

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
December 10, 2015

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order by Chair L. Vonasek at 6:00pm at the Eagles in Crookston, MN.

Board members present were: L. Vonasek, N. Nicholas, J. Boerger-Wilder, L Grinde, D. Diedrich, S. Peterson, M. Kroulik, D. Mack, L. Glover, G. Burris, M. Gunderson, L. Hall, T. Lee, D. Svaren, M. Melting-Ogard, and J. Wilkes.

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

L. Vonasek welcomed and introduced J. Wilkes, Head Start/Early Head Start Policy Council Ad Hoc to the Board.

D. Svaren moved to accept the election results of the Norman County Low-Income Sector – Sarah Kiono. Second by D. Mack. Motion carried.

L. Hall moved to approve the revised Consent Agenda of Adopt Agenda, October 13, 2015 meeting minutes, Status Report for October and November, and Financial Report. Second by L. Grinde. Motion carried.

Executive Committee Report. On October 26, 2015 the Executive Committee approved the change that has been requested to allow substitute employees to receive Holiday pay. The reason for the request is the Public Transit runs several days a year that are Holidays in Tri-Valley policy. Hourly employees are allowed to take double pay for working the Holiday or are allowed to take an alternate day off. With the acute shortage of drivers we have right now the program is having a tough time getting subs and our regular drivers are getting burned out consistently having to work holidays. The result would be that subs working Holidays would receive double pay for working the Holiday. S. Peterson moved to approve the Executive Committee Report. Second by N. Nicholas. Motion carried.

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

J. Carlson, Chief Executive Officer, shared GuideOne insurance will be here next month. The current agent paid a substantial amount of money for ACA compliance. Received an email regarding the Legislative Auditors Report – no findings. The hardcopy report is to be out in October yet haven't received it yet. J. Carlson was at a MinnCAP meeting last week and he stopped in at the Housing Department to discuss the Agassiz Townhomes; the underwriter wants us to get this housing project going. J. Carlson is working with the Crookston community on some projects that are going on in the area. The Crookston Head Start center received a visit from the Department of

Human Services. T. Sundeen is housed at the Crookston Head Start center and is trying to get that center up and running and is working with issues and concerns – more information will be shared at the January Board meeting. J. Carlson thanked the Board members that attended the Leadership, Governance, and Management review that was held on November 17, 2015. L. Hall moved to approve. Second by J. Boerger-Wilder. Motion carried.

T. Lee presented the Head Start/Early Head Start Policy Council report. Andy Nissen, Vice President, attended a Head Start Program, Progress, and Planning meeting regarding the Self-Assessment. Angie Lindseth, President, attended the Minnesota Head Start Association meeting. She also attended a Listening Session in Bemidji. Some Policy Council members attended the Leadership, Governance, and Management Review in Crookston on November 17, 2015. The Policy Council members approved the 2 new hires. Received training on the Head Start, Child and Family Programs Service Area, Program Compliance Service Area, and Professional Development Service Area. Shared the Program Information Report, the Head Start Annual Report for 2015, the Tri-Valley Policy Manual, Tri-Valley Org Chart, and the Tri-Valley Annual Report for 2014. Summary of Auditor's Results: There was one finding of under enrolled in Migrant Head Start. Tri-Valley was determined to be a low-risk auditee. Elected an Ad Hoc to the Board - Juanita Wilkes.

L. Glover presented the Migrant and Seasonal Head Start/Head Start Policy Council report. Teresa Luque, President, and Diana Escamilla, Vice President, attended the Leadership, Governance, and Management Review in Crookston on November 17, 2015. Under the Credit Card report the Policy Council members suggested to put what was purchased on each credit card – it was asked in the Governance review what we purchased on credit cards. Teresa Luque was nominated and selected to participate in the Minnesota Asset Building Coalition, The 2015 Community Leadership Academy. Teresa Luque, President, and Diana Escamilla, Vice President, will be attending The National Migrant and Seasonal Head Start Association Affiliate and Board meeting and the 2016 Conference in February of 2016 in Tyson's Corner, VA. National ~ Still working on the 2017 Budget. There might still be more budget battles before we see a final budget for 2016. Hoping the final budget will include a small Cost of Living increase as well as funding for more Early Head Start expansion. Reauthorization of the Elementary and Secondary Education Act is moving forward and includes a provision for a new Pre-kindergarten Program to be administered out of the Department of Health and Human Services. Local districts will be asked to commit to the Memorandums of Understanding that they forge with Head Start. If not in agreement within 10 days might be looking at a government shutdown. DRS concerns with 2 of the 7 Sins for Recomp: -10% CLASS – remove the 10%; -Single Incident – change the language to state if there is a pattern of Single Incident. State ~ The November budget forecast was announce and Minnesota continues its trend of positive fiscal news. According to the Minnesota Management and Budget office the state will experience a budget surplus of \$1.9 billion for fiscal year 2016-2017. State law requires that \$665 million of that sum go directly to the state budget reserve, which will leave roughly \$1.2 billion on the table for lawmakers going into the 2016 legislative session. Tri-Valley Migrant Head Start program did not

accept the money for we cannot meet current funded enrollment. Tri-Valley ~ Migrant centers are closing. Monticello center will be open year around. Working on a center in St. Cloud for one infant room, one toddler room, and one preschool room. Submitting an application for Title I in Monticello to provide Title I services next year. Still have not received approval for our 10% enrollment reduction in the Migrant Head Start program. The Policy Council members approved the 25 new hires. The Policy Council were trained and approved the Program Planning which included the Planning Cycle, Self-Assessment, Ongoing Monitoring, PIR Data, Internal Review, School Readiness Goals and Outcomes, Risk Management Meetings, On Site Reviews, Training and Technical Assistance Plan Highlights, Community Assessment, Direction from Governing Board and Policy Councils, Previous Year Strategic Plan Goals, 2016 Long and Short Range Goals, Program Design, Org Chart. The Policy Council approved to submit a Disability Waiver for the requirement of 10% of children with disabilities. 2015-16 year served 4% of children with disabilities.

J. Carlson shared the Administration for Children and Families Office of Head Start Results from CLASS Observations. The week of July 6, 2015 the Administration for Children and Families conducted a CLASS review on the Migrant Head Start program. Observations were conducted in preschool center-based classrooms using the Pre-K Classroom Assessment Scoring System (CLASS). The CLASS tool looks at three domains and ten dimension of teacher-child interactions and measures those observed interaction on a seven point scale.

DOMAIN	Score	DOMAIN	Score	DOMAIN	Score
Emotional Support	5.8942	Classroom Organization	5.7051	Instructional Support	2.4872
DIMENSIONS					
Position Climate	5.77	Behavior Management	6.19	Concept Development	1.85
Negative Climate*	1.04	Productivity	6.12	Quality of Feedback	2.58
Teacher Sensitivity	5.81	Instructional Learning Formats	4.81	Language Modeling	3.04
Regard for Student Perspectives	5.04				

Note: To calculate the Emotional Support domain, subtract the Negative Climate score from 8, add the Positive Climate, Teacher Sensitivity, and Regard for Student Perspective scores, then divide by 4. For all dimensions, the scoring principles are as follows: Low range score – 1 and 2; Middle range score – 3, 4, and 5; High range score – 6 and 7. *Note: The Negative Climate dimension is inversely scored with a higher score indicating lower quality. For all other dimensions and domains, a higher score indicate higher quality.

J. Carlson shared that the Administration for Children and Families conducted a Comprehensive Services/School Readiness review of 05CH8302 during the week of October 5, 2015. Based on the information gathered, no area of noncompliance was found during the course of the review – no corrective action is required at this time.

J. Carlson shared the Administration for Children and Families letter of guidance on the requirements for submission of the application to operate Head Start and/or Early Head Start programs by organization preliminarily eligible for a non-competitive five year grant.

J. Carlson presented the Head Start/Early Head Start and Migrant and Seasonal Head Start/Early Head Start Program Information Report (PIR). The PIR is a Federal reporting form for Head Start.

J. Carlson asked Board members if they would be interested in watching the Abrazos video. This video is about children who travel from Minnesota to Guatemala to meet their grandparents and siblings for the first time. After discussion, we will schedule a time prior to a Board meeting for those members interested in watching the video can come watch it.

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

D. Mack presented the Senior Programs Advisory Committee report. Directors Report: Caring Companion program ~ The Caring Companion Program is under a 245D Licenses that is provided by the State. Discussed the Live Well at Home funding that is helping to support the Caring Companion Program. Marley Melbye has been hired as the Caring Companion Specialist to help support the Caring Companion Program. The major differences between the Caring Companion Program and the Senior Companion Programs is: -Volunteers can be 50 years of age rather than 55+; -We can now take on Private Pay Clients; -Volunteers no longer receive a stipend for their time, just get a high reimbursement for mileage; -Volunteers are no longer mandated to give 15 hours per week. The Caring Companion program did receive correspondents indicating that transportation can be written into a client's care plan and then the program can receive reimbursement for the travel with the client in the car. Foster Grandparent program ~ Last year started the school year with 65 Foster Grandparents, 5 retired at the end of the school year equaling a total of 10 retired grandpa's and grandpa's throughout the 2014-2015 school year. Have had difficulty recruiting volunteers to serve. The background checking process is taking 4 weeks to get back. There are 58 grandparents, with a couple that are still waiting to get started due to background checking process. There are 15 sites that are not being served by Foster Grandparents. Senior Programs Managers Report: Foster Grandparents ~ Started the school year with 21 Foster Grandparents in Polk, Norman, and Clay Counties. A new Foster Grandparent has started in Crookston. Caring Companions ~ Started 2 new Caring Companions: 1 in Fertile and 1 in Crookston - both are serving clients. Foster Grandparent/Caring Companion Coordinator Report: Started the school year with 16 Foster Grandparent: 8 in Pennington, 5 in Roseau, 2 in LOW, and 1 in Red Lake County. Three of the Foster Grandparent became Caring Companions. There were 2 companions who retired. One new Foster Grandparent serving the Goodridge School and 1 new Foster Grandparent starting in Challenger. Senior Program Coordinator Report: areas covered are Kittson, Marshall, Red Lake, East Polk, Mahnomen, and Becker counties. Foster Grandparents ~ 1 new Grandma starting in Fosston, 3 Foster Grandparents became Caring Companions, and 2 Foster Grandparents retired. Caring Companion Specialist Report: 19 Caring Companions which is 11 new companions from the start of the Caring Companion Program. One companions has retired, 1 companion quite after orientation, and 26 Client Care Plans: 9 clients are new and 7

clients do not have companions. Year-To-Date: 604.5 hours served since July 2015. The cost for a private pay client is \$15.00 per hour. Go onto Facebook and "Like" Tri-Valley. L. Grinde moved to accept Senior Programs Advisory Committee report. Second by L. Hall. Motion carried.

Board approval was requested to apply to U.S. Department of Health and Human Services, Administration for Children and Families – Head Start, Child and Family Programs – Federal Migrant and Seasonal Head Start and Early Head Start from April 1, 2016 – March 31, 2017 in the amount of \$8,058,757 to provide Head Start and Early Head Start services for Migrant and Seasonal farm workers and their families to enhance children's growth and development, strengthen families as the primary nurturers and teachers of their children, provide children with educational, health and nutritional services and link children and families to needed community services. Shared the Program Design, Migrant and Seasonal Head Start and Early Head Start contracts, and Org Chart. L. Grinde moved to approve. Second by D. Svaren. Motion carried.

J. Carlson stated the Americans with Disabilities Act plan is reviewed yearly; at this time no changes. D. Diedrich moved to approve. Second by T. Lee. Motion carried.

J. Carlson shared the Department of Health and Human Services, Office of Inspector General Office, Office of Audit Services letter regarding the initial review of the audit report on Tri-Valley for the period of January 1, 2014 – December 31, 2014. This audit is in reference for Tri-Valley Head Start enrollment – recommend procedures be implemented to ensure the full funded enrollment level are maintained. Tri-Valley Head Start, Child and Family Programs Director submitted a Corrective Action Plan.

J. Carlson presented the Telephonic Connection and Meal Allowance Reimbursement Policy. If members are interested in a reimbursement of ¼ per diem and/or telephonic connection reimbursement to sign the Telephonic Connection and Meal Allowance Reimbursement Policy and return to D. Batcho. If requesting to be reimbursed for the Telephonic Connection for 2016 submit a one-time monthly telephone bill to D. Batcho.

The next meeting will be held Tuesday, January 12, 2016 starting at 6:30pm.

Adjourned at 6:45pm.

Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb