

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
September 12, 2017

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

Board members present were L. Vonasek, D. Diedrich, G. Willhite, S. Vonesh, S. Peterson, M. Gunderson, G. Burris, L. Neuerburg, D. Svaren, L. Hall, S. Kjono, Domita Mack, and M. Kroulik.

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

L. Hall moved to approve the Consent Agenda which included the August 8, 2017, meeting minutes, August 21, 2017, Executive Committee meeting minutes, August Status Report, and July Financial Report. Seconded by D. Mack. Motion carried.

The Executive Committee reported that there was interim action to approve the Community Services Block Grant/Minnesota Community Action Grant request in the amount of \$119,447 per year for 2 years. Executive committee approval occurred on August 21, 2017.

Treasurer, D. Diedrich, reported that the last month's accounts payable, payroll, and credit card reports were reviewed on September 11, 2017, and are in order.

J. Carlson presented the Chief Executive Officer report.

- The Agassiz Townhomes are still on target to break ground in the fall. Per Wells Fargo, the tentative closing date is October 21, 2017, and it may include an early-start option (i.e., ground breaking may be able to occur prior to closing). Arrangements for a short-term loan have been made with Bremer Bank in case funding from Wells Fargo is not available for an early start.
- Discussions are continuing with the Crookston Housing & Economic Development Authority (CHEDA) and the City of Crookston regarding funding for the development of the Fournet building.

G. Willhite moved to accept the Chief Executive Officer report. Seconded by S. Vonesh. 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 August 19, 2017.

- B. Rangel and T. Luque (President and Vice President) are attending a Parents as Leaders Training in Washington DC, September 26-27.

- New funding for voluntary pre-K dollars were made available from the State of Minnesota. 3 centers (Crookston, Hendrum, and Sleepy Eye) received funding. Centers are meeting with school districts to determine how funding will be spent.
- A child care center leases space from Tri-Valley's, Danube center location. The child care had to close due to illness to perform a thorough cleaning. The illnesses did not spread to our Head Start classrooms and we'll continue to monitor. Public Health is aware of the situation.
- The Migrant Education Program at the State level conducts needs assessments, and has invited parents with Title 1-aged children to participate. The first meeting is September 27th at the Department of Education offices in Roseville, MN. The second meeting is October 26th in Bloomington, MN. One Policy Council parent expressed interest in participating in the assessment.
- A new Ad Hoc to the Board of Directors was elected (I. Alvarado).
- S. Vonesh, Ad Hoc from the Board, joined Pamela Brinson from National Head Start, on center visits to the Glencoe and Elysian centers. During the visits, parents shared how much Head Start programs mean to them.

J. Carlson asked the Board to review the provided Head Start Program Information Report (PIR) and let him know if there are any questions.

J. Carlson shared that our Head Start program was designated as a Smarter Mealtime Champion by the Nutrition, Health, and Youth Development Division at the Minnesota Department of Education (MDE).

J. Carlson presented 2 Office of Head Start Program Instructions to the board.

- Federal Reporting of Standard Forms
- Electronic Submission of Real Property Standard Form

S. Peterson moved to accept the Head Start, Child and Family Programs report. Seconded by M. Kroulik. Motion carried.

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

Board approval was requested to apply for the Families First of Minnesota, Child Care Services grant for Rochester Head Start in the amount of \$2,750 for the 2017-2018 program year to purchase supplies for the center.

M. Kroulik moved to approve. Seconded by S. Kjono. Motion carried.

Board approval was requested to apply for the Minnesota Department of Education, Food and Nutrition Programs, Child and Adult Care Food Program (CACFP) grant for the Head Start Program in the amount of \$300,000 (estimated) from September 1, 2017, to August 31, 2018, to provide reimbursement for meals that are served to children enrolled in Head Start programs.

L. Neuerburg moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the North Dakota Department of Public Instruction, Food and Nutrition Programs, Child and Adult Care Food Program (CACFP) grant for the Head Start Program in the amount of \$13,000 (estimated) from September, 2017, to November, 2017, to provide reimbursement for meals that are served to children enrolled in Head Start programs.

D. Mack moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the Minnesota Department of Commerce grant for the Energy Assistance Program in the amount of \$245,000 from October 1, 2017, to September 30, 2018, to assist clients with low incomes to obtain heat assistance and furnace repairs, and provide outreach to communities and community partners to inform clients about the application process.

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

J. Carlson presented the financial statement draft for the Tri-Valley 401k Plan audit.

D. Diedrich moved to approve the 401k Plan audit report. Seconded by L. Neuerburg. Motion carried.

J. Carlson reviewed the Blue Cross/Blue Shield Health Insurance recommendation information. The plans must be in place by October 10, 2017. Since the information being currently supplied is not adequate for the Board to make a decision at this time, J. Carlson will work with Human Resources to gather more comprehensive information of the plan options. Once information is made available, D. Littlefield will forward it to the Board of Directors via email. D. Littlefield will compile feedback for the Executive Committee, who will vote on the 3 plans. Actual rates for the plans will be set in October once the 3 plan options are approved.

The Hendrum Head Start center entered into a partnership with Norman County West schools and is receiving voluntary Pre-K dollars. As part of the agreement set forth by the MN Department of Education, Tri-Valley is to "provide voluntary pre-k instructional staff salaries comparable to the salaries of local kindergarten through grade 12 instructional staff." In keeping with this agreement, Human Resources is seeking approval to hire a teacher at a salary that is higher than Tri-Valley's corporate ranges for the position.

M. Kroulik moved to approved the hiring of the teacher at the higher salary range. Seconded by D. Svaren. Motion carried.

The next meeting of the Board of Directors will be held at the Tri-Valley Administrative Office on Tuesday, October 10, 2017, at 6:30 p.m.

M. Kroulik moved to adjourn the meeting. Seconded by S. Peterson. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL