

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
August 11, 2015

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

Board members present were: L. Vonasek, N. Nicholas, J. Boerger-Wilder, L Grinde, D. Diedrich, L. Neuerburg, J. Gerszewski, S. Peterson, M. Gunderson, L. Hall, D. Svaren, M. Melting-Ogard, L. Greendahl, and S. Villarreal.

Staff members present were: J. Carlson, L. Coleman, and D. Batcho.

S. Peterson moved to accept the Re-Nomination of Marshall County Private Sector – Mark Kroulik. M. Kroulik is being re-nominated by the Lions Club out of Stephen, MN. Second by D. Diedrich. Motion carried.

L. Grinde moved to approve the revised Consent Agenda of Adopt Agenda, June 9, 2015 meeting minutes, Status Report for June and July, and Financial Report. Second by D. Svaren. Motion carried.

J. Gerszewski moved to approve the June 17, 2015, Executive Committee minutes for the approval for the Amended Resolution Authorizing Application for Minnesota Housing and Finance Agency Bridges and Bridges Ending Long-Term Homelessness Initiative Fund 2015-2017. The Minnesota Housing and Finance Agency wanted the Resolution to include the dollar amounts of Bridges - \$64,000 and Bridges Ending Long-Term Homelessness - \$14,000. And the July 20, 2015 to apply to MnDot - Transportation Department in the amount of \$310,000 from January 1, 2016 – December 31, 2016 to continue Mobility Management Services within Transit Service Area. Second by S. Peterson. Motion carried.

Treasurer D. Diedrich was in to review last month's accounts payable, payroll, credit cards; all in order. D. Diedrich moved to approve. Second by N. Nicholas. Motion carried.

J. Carlson, Chief Executive Officer, reported the Drug and Alcohol Policy will need to be updated to add in Dispatchers will be tested also. L. Vonasek and J. Carlson attended a conference call with the Legislative Auditor on July 22, 2015 – the final report should be out in October. The Senior Programs received the Live at Home grant which is a 2 year grant. Mutual of America will be at the Administrative Office on August 26, 2015 at 2pm for a 401(k) presentation.

There is no Head Start/Early Head Start Policy Council meeting report.

D. Batcho presented the Migrant and Seasonal Head Start/Head Start Policy Council report. At the July 25, 2015 Policy Council meeting members were trained on Policy

Council Head Start Overview to include the Regulations, Code of Conduct, Shared Decision-Making and Impasse Resolution (Binding Arbitration Agreements), By-Laws, and Release form. The President and Vice President attended the National Migrant and Seasonal Head Start Association 2015 Public Forum June 13-16, 2015 in Washington DC and attend an Immigration Community Leadership Training for Parents and did Congressional visits. At the National level L. Coleman shared the new Performance Standards are out for review and input. At the State level State dollars are increasing for the Region V Head Start program and Pathways Scholarship are increasing from \$5,000 to \$7,500. In Tri-Valley the Training and Technical contract was approved. There were a total of 57 new hires approved. L. Coleman presented the Head Start, Child and Family Programs; Program Compliance, and Professional Development Service Area Training. The Naps and Rest Policies Procedures Responsibilities was updated to meet State requirements. Members approved the voting rights for the Community Representatives and elections were held for Officers: President, Vice-President, Secretary, and Ad Hoc to the Board. J. Gerszewski moved to accept. Second by L. Hall. Motion carried.

J. Carlson requested Board approval for the Proclamation written regarding the Danube center and the bus accident they were involved in. The day of July 13, 2015 to be proclaimed as "Danube Center Staff, Child, and Families Day". M. Gunderson moved to approve. Second by N. Nicholas. Motion carried.

On July 8, 2015 the Department of Public Instruction reviewed the Summer Food Service Program (SFSP) to ensure compliance with federal regulations – no findings.

J. Carlson shared the Office of Head Start ACF-PI-HS-15-01 Notice of Proposed Rule Making: Head Start Program Performance Standards and the Office of Head Start ACF-IM-HS-15-03 Policy and Program Guidance for the Early Head Start-Child Care Partnerships.

There is no Senior Program Advisory Committee Report.

J. Carlson stated at the National Migrant and Seasonal Head Start Association 2015 Public Forum June 13-16, 2015 in Washington DC he tried scheduling a visit with Heidi Heitkamp, US Senate and she was unable to meet but she wrote a letter to J. Carlson apologizing for not being able to meet with him or the Tri-Valley parents.

Board approval was requested to apply to MnDOT – Transportation in the amount of \$2,750,000 from January 1, 2016 – December 31, 2016 to continue 5311 public transit services within Transit service area. L. Neuerburg moved to approve. Second by D. Svaren. Motion carried.

Board approval was requested to apply to Minnesota Department of Education Early Learning Scholarship – Community Services in the amount of \$698,769.16 from July 1, 2015 – June 30, 2016 for grant funds to provide scholarships for children attending quality

early learning programs. L. Grinde moved to approve. Second by S. Peterson. Motion carried.

Board approval was requested to apply to Minnesota Department of Commerce Energy Division Low-Income Home Energy Assistance Program (LIHEAP) – Community Assistance Program’s amount To Be Determined from October 1, 2015 – September 30, 2015 to assist families in paying their home energy bills. L. Hall moved to approve. Second by N. Nicholas. Motion carried.

Board approval was requested to apply to Minnesota Department of Education Food and Nutrition Services CACFP Application for MN – Head Start for reimbursement of an estimated \$578,078.49 from October 1, 2015 – May 31, 2016 to approve the budget for the Child and Adult Care Food Program for MN. This program provides reimbursement of meals that are served to children enrolled in the Head Start programs. D. Svaren moved to approve. Second by J. Gerszewski. Motion carried.

Board approval was requested to apply to North Dakota Department of Public Instruction Food and Nutrition Programs, CACFP Application for ND – Head Start for reimbursement of an Estimated \$9,823.50 based on reimbursement rates of: \$1.58 Breakfast; \$2.93 Lunch; and \$.80; Snack and meals served in previous years from October 2015 – May 2016 to approve the budget for the Child and Adult Care Food Program for North Dakota. This program provides reimbursement for the meals that are served to children enrolled in the Head Start programs. L. Grinde moved to approve. Second by S. Peterson. Motion carried.

Board approval was requested to apply to United Way of Olmsted County Success by Six Grant – RXII Head Start Rochester in the amount of \$20,000 for 2 years to supplement Head Start services in Rochester – 3 United Way slots. N. Nicholas moved to approve. Second by L. Neuerburg. Motion carried.

J. Carlson requested board approval for the updated Employee Recognition Procedure. Updates include under Employee Recognition month: “Building leads should determine the best method for recognition at each location.” The bills will be sent to the “Administrative Assistant”. Under Years of Service Awards: The Years of Service Award gift dollar amount has been updated along with the gift amount for the 40 years of services gift from the agency. Under Seasonal Head Start Employees: The Years of Service list will be sent to “Supervisors”. All employee gift selection will come from “an online catalogue”. The 25 and 30 years of service has been updated. Under Retirement: Any question should be directed to the “Human Resources Director”. D. Diedrich moved to approve. Second by L. Hall. Motion carried.

N. Nicholas, L. Neuerburg, and D. Diedrich reviewed the 2014 – 990 and 990-T Returns Draft and requested Board approval to approval of the 2014 – 990 and 990-T Returns Draft. N. Nicholas moved to approve. Second by L. Neuerburg. Motion carried.

The Minnesota Department of Transportation Office of Transit has completed the 2014 Drug and Alcohol Desk Review for the Tri-Valley Heartland Express – no findings; in compliance.

J. Carlson shared the letter from the Minnesota Department of Commerce regarding Internal Controls Documentation. This letter is in reference to additional documents to the Minnesota Energy Assistance Program (EAP) Local Plan for the upcoming year called Internal Controls Documentation (ICD). This Local Plan outlines the agency's strategies to address the needs of your service area and documents Service Provider management effectiveness, efficiency, and competency. L. Grinde moved to approve. Second by J. Gerszewski. Motion carried.

J. Carlson stated about four years ago the Board had a discussion regarding Federal Criminal Justice Reform. If board members want to discuss more on this topic contact J. Carlson or L. Vonasek.

Played a you.tube video on Duties of Nonprofit Board of Directors from Minnesota Community Action Partnership.

The next meeting will be held Tuesday, September 8, 2015.

L. Hall moved to adjourn the meeting. Second by J. Gerszewski. Adjourned at 7:40pm.

Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb