

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
June 13, 2017

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

Board members present were D. Diedrich, G. Willhite, S. Vonesh, J. Gerszewski, S. Peterson, M. Gunderson, D. Mack, G. Burris, J. Boerger-Wilder, L. Neuerburg, D. Svaren, and S. Kjono.

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

D. Diedrich moved to authorize S. Peterson to act as Chair. Seconded by J. Gerszewski. Motion carried.

S. Kjono moved to approve the Consent Agenda of May 9, 2017, meeting minutes, May Status Report, and May Financial Report. Seconded by L. Neuerburg. Motion carried. D. Svaren moved to adopt the revised agenda as amended (inclusion of additional New Business; Grant and Contract Request; Bridges Resolution). Seconded by D. Mack. 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.

- Tri-Valley is working with Wells Fargo, Minnesota Housing Finance Agency, and the Greater Minnesota Housing Fund to seek additional funding. Although we are still required to utilize the housing attorney in Minneapolis, our local attorney will be able to complete the Title work and funds can be released locally. If all continues as planned, the townhomes are on track to break ground in September.
- The Fournet Building tour was a success with over 1000 people touring the building. The tour included data-gathering from Crookston residents on the needs of downtown Crookston.
- Discussion was held on the Head Start budget.

G. Willhite moved to accept the Chief Executive Officer report. Seconded by J. Boerger-Wilder. Motion carried.

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

There was no Migrant and Seasonal Head Start/Early Head Start Policy Council report. The next meeting is scheduled for June 24, 2017.

J. Carlson shared that the Head Start and Early Head Start programs budgets will be reduced by over \$200,000 (from budgets that the Board of Directors has already

approved). Amended budgets have been drafted and reductions will affect medical and dental check-ups, and the number of children and families the program will be able to serve.

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

There was no Senior Programs report. The next Advisory Committee meeting is scheduled for November, 2017.

Board approval was requested to apply for the Office of Economic Opportunity, MN Department of Human Services grant request for the Community Services program in the amount of \$203,000 from October 1, 2017, to September 30, 2018, to continue to provide outreach for SNAP applicants.

D. Svaren moved to approve. Seconded by S. Vonesh. Motion carried.

Board approval was requested to apply for the MN Department of Transportation grant request for the Transportation Program in the amount of \$2,844,450 from January 1, 2018, to December 31, 2018, to provide public transit service in the 8-county transit service area.

J. Gerzewski moved to approve. Seconded by L. Neuerburg. Motion carried.

Board approval was requested to apply for the MN Department of Transportation grant request for the Transportation Program in the amount of \$26,000 from June 2, 2017, to December 21, 2017, to purchase a support vehicle for transit staff.

G. Burris moved to approve. Seconded by D. Svaren. 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 Migrant and Seasonal Head Start and Early Head Start in the amount of \$80,194 from April 1, 2017, to March 31, 2018, for Cost of Living Adjustment (COLA).

S. Kjono moved to approve. Seconded by M. Gunderson. 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 Head Start and Early Head Start in the amount of \$24,835 from May 1, 2017, to April 30, 2018, for Cost of Living Adjustment (COLA).

D. Diedrich moved to approve. Seconded by G. Willhite. Motion carried.

Board approval was requested for a resolution authorizing Tri-Valley as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency, Bridges Fund in the Minnesota counties of Norman, Marshall, Polk, Red Lake, Pennington, Kittson, Lake of the Woods, Clearwater, and Roseau.

G. Burris moved to approve. Seconded by J. Boerger-Wilder. Motion carried.

J. Carlson presented updates regarding a previous MURL judgement. After further investigation, it has been discovered that the homeowner may be more culpable than originally thought. Due to no response from the homeowner to previously filed court documents, Tri-Valley has the option to bring the case forward to a judge, and subsequently to collections.

M. Gunderson moved to proceed with legal action, with the contingency that we will remain open to hearing future options or negotiations from the homeowner, and this decision will not be established as a precedent i.e., we will continue to approach any future issues such as this on a case-by-case basis. Seconded by D. Diedrich. Motion carried.

Tri-Valley is partnering with the Northwest Minnesota Council of Collaboratives for another Rewriting the Rural Narrative event, featuring “Brain Gain” and Economic Development and Housing. The events are scheduled for Tuesday, June 13, in Thief River Falls, and Wednesday, June 28, in Crookston. All Board of Directors and encouraged to attend.

Human Resources requested Board of Directors approval for the hiring of a seasonal employee who does not currently meet the minimum requirements of the position. The Health Assistant position requires a valid driver’s license, however, the potential new hire will not acquire one for another month.

D. Diedrich moved to approve the hiring with the contingency that, if the employee does not obtain a valid license within 45 days of this date, the employee will be terminated. Seconded by J. Boerger-Wilder. Motion carried.

Minnesota Community Action Partnership is sponsoring the 2017 MinnCAP Training Conference in Bemidji, July 31 through August 3. Board members interested in attending will contact D. Littlefield for event registration and hotel arrangements.

J. Carlson polled the Board to ascertain what they would like to see reported on the monthly Financial reports, going forward. The Board will review information and report back at the next regular meeting.

The Tri-Valley, 2016 Annual Report was reviewed.

G. Burris moved to approve the Tri-Valley, 2016 Annual Report. Seconded by S. Kjono. Motion carried.

Board members were asked to read and sign the Consent and Release form and return to D. Littlefield.

Board members were asked to read and sign the Conflict of Interest form and return to D. Littlefield.

Board members were asked to complete the Board Qualification Survey and return to D. Littlefield.

The floor was opened for nominations to participate on the Head Start/Early Head Start Policy Council. L. Neuerburg volunteered. Nominations ceased. L. Neuerburg will continue as the Representative to the Head Start/Early Head Start Policy Council. D. Mack moved to approve. Seconded by S. Vonesh. Motion carried.

The floor was opened for nominations to participate on the Migrant and Seasonal Head Start/Early Head Start Policy Council. S. Vonesh volunteered. Nominations ceased. S. Vonesh will serve as the Representative to the Migrant and Seasonal Head Start/Early Head Start Policy Council. G. Willhite moved to approve. Seconded by J. Boerger-Wilder. Motion carried.

The Nominating Committee Report was presented. Nominations are:

Chair – LeRoy Vonasek

Vice Chair – Mark Kroulik

Secretary – Shawna Peterson

Treasurer – Don Diedrich

Nominations ceased and Board accepted the Nominating Committee's nominations. L. Neuerburg moved to elect all by acclamation. Seconded by J. Boerger-Wilder. Motion carried.

The Board agreed that Board of Directors pictures will be taken at the Administrative Office and will include 100% Board participation.

There will be no July Board meeting. If business comes up that requires approval, the Executive Committee will be contacted. The next meeting will be held at the Tri-Valley Administrative Office on Tuesday, August 8, 2017, at 6:30 pm.

G. Burris moved to adjourn the meeting. Seconded by M. Gunderson. Adjourned at 7:40 pm.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL