

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
October 13, 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, L. Grinde, D. Diedrich, S. Peterson, M. Kroulik, L. Glover, G. Burris, M. Gunderson, L. Hall, T. Lee, and D. Svaren.

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

M. Kroulik moved to accept the resignation of the Norman County Low-Income Sector – James Mullvihill. Second by T. Lee. Motion carried.

L. Grinde moved to approve the revised Consent Agenda of Adopt Agenda, September 8, 2015 meeting minutes, Status Report for September to include the revised SNAP Outreach report, and Financial Report. Second by D. Diedrich. Motion carried.

Executive Committee Report:

- On September 24, 2015 the Executive Committee approved to apply to the U.S. Department Of Health and Human Services, Administration For Children and Families, Federal Migrant and Seasonal Head Start – Head Start, Child and Family Programs of the Revised Grant in the Amount Requested to Retain Current Funding of \$8,058,757 from April 1, 2015 – March 31, 2016 for the Reduction of Enrollment of 88 (10%) for a new federal enrollment of 700 Federal Head Start, 92 Federal Early Head Start, 97 State Early Head Start, and 3 United way for a total of 892.
- On September 15, 2015 the Executive Committee approved the sale of a MURL house in Ada that has been vacant for 3.5-4 years. The house last appraised for \$56,000. We have an offer to sell it outright for \$25,000 outside of the MURL program. Even though the house will not be sold under MURL rules the proceeds from the sale must be placed in the MURL revolving fund.
- On September 12, 2015 the Audit/Finance Committee approved the 401(k) Salary Deferral and Match Plan Financial Statements and Supplemental Schedule December 31, 2014 Audit Report.

L. Grinde moved to approve the Executive Committee Report. Second by Greg Burris. 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 M. Kroulik. Motion carried.

J. Carlson, Chief Executive Officer, stated Tri-Valley was approved to refinance the townhomes, replacing three windows on the 2<sup>nd</sup> floor of the Administrative Office, will be filling in the steam tunnel that is in the Administrative Office Basement, and the Migrant and Seasonal Head Start request for reduction was not approved; will be submitting a

request to a 10% reduction. L. Hall moved to approve. Second by T. Lee. Motion carried.

T. Lee presented the Head Start/Early Head Start Policy Council report. The October 13, 2015 meeting was the 1<sup>st</sup> meeting for the program year 2015-2016. Received Policy Council Training: Head Start Overview. The new Performance Standards are out for review and input. Tri-Valley Head Start, the National Migrant and Seasonal Head Start Association, and the Minnesota Head Start Association worked together to submit input. Some of the input items were: change Policy Council term limit to 5 years, not to remove Parent meetings, need to be flexible and meeting the community needs for home-based option for preschoolers, need to be flexible with the 180 days of service, need to be flexible with 4 year olds being served by the School Districts for not all School Districts have the space – keep 4 year olds at Head Start and collaborate with School Districts, more financial support for Mentor Coaching, keep Dual Language. State dollars are increasing for the Region V Head Start program. Pathways Scholarships are increasing from \$5,000 to \$7,500. Between Crookston and East Grand Forks there are 45 scholarships. Mary Johnson, Assistant Program Design Manager, received the 2015 Champion of Child Safety Award which was presented to her on September 24, 2015 in St. Paul. Policy Council approved 9 new hires. Policy Council approved 1 termination. Approved the Addendum to the Naps and Rest Policy Procedures Responsibilities. Approved voting rights for Community Representatives. Held Elections for President, Vice President, Secretary, and Ad Hoc to the Board.

L. Glover presented the Migrant and Seasonal Head Start/Head Start Policy Council report. L. Vonasek, Chair attended the September 19, 2015 meeting. Teresa Luque, Policy Council President, will be attending the National Migrant and Seasonal Head Start Association Board meeting the first week of October in San Antonio, TX. Also, shared the new Performance Standards information that T. Lee shared above. At the Risk Management Meeting it was stated that Tri-Valley's reduction request was not approved of 182 slots; we will be submitting a 10% Reduction of Enrollment of 88 slots. There were 2 staff that received their Child Development Associate (CDA) and 4 staff had their CDA renewed. Approved 8 New Hires. Explained the cycle of the Governing Body, Policy Council, and Management Staff. The Governing Body assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds. The Policy Council assumes Responsibility for Head Start Program Director, and the Management Staff assumes Operating Responsibility for Head Start Day-to-Day Functions. All Head Start information must be presented to the Policy Council first then to the Board of Directors. Policy Council members were asked to share their story. Members were asked to mark on a US map where they were born/raised and where they have all migrated to for work. Reported on the Program Information Report that is a Federal Reporting Summary for Head Start. Received Education and Disability Service Area Training to include Policies Procedures Responsibilities and Integrated Service Plans. Presented the Tri-Valley Head Start Programs Child Engagement School Readiness Goals, Early Childhood Advisory Committee schedule, and the Parent, Family and Community. Received Health Service Area Training to include Policies Procedures

Responsibilities and Integrated Service Plans. Reviewed the menu's and the Health Advisory Committee.

J. Carlson shared the Office of Head Start Letter – 05CH8302 Conversion Approval. Tri-Valley Head Start submitted a grant back on May 19, 2015 requesting the conversion of 26 Head Start slots to 12 Early Head Start slots. The request proposal to reallocate \$161,807 from the Head Start budget to the Early Head Start budget to accomplish the conversion. The Office of Head Start approved the conversion of 26 Head Start slots to 12 Early Head Start slots effective September 1, 2015.

J. Carlson shared that the Office of Head Start will be conducting a Leadership, Governance, and Management Systems monitoring review of 05CH8302 and 90CM/9798 during the week of November 16, 2015. Will need Board members to visit with the team on November 17, 2015 late afternoon, early evening.

J. Carlson shared the week of June 15, 2015 the Administration for Children and Families conducted an Environmental Health and Safety review on the Migrant and Seasonal Head Start and Early Head Start programs. Based on information gathered, no area of noncompliance was found during the course of the review – no corrective action required at this time.

J. Carlson shared the Office of Head Start Risk Management Thank You Letter. The Migrant and Seasonal Head Start Risk Management Meeting took place on September 9, 2015 via conference call. This meeting is between Office of Head Start staff, Tri-Valley Management staff, Policy Council members, and Board members that grant the opportunity to discuss our program's strengths, challenges, and areas for growth. No Action Steps were developed as a result of the Risk Management Meeting.

J. Carlson shared the Office of Head Start ACF-IM-HS 15-04: Mandated Reporting of Child Abuse and Neglect. All Head Start and Early Head Start staff persons are "mandated reporters". As mandated reporters, staff members working for Head Start and Early Head Start programs are legally obligated to report suspected child abuse or neglect to the appropriate state child protection agency.

J. Carlson shared the Office of Head Start ACF-IM-HS-15-05 Supervision and Transitions. The Office of Head Start asks all Head Start and Early Head Start program leaders to remind staff to prioritize children's safety by providing continuous supervision. Governing bodies, Tribal Councils, Policy Councils, directors, and managers must create a culture of safety within their programs. Everyone shares responsibility for keeping children safe. Grantee staff must ensure that "no child will be left alone or unsupervised while under their care".

There is no Senior Program Advisory Committee Report. The Senior Programs did have a Recognition banquet last Thursday.

J. Carlson stated there was an offer of \$6,000 made to purchase the MURL home in Warren. Tri-Valley had a contractor look at the home and the home is not in good shape. Requesting Board approval to sell the home for \$6,000. D. Diedrich moved to approve. Second by M. Kroulik. Motion carried.

J. Carlson shared the 401(k) Deferral and Match Plan Final Required Communication letter from Wipfli, LLP.

J. Carlson shared the Executive Summary Analysis of Request for Proposals 2015 from Madison National Life (current carrier), Minnesota Life, and Kansas City Life for Group Life and Long-Term Disability. J. Carlson stated that Tri-Valley pays Life and Long-Term Disability. J. Carlson is asking Board members if they would allow staff to apply and pay for supplemental insurance. D. Svaren moved to approve. Second by S. Peterson. Motion carried.

J. Carlson shared the Vision and Dental Renewals. These are an employee paid benefit. All renewals are one year. Vision and Dental rates will be increasing in 2016.

J. Carlson shared the Tri-Valley Strategic Plan. Priority Focus Areas: 1) Improve/promote/advance the objective of coordinating the various services for area preschool children with Head Start. 2) Improve/promote/advance the objective of keeping seniors in their homes and avoiding premature nursing home placement. 3) Improve/promote/advance housing options in the service area. 4) Improve/promote/advance Financial Literacy in the service areas.

J. Carlson shared the Tri-Valley Transportation Programs 2015 Summer Fun Bus Numbers.

J. Carlson received an email from the Office of the Legislative Auditor stating that Tri-Valley had no findings in their report.

Board members were asked to complete the Board of Directors Board Self-Evaluation and return to D. Batcho.

Tri-Valley September Newsletter – for you information.

There will be no November Board meeting. The Executive Committee will make needed decisions on behalf of the Board of Directors. M. Kroulik moved to approve. Second by G. Burris. Motion carried.

The next meeting will be held Thursday, December 10, 2015 starting at 6:00pm.

Adjourned at 7:45pm.

Adjournment.

Respectfully submitted,

Linda Grinde  
Secretary of the Board

LG:dmb