

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
August 8, 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 L. Vonasek, D. Diedrich, G. Willhite, S. Vonesh, J. Gerszewski, S. Peterson, M. Gunderson, G. Burris, J. Boerger-Wilder, L. Neuerburg, D. Svaren, L. Hall, and S. Kjono.

Staff members present were J. Carlson, H. Simmons, and D. Littlefield.

L. Neuerburg moved to accept the renomination of Shawna Peterson as a representative for the Private Sector in Marshall County. Seconded by G. Burris. Motion carried.

L. Hall moved to approve the Consent Agenda which included the June 13, 2017, meeting minutes, July Status Report, June Financial Report, Institute of Agriculture and Trade Policy grant request for the Head Start/Early Head Start Food and Nutrition Program in the amount of \$6,000 to implement food service innovations, Farm to Early Child Care curriculum, and support the integration of locally grown foods into menus, and Crookston Area Community Fund grant request for the Head Start/Early Head Start Program in the amount of \$3,500 to purchase books for the Crookston Head Start/Early Head Start center library. Seconded by S. Peterson. 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 has \$31,940 remaining in an Otto Bremer Trust that we will be able to return to our programs and provide community assistance such as emergency hotel vouchers and indemnity funds for hard-to-house individuals. Otto Bremer Trust, who fully supports this activity, will be informed when a decision has been made on how the funds will be utilized.
- The Agassiz Townhomes project due diligence is progressing. MN Housing will review the project once due diligence is complete. Bids for general contractors will be open on Friday, August 11.
- The Crookston Housing & Economic Development Authority is considering providing incentives to assist in the development of the Fournet building. The City of Crookston has not yet reviewed the project in detail.
- The Tri-Valley health insurance plan renewal numbers will be available in August. Restructuring in the pool and market level may affect the coverage that will be made available. J. Carlson is meeting with program directors to develop options that may increase participation rate, which will ensure we remain a pool member in good standing. A decision for the plan will be made in October.

- Laurie Coleman has been appointed to a committee tasked to develop reform options for Early Childhood Education in the State of Minnesota. Output from the committee will be provided to the State Legislature.
- We are actively pursuing 2 new Board of Directors members (Low Income Sector from Marshall County, and Private Sector from Norman County).

L. Hall 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 October 2, 2017.

S. Vonesh reported on the Migrant and Seasonal Head Start/Early Head Start Policy Council meeting held July 29, 2017.

- There will be an increase in funding by \$22 million for the 2018/2019 season, which will allow for program improvements and staff retention.
- A MN Migrant Child Care grant was approved for \$450,000 for child care, which will help serve families before and after service start and end dates.
- The new center in Rogers, MN, was supposed to open the end of August but the date was pushed to September due to licensing delays.
- The Brooten, Glencoe, and Danube centers will be participating in a Migrant and Seasonal Head Start Study, which is comprised of classroom observation, and parent and staff visits, after which results will be submitted nation-wide and the results published.

D. Svaren moved to accept the Migrant and Seasonal Head Start/Early Head Start Policy Council report. Seconded by S. Peterson. Motion carried.

H. Simmons presented the Senior Programs Report.

- The Minnesota Department of Human Services (DHS) has accepted Tri-Valley's Live Well at Home Grant request for proposal and negotiations can begin that may lead to the award of a contract. If awarded, the grant will provide \$100,000 funding for 2 years, allowing for service to additional communities.
- H. Simmons has been working with Veterans Services to determine how we may better serve veterans in our community.
- All feedback on reports that the Tri-Valley Senior Programs submits to the Minnesota Board on Aging is consistently excellent.

D. Mack moved to accept the Senior Programs report. Seconded by S. Kjono. Motion carried.

J. Carlson shared a note from the Crookston Area Chamber & Visitor's Center, thanking Tri-Valley for our ongoing support and membership in the Crookston Area Chamber, and for providing vital services, contributions, and partnerships in the Crookston community.

L. Vonasek announced that Board of Directors photographs will be taken at the Administrative Office on October 10, 2017, at 5:30 pm (prior to the regular meeting).

J. Carlson asked the Board to provide any feedback they may have on the content of monthly Financial Reports.

Board approval was requested to apply for the Great Plains Center for Agricultural Health (University of Iowa) grant request for the Migrant and Seasonal Head Start Program in the amount of \$30,000 for a duration of one (1) year to purchase equipment and supplies for Photo Screeners that will provide vision screening for Migrant and Seasonal families.

L. Hall moved to approve. Seconded by J. Gerszewski. Motion carried.

Board approval was requested to apply for the Minnesota Board on Aging grant request for the Senior Programs in the amount of \$114,781 from July 1, 2017, to June 30, 2018, for the continuation of the Foster Grandparent Program in NW Minnesota.

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

J. Carlson reported that the Tri-Valley Energy Assistance Program's response to the Department of Commerce 2017, Program Audit Report has been accepted and considered satisfactory.

J. Carlson shared that, due to Title 1 budget cuts, it may not be financially responsible to continue to house the currently small number of staff in the Apple Valley office. We have contacted realtors in that area to ascertain if leasing the building out to a third party would be a smarter choice, and it has been determined that any rent received on the space would provide us adequate income to pay the bills and taxes. It is proposed that we work with the realtor to lease the building with a 3 to 5 year lease (realtor would be compensated 6%). 1 or 2 offices in the building may be retained for Tri-Valley staff. The remaining staff will work at alternate locations (e.g., home office).

J. Boerger-Wilder moved to proceed with the plan to lease the building. Seconded by D. Diedrich. Motion carried.

J. Carlson reported that it has been determined that a resolution to form a subsidiary of Tri-Valley for the purpose of Agassiz Townhomes is not necessary, as previously indicated by our consultant. Per our attorney, the authority for creation of a legal entity for the Agassiz Townhomes is already in place, negating the need for a separate resolution.

J. Gerszewski moved to direct J. Carlson to create a legal entity for the Agassiz Townhomes. Seconded by G. Willhite. Motion carried.

J. Carlson reviewed the Tri-Valley 401K Plan Utilization report. As of March 31, 2017, the plan participation rate was 84.58%, with an average contribution percentage rate of 4.4%. Currently, our plan matches contributions up to 5%, and we are looking into options on how to increase our average contribution percentage to meet the maximum match rate. A suggestion is to amend our 401K Plan so that, after employees are auto-enrolled in the plan at 3%, the percentage contribution automatically increases annually until the 5% rate is reached (with an opt-out, if employee chooses).

D. Diedrich moved to amend the Tri-Valley 401K Plan to automatically increase employee contribution by 1% annually until 5% is reached (with opt-out choice). Seconded by D. Svaren. Motion carried.

The Tri-Valley Audit Committee, N. Nicholas, D. Diedrich, and L. Neuerburg reviewed the 2016, 990 and 990-T Returns Draft and requested Board approval to approve.

D. Diedrich moved to approve the Tri-Valley 2016, 990 and 990-T Returns Draft. Second by S. Peterson. Motion carried.

J. Carson shared the annual, 10% Federal De Minimis Indirect Cost Rate Certificate with the Board. The certificate was signed by the Board Chair, L. Vonasek.

J. Carson requested that he be designated as the Tri-Valley Identified Official with Authority, giving him the responsibility of assigning job duties to the staff at Tri-Valley, and to authorize user access to Minnesota Department of Education (MDE) websites.

S. Peterson moved to designate J. Carlson as the Tri-Valley Identified Official with Authority. Seconded by L. Hall. Motion carried.

The Board was presented a link to the Board of Directors Training, available on the Minnesota Community Action Partnership website. The video training, "Duties of Nonprofit Board of Directors" can be accessed via the link:

http://www.minncap.org/index.asp?SEC=F7651083-5935-4D79-8E83-9EB7D4D44221&Type=B_BASIC

The Board of Directors will contact J. Carlson if additional training is required.

The next meeting of the Board of Directors will be held at the Tri-Valley Administrative Office on Tuesday, September 12, 2017, at 6:30 pm.

G. Burris moved to adjourn the meeting. Seconded by M. Gunderson. Adjourned at 8:00 pm.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL