

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

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

Board members present were: M. Kroulik, J. Boerger-Wilder, L. Grinde, D. Diedrich, J. Gerszewski, L. Neuerburg, S. Peterson, L. Glover, M. Gunderson, L. Hall, D. Svaren, S. Kjono, and S. Vonesh.

Staff members present were: J. Carlson, C. Pic, and D. Batcho.

The Community Assistance Program Report did not meet the deadline for input. A copy of the report is in your packet. D. Svaren moved to approve the revised Consent Agenda: Adopt Agenda; Approve March 8, 2016 meeting minutes; Status Report March to include the Community Assistance Program Report; Financial Report; to apply to Second Harvest Heartland Summer Food Service Program – Tri-Valley Migrant Head Start Food and Nutrition Program in the amount of \$2,500 from June-September for staffing costs, administrative costs, supply purchases for centers in specific counties, and food costs; and to Southern Minnesota Initiative Foundation Book Start Grant – Winnebago Migrant and Seasonal Head Start for books only for families to take home. Second by S. Peterson. Motion carried.

J. Carlson presented the Audit report for Jean Christensen. Tri-Valley Migrant and Seasonal Head Start has been waiting to hear from the Administration for Children and Families on the approval for the reduction request. As WIPFLI was doing the audit it came up that the reduction request was still pending. After inquiring with the Administration for Children and Families the request was approved. There were 3 observations with the recent WIPFLI Audit. Head Start In-Kind errors: wrong dollar amount inputted and appraisals didn't match contracts yet had enough In-Kind to cover the errors. Emergency Assistance Program workflow system reviewed too many files. Emergency Assistance Program drawdowns requires 10%. The audit was a clean audit – all looked good.

The Executive Committee met at 5:00pm to review the Chief Executive Officer's Performance Evaluation. Staff members left and returned. L. Neuerburg approved the Chief Executive Officers Performance Evaluation minutes. The Board approved a 3% increase to include COLA. Second by J. Gerszewski. Motion carried.

Treasurer D. Diedrich was in to review accounts payable, payroll, and the credit cards. All looked good and was in order. D. Diedrich thanked N. Nicholas for doing the last couple months of the Treasurers duties.

Report by the Chief Executive Officer. J. Carlson shared "The Raising of America" documentary was a good turnout. If any Board members would like to have community gathering to watch this documentary J. Carlson will help facilitate. Would the MREA members be interested in the documentary? J. Carlson will follow-up with the Win-E-

Mac School Board and the Service Coop. J. Carlson stated it was suggested by Otto Bremer Trust to ask for more money for the Agassiz Townhomes and New Americans Case Management project. L. Hall moved to accept the report. Second by J. Boerger-Wilder. Motion carried.

L. Neuerburg reported on the Head Start/Early Head Start Policy Council meeting. March Policy Council meeting ~ Angie Lindseth, President, and Andy Nissen, Vice President, attended the Minnesota Head Start Association meeting March 8 and on March 9, 2016 attended the Heroes Awards Breakfast. Angie was honored with reading the Category 3: Head Start child who have made tremendous development progress winner. After the awards members went to the State Capitol to visit with representatives. There is a \$900 million surplus for one-time money: Priorities are tax bill and transportation. The Head Start Performance Standards - looking at increasing the Region V hours to 1,020 hours per year for Preschool. Policy Council approved one termination, Phase One 2016/2017 and Phase Two 2017/2018 Organizational Charts and 7 updated Policies, Procedures, and Responsibilities. Shared the 2016 Minnesota Head Start Association Heroes Booklet and 2016 Reference Guide for Income Level. Received training on Education and Disability Services Area Training to include Plans, Policies, Procedures, Responsibilities, and Performance Standards. April Policy Council meeting ~ The Policy Council members approved 3 new hires and one termination. Reviewed the School Readiness Goals – Checkpoint #2. Received training on Family and Community Services Area Training to include Plans, Policies, Procedures, Responsibilities, and Performance Standards and approved 2 updated Policies, Procedures, and Responsibilities. Also received Child Abuse and Neglect Training.

L. Glover reported on the Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. National Head Start Association submitted comments on the regulations for the Federal Child Development Block Grant. National Head Start Association Activities Related to Reauthorization - one new idea is “Head Start as a 0-5 Intervention”. Some key concepts need to be better defined: shared governance with parents, comprehensive services, and the approach to accountability (compliance versus continuous improvement). Tara Morrison, Tri-Valley Program Area Specialist, was selected as the Minnesota Head Start Association Alternate for Tri-Valley. Denny DeMers was elected a friend to the Directors Affiliate for the Minnesota Head Start Association; he will be a Representative to the Region V Board. Noemi Treviño presented the Migrant Education Program (Title I) report. The “No Child Left Behind” changed to “Every Student Succeeds Act”. Migrant Education Program serves 3 year olds to 21 years old and Out of School Youth. The formula for how much money Migrant Education Program receives has changed and at this time not sure how this will affect their funding. Presented a PowerPoint presentation on the 2015 Evaluations Results of the Minnesota Migrant Education Program. Shared the Minnesota Department of Education Migrant Education Program 2014-2015 Annual Evaluation Summary for Parents. Migrant Education Program had a Federal Audit with one concern regarding Food Service. Migrant Education Program will be bringing one exchange teacher from Tamaulipas, Mexico to teach in Rochester. The Policy Council approved 4 new hires, 1 termination, 2016/2017 Menus, Phase One 2016/2017 and Phase Two 2017/2018 Organizational Charts, and 11 updated Policies, Procedures,

and Responsibilities. The Administration for Children and Families approved the request for a Disability Waiver for the program year 2015/2016. Received training on the Tri-Valley Policy Manual and shared the Tri-Valley Annual Report, Org Chart, and Audit Report. Discussion on Recruitment strategies. Asked members for input on best ways to recruit - some ideas were word of mouth from current parents, talk at parks, family gatherings, work areas, community events, visit school districts.

The Administration for Children and Families conducted a Head Start and Early Head Start Leadership/Governance/Management Systems review on November 17 and 18, 2015. Based on the information gathered Tri-Valley Head Start program was found to be out of compliance with one requirement: The Policy Council and Board did not receive an itemized list of credit card expenditures. L. Coleman will be submitting a Corrective Action Plan to continue to receive the overview of the total credit card expenses and a copy of the credit card itemized report will be available and passed around for review. L. Neuerburg moved to approve the Corrective Action Plan. Second by L. Glover. Motion carried.

Received a letter from Minnesota Department of Education regarding the Fiscal Monitoring Summary for the Migrant Education Health and Nutrition Grant and Grant ID # 2014-00292 – at this time no items that require a response.

Received a letter from Minnesota Department of Education regarding the Fiscal Monitoring Summary for the Migrant Education Identification and Recruitment Grant and Grant ID # 2014-002923 – at this time no items that require a response.

J. Carlson presented the Head Start Program Governance Training – Board of Directors Handbook. The handbook consists of: Who We Are; The Life of a Board Member Introduction to Program Governance Who's Who in Head Start Program Governance; The Life of a Board Member What You Need To Know About Composition and Selection Requirements; The Life of a Board Member What You Need To Know About Conflict of Interest; The Life of a Board Member What You Need To Know About Training and Orientation; The Life of a Board Member What You Need To Know About Head Start Act and Performance Standards; The Life of a Board Member What You Need To Know About Integrated Service Plan, Policies, Procedures and Responsibilities; The Life of a Board Member What You Need To Know About Board Meetings; Direction of the Head Start Program What You Need To Know About Major Responsibilities; Oversight of Head Start Program What You Need To Know About Reports and Information Requirements; Oversight of Head Start Program What You Need To Know About Activity Requirements; Oversight of Head Start Program What You Need To Know About Policy Review and Approval Requirements; What You Need To Know About Shared Governance and Impasse Resolution (Binding Arbitration Agreement for Resolution of Impasses Between Tri-Valley Board of Directors and Region V/Region XII Head Start/Early Head Start Policy Council, Tri-Valley Head Start/Early Head Start Policy Council By-Laws, Tri-Valley Migrant and Seasonal Head Start/Early Head Start Policy Council By-Laws); Advisory Committees; Client Appeal Policies Procedures Responsibilities; Financial Management Policies Procedures Responsibilities; Internal Investigations, Corrective Action, and Termination Policies Procedures Responsibilities; Parent Reimbursement Policies Procedures

Responsibilities; Eligibility Policies Procedures Responsibilities; Recruitment Policies Procedures Responsibilities; Selection Policies Procedures Responsibilities; Enrollment Policies Procedures Responsibilities; Attendance Policies Procedures Responsibilities; Head Start Acronyms; and Schedules.

L. Grinde moved to accept the Head Start, Child and Family Programs Report. Second by J. Gerszewski. Motion carried.

The Tri-Valley Caring Companion Program received the “Community Action Promising Practice” Award. J. Carlson shared the news article that was in the Community Action Partnership eNews letter and the Crookston Times.

Updates to the Tri-Valley Board of Directors Bylaws. Under #26 updated the Order of Business; #28 add the Audit/Finance Committee paragraph and moved all paragraphs down a number; #36 under Secretary changed the Administrative Assistance to the Executive Assistant and under Treasurer changed to Audit/Finance Committee; and #38 deleted or Administrative Assistant and deleted the second paragraph. L. Hall moved to approve. Second by S. Peterson. Motion carried.

Nominating Committee: L. Hall, J. Boerger-Wilder, and D. Mack. Election of Officers held in June; start preparing.

Board approval was requested to apply to the Minnesota Housing – Community Assistance Programs in the amount of \$10,000 from June 2016 – May 2017 for Staff Professional Development for Community Assistance staff. Agencies outside of Tri-Valley will be invited to attend as well. L. Grinde moved to approve. Second by L. Glover. Motion carried.

Board approval was requested to apply to the MN Board on Aging State Foster Grandparent Program – Senior Programs in the amount of \$114,781 from July 1, 2016 – June 30, 2017 for the continuation of the Foster Grandparent Program in NW MN. This program provides stipend volunteer opportunities for senior citizens throughout the 11 county service area of NW MN. The Foster Grandparent Program is part of Senior Corps, a network of national service programs that provide older Americans the opportunity to put their life experiences to work for local communities. Foster Grandparents serve as mentors, tutors, and friends for at-risk children and youth with special needs through a variety of non-profit community entities. These include Private and Public schools, drug treatment facilities, Head Start Centers, non-profit day care centers, etc. Sixteen Foster Grandparents will serve 150 or more special/exceptional needs children. D. Diedrich moved to approve. Second by J. Gerszewski. Motion carried.

Board approval was requested to apply to MN Department of Education State Early Head Start Region V – Head Start, Child and Family Programs in the amount of \$349,824 from July 1, 2016 – June 30, 2017 to promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social, and other services to enrolled children. To provide Early Head

Start services for 26 Early Head Start children and their families. L. Grinde moved to approve. Second by L. Glover. Motion carried.

Board approval was requested to apply to the MN Department of Education State Migrant Early Head Start – Head Start, Child and Family Programs in the amount of \$1,558,587 from July 1, 2016-June 30, 2017 to promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children. To provide Early Head Start services for 97 Early Head Start Migrant and Seasonal children of farm workers and their families. S. Peterson moved to approve. Second by L. Neuerburg. Motion carried.

Board approval was requested to apply to the MN Department of Education MN Migrant Education Program Health and Nutrition – Head Start, Child and Family Programs in the amount of \$180,000 from July 1, 2016 – June 30, 2017 to provide age appropriate health screenings, referral, and follow up to all Migrant Title I Part C enrolled children. D. Diedrich moved to approve. Second by L. Hall. Motion carried.

Board approval was requested to apply to the MN Department of Education MN Migrant Education Program ID&R – Head Start, Child and Family Programs in the amount of \$773,345 from July 1, 2016 – June 30, 2017 in the amount of \$773,345 to identify and recruit potential migrant students throughout the state of MN and explore unidentified and untraditional areas of MN to ensure that all potential migrant students are being identified. J. Gerszewski moved to approve. Second by S. Peterson. Motion carried.

Board approval was requested to apply to the MN Department of Human Services MN Migrant Child Care – Head Start, Child and Family Programs in the amount of \$438,823 from July 1, 2016 – June 30, 2017 to provide Migrant Child Care services to eligible children in MN. L. Neuerburg moved to approve. Second by L. Hall. Motion carried.

Board approval was requested to apply to the Minnesota Department of Education MN Summer Food Service Program – Tri-Valley Migrant Head Start Food and Nutrition Program in the amount of up to \$275,000 (\$2.1325 per breakfast, \$3.7450 per lunch, \$0.8875 per snack) from June 1, 2016 – September 30, 2016 for reimbursement for meals served during the summer months. L. Hall moved to approve. Second by S. Peterson. Motion carried.

Board approval was requested to apply to the North Dakota Department of Public Instruction North Dakota Summer Food Service Program – Tri-Valley Migrant Head Start Food and Nutrition Program in the amount of up to \$60,000 (\$1.94 per breakfast, \$3.39 per lunch, \$0.865 per snack) from June 1, 2016 – September 30, 2016 for reimbursement for meals served at the Grafton Head Start site during the summer months. L. Grinde moved to approve. Second by S. Kjono. Motion carried.

Board approval was requested to apply to the North Dakota Department of Public Instruction– Head Start, Child and Family Programs in the amount of \$17,027 from May 20, 2016 – December 31, 2016 to provide identification, recruitment services to ND Title I Migrant Education Program. S. Peterson moved to approve. Second by S. Kjono. Motion carried.

Board approval was requested to apply to the Minnesota Department of Education Pathway II Crookston Region V Head Start – Head Start, Child and Family Programs in the amount of \$37,500 from July 2016 – June 2017 to sustain the quality and progress we have made at our center over the past several years. Our goal is to continue to provide coaching and mentoring support to children, staff, and families which will increase social emotional competence. L. Grinde moved to approve. Second by D. Diedrich. Motion carried.

Board approval was requested to apply to the Minnesota Department of Education Pathway II Hendrum Region V Head Start – Head Start, Child and Family Programs in the amount of \$37,500 from July 2016 – June 2017 to sustain the quality and progress we have made at our center over the past several years. Our goal is to continue to provide coaching and mentoring support to children, staff, and families which will increase social emotional competence. L. Grinde moved to approve. Second by D. Diedrich. Motion carried.

Board approval was requested to apply to the Minnesota Department of Education Pathway II Breckenridge Region XII Head Start – Head Start, Child and Family Programs in the amount of \$37,500 from July 2016 – June 2017 to sustain the quality and progress we have made at our center over the past several years. Our goal is to continue to provide coaching and mentoring support to children, staff, and families which will increase social emotional competence. One additional classroom staff will be added to the Preschool classroom to assist children with challenging behaviors. L. Grinde moved to approve. Second by D. Diedrich. Motion carried.

Board approval was requested to apply to the Minnesota Department of Education Pathway II Monticello Region XII Head Start – Head Start, Child and Family Programs in the amount of \$37,500 from July 2016 – June 2017 to sustain the quality and progress we have made at our center over the past several years. Our goal is to continue to provide coaching and mentoring support to children, staff, and families which will increase social emotional competence. One additional classroom staff will be added to the Preschool classroom to assist children with challenging behaviors. L. Grinde moved to approve. Second by D. Diedrich. Motion carried.

Board approval was requested to apply to the Minnesota Department of Education Pathway II Sleepy Eye Region XII Head Start – Head Start, Child and Family Programs in the amount of \$37,500 from July 2016 – June 2017 to sustain the quality and progress we have made at our center over the past several years. Our goal is to continue to provide coaching and mentoring support to children, staff, and families which will increase social emotional competence. One additional classroom staff will be added to the Preschool classroom to assist children with challenging behaviors. L. Grinde moved to approve. Second by D. Diedrich. Motion carried.

Board approval was requested to apply to the Minnesota Department of Education Pathway II Danube and Glencoe Region XII Head Start – Head Start, Child and Family Programs in the amount of \$37,500 from July 2016 – June 2017 to sustain the quality and progress we have made at our center over the past several years. Our goal is to

continue to provide coaching and mentoring support to children, staff, and families which will increase social emotional competence. One additional classroom staff will be added to the Preschool classroom to assist children with challenging behaviors. L. Grinde moved to approve. Second by D. Diedrich. Motion carried.

Board approval was requested to apply to the Minnesota Department of Education Pathway II Rochester and Owatonna Region XII Head Start – Head Start, Child and Family Programs in the amount of \$37,500 from July 2016 – June 2017 to sustain the quality and progress we have made at our center over the past several years. Our goal is to continue to provide coaching and mentoring support to children, staff, and families which will increase social emotional competence. One additional classroom staff will be added to the Preschool classroom to assist children with challenging behaviors. L. Grinde moved to approve. Second by D. Diedrich. Motion carried.

J. Carlson shared the revised Tri-Valley Benefit Chart. Added Package K Temporary employees schedule to work 30+ hours for 3 or more months and Package L Variable Hour, Seasonal, Part Time employees deemed ACA FT during their Initial Measurement Period, or the standard Measurement Period as defines by ACA. Tri-Valley will offer a Minimum Value Plan to Package K and L. S. Kjono moved to approve. Second by D. Svaren. Motion carried.

The proposed Head Start COLA is 1.75%. J. Gerszewski moved to approve the agency COLA to follow with the Head Start COLA. Second by L. Glover. Motion carried.

J. Carlson shared the WIPFLI Audit Engagement Report.

J. Carlson shared the 2015 Development Committee Annual Report.

D. Svaren motioned to adjourn the meeting. Second by S. Kjono. Motion carried.

Adjourned at 8:15pm. Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb