

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
January 12, 2016

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 Administrative Office in Crookston, MN.

Board members present were: L. Vonasek, J. Boerger-Wilder, L. Neuerburg, D. Diedrich, J. Gerszewski, S. Peterson, M. Kroulik, D. Mack, G. Burris, M. Gunderson, L. Hall, and S. Kjono.

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

Chair L. Vonasek welcomed S. Kjono, Norman County Low-Income Sector Representative.

J. Gerszewski moved to approve the revised Consent Agenda of Adopt Agenda; December 10, 2015 meeting minutes; Status Report for December; Financial Report; Crookston United Way – Foster Grandparent Program in the amount of \$3,500 from January 1, 2016 – December 31, 2016 to assist in mileage reimbursement and criminal background checks expenses that incur in the Foster Grandparent Program for Crookston, Fertile, Climax, Fisher, and Red Lake Falls; State of MN Office of Traffic Safety MN Child Passenger Safety Program – Head Start (KdB, LV, NM) for 30 car seats to distribute to families in need; and Minnesota Department of Public Safety – Head Start Program (JF, KW, RHF) for 30 car seats to have available to provide for families who are in need of a car seat and cannot afford one. These would be available for all Area A centers and as needed for other areas. Second by M. Gunderson. Motion carried.

Representatives from Vaaler presented GuideOne Insurance.

Treasurer D. Diedrich was in to review payroll, accounts payable, and credit cards; all were in order.

Report by the Chief Executive Officer. J. Carlson introduced Sarah Kjono and gave a little background of S. Kjono. In the basement of Tri-Valley Administrative Office the steam tunnel has been filled in and baseboard heat and a heat pump has been installed in the conference room. J. Carlson shared a picture of the Tri-Valley Administrative Office building that was taken in 1925. J. Carlson is participating on a Food Hub committee in the Crookston area. The committee is trying to increase the amount of local fresh food to distribute to needy families and institutions. Currently, the committee is trying to find funding to do a feasibility study. On Friday, January 15, 2016 at 7:00am the City of Crookston, CHEDA, and Tri-Valley will be meeting regarding the Agassiz Townhomes. Tri-Valley's involvement is to facilitate in the townhome project. J. Carlson is also participating in a project with the NW Council of Collaborative regarding out-of-home placements. Families are presenting more needs. J. Carlson will be

attending the National Head Start Association 2016 Winter Leadership Institute from February 1-4, 2016 and the National Migrant and Seasonal Head Start Association 2016 Conference from February 18-23, 2016. J. Carlson shared the State Licensing review had concerns with the Crookston Head Start center yet there is no impact on services and no fines. More information will be shared at the February meeting. D. Diedrich moved to accept the report. Second by S. Peterson. Motion carried.

D. Batcho reported on the Head Start/Early Head Start Policy Council December and January meeting. Angie Lindseth, President, attended the MN Head Start Association Meeting and Training on December 8 and 9, 2015 in St. Cloud, MN. The meeting started out with trainings, held elections to the MN Head Start Association Board, and then broke out into Affiliate group meetings. The FY2016 budget has passed. The increase of dollars will be for a Cost of Living Adjustment of 1.75%, Quality Improvement Funding for Increasing Service Hours, and Expansion of Early Head Start Dollars. 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 with Head Start. Designated Renewal System: There are 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. The November budget forecast was announce and MN continues its trend of positive fiscal news. According to the MN 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 Head Start program did accept money for 6 more slots and will not be asking for more funding due to shortage of teachers. The Policy Council members approved the 7 new hires. J. Flores, Program Design Specialist, presented the Program Design and Management Service Area Training and School Readiness Goals 1st Checkpoint. L. Coleman, Head Start, Child and Family Programs Director, presented the Program Planning of Community Assessment, Self-Assessment, Long and Short Term Goals and Objectives, Program Design, and Org Charts. The Policy Council members approved the 2016-2017 Federal Head Start and Early Head Start Grant Application, Program Design, Training and Technical Assistance Plan, and Contracts. Reviewed the Menus for input.

Migrant and Seasonal Head Start/Early Head Start Policy Council - no report.

J. Carlson shared results of the Minnesota Department of Education's Fiscal Monitoring Review of the Local Early Childhood Software System Update Grant – no items which require a response.

J. Carlson shared the ACF-PI-HS-16-01 Changes in Federal Reporting. All Head Start grantees are required to submit financial reports detailing both the cash transactions made for its federal award(s) and separate reports detailing the expenditures made for the same award(s).

The floor was opened up to assign a Representative to the Head Start/Early Head Start Policy Council. L. Neuerburg has volunteered but would prefer to do it over ITV. D. Batcho will work with Tri-Valley IT department to check out options.

Senior Programs Advisory Committee – no report.

J. Carlson shared the Robert's Rules of Order on Adoption or Acceptance of Reports. The Treasurer reports should not be approved monthly at Board meetings. When the Auditing firm (Wipfli) does its yearly Audit is the only time the report should be approved. The Tri-Valley Board By-Laws stated to follow Robert's Rules of Order; will no longer motion Treasurer's report.

Board approval was requested to apply to U.S. Department Of Health and Human Services, Administration For Children and Families, Federal Head Start and Early Head Start - Head Start Child and Family Programs in the amount of \$2,485,922 from May 1, 2016-April 30, 2017 to provide Head Start and Early Head Start services for 170 Head Start and 72 Early Head Start children and 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, Org Chart, and 2016-2017 Contracts. L. Hall moved to approve. Second by L. Neuerburg. Motion carried.

Board approval was requested to apply to Bremer Trust – Tri-Valley Administration in the amount of \$45,000 for one year to provide matching funds for local employers to contribute to Agassiz Townhomes project. J. Carlson is updating this request for Board approval for a minimum amount of \$35,000 up to, but not to exceed, \$70,000. L. Neuerburg moved to approve up to \$70,000. Second by M. Kroulik. Motion carried.

Board approval was requested to apply to United Way – Energy Assistance Program in the amount of \$15,000 from October 1, 2016 – September 30, 2017 to assist with heat assistance, furnace repairs, utility connections for clients that have used all of their primary heat assistance and crisis assistance or clients in need that are up to 75% State Median Income. L. Neuerburg moved to approve. Second y J. Boerger-Wilder. Motion carried.

J. Carlson shared and requested approval for the Certification of Indirect Costs 10% Federal De Minimis Indirect Cost Rate. This is to exercise the option to use the 10% Federal De Minimis indirect cost rate applicable to fringe benefits, material and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 in all Tri-Valley Opportunity Council, Inc. contracts. Tri-Valley Opportunity Council, Inc. meets the following criteria: -Limited availability to have never received a negotiated indirect cost rate from State or local government departments; -No previous negotiated indirect cost rate with State or local government departments; -Will receive less than \$35 million in direct Federal funding per year. Documentation of this decision will be provided to

Federal, State, and/or local government entities during negotiations of a contract. This certification must be submitted annually one year after the date of this certification. G. Burris moved to approve. Second by L. Neuerburg. Motion carried.

J. Carlson shared the Greater Minnesota Transit Investment Plan. The 2016 plan is a five year update to refine the investment priorities and strategic direction for Greater Minnesota transit. The plan's objective is to improve mobility for the general public with emphasis on seniors, low income populations, homeless populations, individuals with disabilities, veterans, New Americans, and commuters. The plan will combine technical analysis with community input to develop a strategic direction and investment priorities. The process will be completed in Summer 2016. One of the Strategies is to "Improve public transit service coverage in Greater Minnesota". Board members had the option to sign a form to support the transportation funding.

J. Carlson stated the last Salary Survey was conducted in December of 2013 with results implemented effective February 16, 2014. Effective March 30, 2014 an increase of 1.3% was applied to all salary structure minimum and maximum rates as a result of a mandated Head Start COLA. Because of this, J. Carlson does not feel it is necessary to conduct a Salary Survey at this time. The next Salary Survey will be completed within the first quarter of 2017.

J. Carlson shared the Minnesota Head Start Association, Inc. Demonstrating Results III: Child Progress in Minnesota Head Start.

Next meeting February 9, 2016 starting at 6:30pm. The video Abrazos will be shown in the Basement Boardroom starting at 5:15pm for those Board members that would like to see the video. The video Abrazo is about a "Transformational journey of a group of US citizen children who travel from the Minnesota to Guatemala to meet their grandparents and siblings for the first time".

M. Kroulik moved to adjourn the meeting. Second by D. Diedrich. Adjourned at 7:45pm.

Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb