

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
June 9, 2015

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

Board members present were: L. Neuerburg, N. Nicholas, J. Boerger-Wilder, D. Diedrich, J. Gerszewski, S. Peterson, L. Vonasek, M. Kroulik, D. Mack, L. Glover, M. Gunderson, L. Hall, T. Lee, D. Svaren, J. Mulvihill, M. Melting-Ogard, and L. Greendahl.

Staff members present were: J. Carlson, N. Aaker, and D. Batcho.

L. Neuerburg tabled the Election Results of Marshall County Low-Income Sector – Carrie Linder.

T. Lee moved to approve the revised Consent Agenda: Adopt Agenda, Approve May 12, 2015 meeting minutes, May Status Report, and Financial Report. Second by M. Kroulik. Motion carried.

Treasurer N. Nicholas was in to review payroll, timesheets, credit cards, and vouchers; all looked good. M. Kroulik moved to approve. Second by S. Peterson. Motion carried.

J. Carlson stated the Tri-Valley 50th Anniversary Open House went well. Tri-Valley is working on establishing a presence at local events around the area and providing bus services to these events. J. Carlson thanked L. Neuerburg for her 3 years as being Chair and thanked D. Batcho for all she does setting up the meetings. D. Diedrich moved to accept the reports. Second by J. Gerszewski. Motion carried.

L. Greendahl presented the Head Start/Early Head Start Policy Council Report. The last meeting was held May 18, 2015 which was the last meeting for the program year 2014/2015. L. Coleman shared an email regarding the Legislators have until midnight tonight to finish their work. House and Senate leaders announced an agreement on budget targets Friday night. Since then, there's been significant progress on a number of issues, including funding for health and human services, higher education and a bare bone transportation package. But over the course of the weekend, Dayton repeatedly said he would veto the K-12 funding bill because it doesn't go far enough financially and because it doesn't earmark funding for pre-kindergarten in public schools. L. Coleman shared a letter regarding Governor Dayton to Majority Leader Bakk and Speaker Daudt. Governor Dayton can agree to everything except for E-12. Governor Dayton will accept nothing less than \$550 million above the Base for the next biennium. The new Head Start Performance Standards should be out soon for review and open for comments. The President proclaim May 18, 2015 as the 50th Anniversary of Head Start. Child care services will be offered in the East Grand Forks and Crookston centers this year. Approved two new hires. Reported on the 2014-15 School Readiness Goal Report Summary (All Ages) – Checkpoint #3. The Program Design and Management, Health

and Nutrition, Education and Disabilities, and Family and Community Services Area Plans and Performance Standards were approved. S. Peterson moved to accept. Second by D. Diedrich. Motion carried.

L. Glover presented the Migrant and Seasonal Head Start/Early Head Start Policy Council Report. The last meeting was held June 6, 2015 which was the last meeting for the program year 2014/2015. The Migrant and Seasonal Head Start/Early Head Start President and Vice President will be attending the National Migrant and Seasonal Head Start Association 2015 Public Policy Forum in Arlington, VA June 13-16, 2015. The new Head Start Performance Standards are out for review and open to comments. Two items being looked at is the Non-Federal Share Match and the 10% Disabilities. The Education bill for the Special Session of the Minnesota Legislature was posted. The bill includes \$10 million for Head Start for the biennium. This is welcome news after a very long and protracted debate about how to invest in early childhood education. In the end the legislature invested about \$100 million in early childhood education through a mix of early learning scholarships, School Readiness, and Head Start. We understand that the standoff is not yet over. The Governor has not called a Special Session. We hope to hear an announcement about the Special Session soon. Universal Pre-K which means all 4 year olds would be served by School Districts and the School District would have to provide the same services that Head Start does. Looking at a possible Government shutdown. Tri-Valley Internal review is scheduled for next week. Training and Technical Assistance provider was here this week visiting centers/ environments. Minor concerns that centers will fix as soon as possible. One playground and one building check needs follow-up. Discussion on how the crops are doing in our service area. Faribault is de-tasseling; Grafton cutting the boulders off the male beets – needing more fieldworkers; and Danube is doing good. Struggling to get qualified staff (Teachers). Noemi Treviño from Migrant Education Program stated the Title I sites are just starting up. Migrant Education is funding 10 sites with 3 that are currently opened. Noemi submitted a report to the Feds identifying 900 children and served 500 children. Approved a total of 134 new hires. Two Policy Council members received their Three Year Recognition plaque. L. Coleman shared on July 24, 2015 looking at offering a Tour to some of the Tri-Valley Head Start centers, camps, and fields. T. Lee moved to accept. Second by L. Hall. Motion carried.

J. Carlson shared the Office of Head Start will conduct a Classroom Assessment Scoring System (CLASS) review of Tri-Valley Opportunity Council, Inc. NM / 90CM9798 during the week of 7/6/2015.

J. Carlson stated the Fiscal Manual is being reviewed by the Tri-Valley attorney for legal language. N. Nicholas has reviewed the Fiscal Manual and recommends the Board approve the manual. J. Carlson stated Tri-Valley has to follow the Uniform Guidelines that came out January 1, 2015. D. Diedrich moved to approve. Second by M. Kroulik. Motion carried.

J. Carlson shared the Term Sheets for the Crookston and Fischer Townhomes refinancing. The Audit/Finance committee has reviewed (L. Neuerburg and N.

Nicholas). The Crookston Townhomes amount up to \$338,000 for 10 years from date of note, amortized over 15 years. The Fisher Townhomes amount up to \$178,000 for 10 years from date of the note, amortized over 25 years. The reason for the 25 years for the Fisher Townhomes is because the Fisher Townhomes has some building issues that need to be fixed (insulation of attach, eaves, floors). N. Nicholas moved to approve. Second by S. Peterson. Motion carried.

J. Carlson shared the Predevelopment Loan Agreement and Promissory Note. This Predevelopment Loan Agreement and Promissory Note is made between Tri-Valley Opportunity Agency, Inc. and Greater Minnesota Housing Fund in the amount up to \$75,000. M. Kroulik moved to approve. Second by D. Svaren. Motion carried.

J. Carlson shared the Resolution Authorizing Application for Minnesota Housing and Finance Agency Bridges and Bridges Ending Long-Term Homelessness Initiative Fund. Tri-Valley to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Bridges and Bridges Ending Long-Term Homelessness Initiative Fund in the counties of Norman, Marshall, Polk, Red Lake, Pennington, Kittson, Lake of the Woods, Clearwater and Roseau in Minnesota. D. Svaren moved to approve. Second by J. Boerger-Wilder. Motion carried.

J. Carlson presented the Minnesota Department of Commerce FFY 2015 Energy Assistant Program - Program Audit Report for Tri-Valley's Energy Assistance Program based on eHEAT data, monitoring visit tools, file review and other oversight activities to assess program delivery and fiscal controls competencies. The report had 2 recommendations: 1) The Service Provider must consistently and clearly describe the eHEAT why ERR replacements and repairs were justified to ensure program integrity and accountability 2) Service Provider must document the reason in eHEAT when making changes to scheduled payments in working with a household and energy vendor to address non-emergency issues. P. Wold, Tri-Valley Community Assistance Programs Manager, replied to the 2 recommendations via letter. The Minnesota Department of Commerce sent a letter thanking Tri-Valley for our response and our response is considered satisfactory. L. Hall moved to approve. Second by T. Lee. Motion carried.

J. Carlson shared a letter from the Office of the Legislative Auditor. The letter was to inform Tri-Valley the Office of the Legislative Auditor has begun an audit of State Oversight of Grants to Nongovernment Organizations with a focus on grants provided to community action agencies. All community action agencies received this letter. J. Carlson submitted the required documentation the auditors requested.

Board members were asked to read and sign the Consent and Release form and return to D. Batcho.

Board members were asked to read and sign the Conflict of Interest form and return to D. Batcho.

Board members were asked to complete the Board Qualification Survey and return to D. Batcho.

J. Carlson presented the 2014 Tri-Valley Annual Report.

The floor was opened for nominations to participate on the Head Start/Early Head Start Policy Council. T. Lee volunteered. Nominations ceased. T. Lee will continue as the Representative to the Head Start/Early Head Start Policy Council. D. Diedrich moved to approve. Second by D. Mack. Motion carried.

The floor was opened for nominations to participate on the Migrant and Seasonal Head Start/Early Head Start Policy Council. L. Glover volunteered. Nominations ceased. L. Glover will continue as the Representative to the Migrant and Seasonal Head Start/Early Head Start Policy Council. D. Diedrich moved to approve. Second by D. Mack. Motion carried.

L. Hall presented the Nominating Committee Report. Chair – LeRoy Vonasek, Vice Chair – Mark Kroulik, Secretary – Linda Grinde, and Treasurer – Don Diedrich. L. Neuerburg asked for any other nomination; 2nd call for nominations; 3rd call for nominations. D. Svaren moved to approve the Nominating Committee Report, nominations to cease, and cast a unanimous ballot. Second by L. Glover. Motion carried.

L. Neuerburg stated their usually isn't a Board meeting in July. In the past if business came up that needed approval the Executive Committee will be contacted. There will not be a July Board meeting. J. Gerszewski moved to approve. Second by J. Mulvihill. Motion carried.

The next meeting will be held August 11, 2015.

M. Gunderson moved to adjourn the meeting. Second by T. Lee. Adjourned at 7:15pm.

Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb