

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
March 8, 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, J. Boerger-Wilder, L. Grinde, L. Neuerburg, S. Peterson, G. Burris, M. Gunderson, L. Hall, D. Svaren, S. Kjono, M. Melting-Ogard and S. Vonesh.

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

L. Vonasek welcomed and introduced S. Vonesh, Region V Head Start/Early Head Start Ad Hoc to the Board.

The SNAP Outreach Program Report did not meet the deadline for input. A copy of the report is in your packet. S. Peterson moved to approve the revised Consent Agenda: Adopt Agenda, Approve February 9, 2016 meeting minutes, February Status Report to include the SNAP Outreach Program Report, Financial Report, to apply to Southern MN Innovative Foundation Book Start Grant – Rochester Head Start for 175 books for the 2016/2017 program year for books for children in the Head Start program, and American Crystal Sugar – Crookston Family Service Center Materials Head Start in the amount of \$5,000 for Library enhancements (books, cd's) and sensory items. Second by L. Neuerburg. Motion carried.

N. Nicholas was in to review accounts payable, payroll, and the credit cards for Treasurer D. Diedrich. N. Nicholas did not finish reviewing the American Express credit card but will be back in to review. Otherwise, all was in order.

Report by the Chief Executive Officer. J. Carlson shared that Tri-Valley, The City Of Crookston, The Crookston Chamber and Visitor Bureau, and the Crookston Early Childhood Initiative will be presenting “The Raising of America” March 30, 2016 starting at 11:30am at the University of Minnesota Crookston. If interested in attending contact D. Batcho. Discussion on the MURL home that has a lien affix to the property. There were no objection for J. Carlson’s plan to address the lien. The Head Start/Early Head Start Policy Council approved D. DeMers to the Minnesota Head Start Association as the Friend Affiliate to the Region V Board. L. Neuerburg moved to accept the report. Second by L. Hall. Motion carried.

L. Neuerburg reported on the Head Start/Early Head Start Policy Council meeting. Angie Lindseth and Andy Nissen will be attending the Minnesota Head Start Association meeting and Heroes Event March 8 and 9, 2016 in St. Paul, MN. The Policy Council members approved: 5 new hires, 1 termination, D. DeMers to the Minnesota Head Start Association as the Friend Affiliate to the Region V Board, and the 2016/2017 menus. C. Boudreaux presented the Health and Nutrition Services Area Training to include the Policies Procedures Responsibilities Addendums which were: Accidents, Injuries, and Emergencies; Cleaning and Sanitation; Dental Care; and Nutrition and Food Service.

C. Boudreaux shared information on the Health Advisory Council. S. Vonesh was elected the Ad Hoc Member to the Board of Directors.

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

J. Carlson shared the Head Start State Under Enrollment Action Plan. The Under Enrollment Action Plan and timetable for reducing or eliminating under enrollment has been developed in accordance with Minnesota Statute 119A.52. 1) Enrollment Factor: Unable to reach and maintain funded enrollment during the months of January – February 2016 in the amount of 8 children in our East Grand Forks center due to shortage of qualified teachers. We have now hired teachers and will be opening the classroom on February 24, 2016 and we will be fully enrolled. Our current waiting list contains 60 income eligible infants and toddlers. Challenges which negatively impact the enrollment factor: 1) State of Minnesota Teaching Shortage -Rural areas; -Early Childhood. L. Grinde moved to approve Action Plan. Second by S. Kjono. Motion carried.

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

H. Simmons presented the Senior Programs Report. H. Simmons shared the Foster Grandparent program from 7/1/2015-3/8/2016 is serving 28 sites with 63 Foster Grandparents. The Caring Companion Program began July 1, 2015 with 11 Caring Companions – 8 transitioning from the Senior Companion Program and 3 left the Foster Grandparent Program to join the Caring Companion Program. One Caring Companion has retired and 17 new Caring Companions have been recruited. Since the Caring Companion Program started in July every month has had a +net. H. Simmons shared the Caring Companion Program and Foster Grandparent Program brochures.

J. Carlson asked Board members if they had any comments on the video ABRAZOS. A few commented it was a very good video. Contact D. Batcho if anyone would like to see the video.

Board approval was requested to apply to the Corporation for National and Community Service (CNCS) Federal Foster Grandparent Program – Senior Programs in the amount of \$256,811 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 citizen 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. Fifty-four Foster Grandparents will serve 400+ special and exceptional needs children from birth to 21, throughout the 11 county service areas in NW MN. L. Grinde moved to approve. Second by S. Peterson. Motion carried.

N. Nicholas presented the Wipfli Exit Interview. Wipfli, Tri-Valley Auditors were at the Administrative Office last week. N. Nicholas shared that Wipfli does a good job. The Total Liabilities and Net Assets is \$10,753,303. The revenue is \$2.1 million higher than last year. Tri-Valley had 3 observations; no findings. The 3 observations were: Emergency Assistance Program workflow system; Head Start In-Kind errors; and Emergency Assistance Program drawdowns. L. Neuerburg moved to approve. Second by G. Burris. Motion carried.

N. Nicholas and L. Neuerburg reviewed the Crookston Townhomes and Fisher Townhomes Partnership Financial Statements and Tax Returns from January 1, 2015-April 30, 2015; all looked in order. Tri-Valley purchased both Townhomes May 1, 2015. L. Grinde moved to approve. Second by L. Hall. Motion carried.

J. Carlson shared the Tri-Valley Benefit schedule. To satisfy the Affordable Care Act Tri-Valley has to offer a health package to seasonal employees. Tri-Valley will offer a Minimal Value Plan to seasonal employees. D. Svaren moved to approve. Second by G. Burris. Motion carried.

J. Carlson shared Insurance Proposals from Otis Magie, Vaaler, and Hanover. Property/Auto/Liability/etc. Insurance Vaaler came in \$37,869 less than Otis Magie. Worker's Compensation Insurance Vaaler came in \$101,981 less than Otis Magie. The Board approved to go with Vaaler Insurance and to stay with Hanover for Nonprofit Directors and Officers Liability. S. Peterson moved to approve. Second by D. Svaren. Motion carried.

The Community Action Best Practice Awards event provides an opportunity to recognize the most effective and innovative programs within Minnesota's Community Action Network. One of the five "Community Action Promising Practice Recipients" goes to Tri-Valley Opportunity Council, Inc.: Caring Companion Program. On Wednesday, March 23, 2016 at 2:00pm, in St. Paul, the recipients will receive their awards. Congratulations!

Nominating Committee: L. Hall, J. Boerger-Wilder, and D. Mack. Election of Officer held in June.

Adjourned at 7:50pm. Adjournment.

Respectfully submitted,

Linda Grinde  
Secretary of the Board

LG:dmb