to be completed during the winter months.

G. Burris moved to approve. Second by D. Svaren. Motion carried.

Board approval was requested to apply for the Minnesota Department of Human Services grant request for Child Care Aware in the amount of \$295,092 from July 1, 2017 – June 30, 2019 to provide for the Parent Aware Program, support, and provide technical assistance to, child care providers, and assist communities in building child care supplies.

D. Svaren moved to approve. Second by D. Mack. Motion carried.

Board approval was requested to apply for the Migrant Head Start Food and Nutrition Program grant request in the amount of \$290,000 for one food service distributor for Region V and Region XII Head Start.

J. Boerger-Wilder moved to approve. Second by G. Willhite. Motion carried.

Board approval was requested to apply for the North Dakota Department of Public Instruction, Food and Nutrition Programs grant request for North Dakota Department of Public Instruction CACFP Team Nutrition in the amount of \$500 from May 30, 2017 – September 25, 2017 to provide nutrition education training and resources to CACFP staff, parent/caregivers, and children.

D. Diedrich moved to approve. Second by S. Peterson. Motion carried.

Board approval was requested to approve a resolution authorizing application for Minnesota Housing and Finance Agency Bridges Fund in the amount of \$150,960.

L. Hall moved to approve. Second by S. Vonesh. Motion carried.

J. Carlson presented the Prairieland Duplexes Annual Report. Prairieland Duplexes has been changed to Section 515 Family Housing, which has been very successful. There are reserves well into six figures. There is a program available to be reimbursed for corporate management of the duplexes. J. Carlson applied and received \$7,500.

D. Diedrich moved to accept the Prairieland Duplexes Annual Report. Second by J. Gerszewski. Motion carried.

J. Carlson presented a Head Start proposal to lease a building in Rogers, MN, for an additional MSHS/MSEHS center. This will alleviate issues that arose when the current Monticello center lost some of their space. The building that will be up for lease is one that will be vacated by the Elk River Schools, Early Childhood Program, who are moving back to the Elk River school. The rent will be \$10.00 gross including utilities and have a lease term of 60 months (with a 60 day out).

L. Monk moved to approve the Lease Terms and Conditions with Continental Property Group for the lease of the property at 14020 Northdale Boulevard, Rogers, MN. Second by M. Gunderson. Motion carried.

J. Carlson provided training of the new Head Start Performance Standards to the Board of Directors.

The Board was presented an Authorization Resolution for the Chief Executive Officer to Sign on Behalf of the Board of Directors. The resolution authorizes J. Carlson to negotiate and sign on behalf of the Tri-Valley.

J. Gerszewski move to approve the Resolution for Chief Executive Officer to Sign on Behalf of the Board of Directors. Second by D. Mack. Motion carried.

S. Kjono provided information from the Polk-Norman-Mahnomen Community Health Services, Community Health Improvement Plan and 2016 Annual Report. Information included the progress on CHIP (Community Health Improvement Plan) priority areas: 1) decrease persistent poverty; 2) coordination of behavioral and physical health; 3) positive social connections for youth. Next steps include to formally bring community stakeholders and partners together to reexamine priorities and strategies in June and December, 2017, and to more explicitly define outcome indicators, and a tracking system that is mutually agreed upon by the partners.

The next meeting will be held at the Tri-Valley Administrative Office on Tuesday, June 13, 2017, at 6:30pm.

D. Diedrich moved to adjourn the meeting. Second by L. Monk. Adjourned at 7:45 pm.

Adjournment.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL