

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
February 9, 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 office in Crookston, MN.

Board members present were: L. Vonasek, N. Nicholas, L. Grinde, J. Gerszewski, L. Neuerburg, S. Peterson, D. Mack, L. Glover, G. Burris, M. Gunderson, and S. Kjono.

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

N. Nicholas moved to accept the re-nomination of Linda Neuerburg for the Private Sector Polk County. Second by S. Peterson. Motion carried.

G. Burris moved to accept the re-election of John Gerszewski for the Low-Income Sector Polk County. Second by L. Glover. Motion carried.

L. Grinde moved to approve the revised Consent Agenda: Adopt Agenda, Approve January 12, 2016 meeting minutes, January Status Report, and Financial Report. Second by J. Gerszewski. Motion carried.

A representative from Otis Magie attended and shared information on Insurance.

N. Nicholas was in to review accounts payable, payroll, and the credit cards for Treasurer D. Diedrich; all was in order. N. Nicholas shared one change in reviewing accounts payable – once the vendor list of checks are printed the Treasurer will select which bills to review.

Report by the Chief Executive Officer. J. Carlson share that Tri-Valley has an owner of a MURL home in Crookston that has a lien against the mortgage which is not allowed. Tri-Valley is proceeding with cancelation of the house with the owner. Tri-Valley is being represented by our attorney. If asked any questions regarding this MURL home direct questions to our attorney. Working with a lady from UMOS (migrant farmworkers organization) that is interested in helping with housing in Crookston. There is a group in Bemidji that is interested in working with us regarding the food hub project. The movie ABRAZOS was played prior to the Board meeting; if anyone would like to watch this movie on your own contact D. Batcho. L. Neuerburg moved to accept the report. Second by S. Peterson. Motion carried.

Head Start/Early Head Start Policy Council meeting – no report.

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

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 lists of credit card expenditures. Tri-Valley Head Start program will have 120 days to correct this.

The Crookston Head Start center was reviewed by the Minnesota Department of Human Services and the center had five violations. A Corrective Action Plan has been submitted to the Minnesota Department of Human Services.

The National CLASS scores have been released. Reauthorization stated that in the 3 Domains of CLASS: Emotional Support, Classroom Organization, and Instructional Support you would minimally need a 4 in Emotional Support, a 3 in Classroom Organization, and a 2 in Instructional Support. In addition, if all programs met these requirements they would then look at the lowest 10% of cut-off scores to determine which programs would fall into recompetition. To determine the lowest 10%, they take the scores of all programs that were reviewed during that program year and calculate the numbers based on their overall results. For both our Region V and Region XII programs have higher scores than the lowest 10% of National CLASS scores. Below lists the National cut-off scores for 2013, 2014, 2015 Region V scores, 2015 Region XII scores and the final column lists National lowest 10% cut-off 2015 scores:

	2013 lowest 10% of cut- off scores	2014 lowest 10% of cut- off scores	2015 Tri-Valley REGION V CLASS Scores	2015 Tri-Valley REGION XII CLASS SCORES	2015 lowest 10% of National cut-off scores
Emotional Support	5.5417	5.7167	6.1625	5.8942	5.6562
Classroom Organization	5.0556	5.3646	6.0167	5.7051	5.2708
Instructional Support	2.1061	2.2027	3.6167	2.4872	2.2261

The program scores we have surpassed the minimum of 4 in Emotional Support, 3 in Classroom Organization, and 2 in Instructional Support as well as being above both of the cut-off scores for 2013, 2014, and 2015. Our Region V Emotional Support and Classroom Organization scores are above the national median score and our Instructional Support score is only .0733 away from being in the HIGHEST 10%. Our Region XII surpass the lowest 10% yet are not quite at the national median scores for all domains. This means we have met the requirements for this program year.

T. Sundeen presented Head Start Program Planning: Overview of Planning Cycle; Self-Assessment; Ongoing Monitoring; Program Information Data (PIR); Internal Review Summary; School Readiness Goals and Outcomes; Risk Management Meetings; On Site Reviews; Training/Technical Assistance Plan Highlights; Community Assessment; Parent Check; Direction from Governing Board and Policy Council; Previous Year Strategic Plan Goals; 2016 Long and Short Range; and Parent, Family, and Community Engagement.

J. Carlson shared the Head Start Annual Report 2015.

L. Neuerburg volunteered to participate on the Head Start/Early Head Start Policy Council. D. Mack moved to approve. Second by L. Glover. Motion carried.

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

Senior Programs Advisory Committee Report – no report.

J. Carlson shared there is a MURL home in Ada that someone wants to purchase from Tri-Valley. The home is out of the compliance period so Tri-Valley is authorized to sell the home with funds going back into the revolving fund. The offer was for \$40,000 and to do a contract for \$2,000 down, pay \$750.00 per month for 2 years at 6% interest, and then after the 2 years this person would go with a conventional loan. M. Gunderson moved to approve. Second by J. Gerszewski. Motion carried.

The Tri-Valley Board of Directors Bylaws are to be reviewed, discussed, and approved annually. There are some proposed changes: Order of Business (Consent Agenda and Head Start, Child and Family Programs), need to specify there is a Finance/Audit Committee and talk about the committee. Tabled.

Board approval was requested to pay the NW MN Council of Collaborative Membership Dues for 2016 in the amount of \$1,350. L. Neuerburg moved to approve. Second by N. Nicholas. Motion carried.

Adjourned at 8:05pm. Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb