

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
May 10, 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, D. Diedrich, J. Gerszewski, L. Neuerburg, S. Peterson, M. Kroulik, D. Mack, G. Burris, M. Gunderson, L. Hall, D. Svaren, S. Kjono, M. Melting-Ogard, and S. Vonesh.

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

The Child Care Aware Report did not meet the deadline for input. A copy of the report is in your packet. L. Grinde moved to approve the revised Consent Agenda: Adopt Agenda; Approve April 12, 2016 meeting minutes; Status Report April to include the Child Care Aware Report; and Financial Report. Second by D. Mack. Motion carried.

Treasurer D. Diedrich was in to review accounts payable, payroll, vouchers, and the credit cards. All looked good and was in order.

Report by the Chief Executive Officer. A request from a couple Head Start Center Managers asking if they can have their own Tri-Valley center Facebook page. The current Tri-Valley Policy states the Marketing Communications Specialist is in charge of the Tri-Valley Facebook page. The Board suggests leaving it as is. The Food Hub Feasibility Study is just about to get started. There is a Regional Housing meeting tomorrow in Erskine. Prior to this meeting will be meeting with the underwriter from MN Housing regarding the Agassiz Townhomes. On May 25, 2016 will be hearing from Otto Bremer. Currently, have received 13-14 pledges from the community. C. Pic presented a Transportation report. L. Neuerburg moved to accept. Second by J. Gerszewski. 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.

J. Carlson shared the “Sleepy Eye seeks to add daycare” article. Tri-Valley Migrant Head Start has 3 rooms available in their building to house Infant, Toddler, and Preschooler classrooms year around.

J. Carlson stated the Office of Head Start will conduct a Comprehensive Services and School Readiness monitoring review of Tri-Valley / 90CM9798 during the week of June 27, 2016.

J. Carlson shared the ACF-IM-HS-16-02 Supplemental Funds Available to Extend Duration of Services in Head Start and Early Head Start. The Office of Head Start announces the availability of approximately \$294 million to be awarded for the purpose of increasing the total annual hours of high-quality early education services offered to

children enrolled in Head Start and Early Head Start center-based and family child care programs.

J. Carlson shared the ACF-PI-HS-16-03 FY 2016 Head Start Funding Increase. The approximately \$570 million increase provides grantees a 1.8 percent cost of living adjustment (COLA) depending on final funding decisions.

D. Mack presented the Senior Programs Advisory Council Committee report. The last meeting was held on May 4, 2016. H. Simmons, Senior Programs Director, reported on Caring Companion: update on 245D changes to background checks; have 31 companions; in April served 21 funded and 4 private pay clients; and receiving mileage reimbursement on 7 clients. Foster Grandparent: recruited 17 new Foster Grandparents; 3 Foster Grandparents have left the program; 3 new sites have been developed at Our Saviors in Crookston, Goodridge Elementary Norman County East, and Probstfield; federal and state grants have been written with no increase in funding; reduced the volunteer service year to help spend down stipend hours; and received \$3,500 United Way funds. J. Larson, Senior Programs Manager, reported on Marketing: aired on radio programs in Ada, Fosston, and Mahnomen; spoke at clubs, fairs, and Senior meals sites; met with Social Services; and attended providers meeting in Polk County. Caring Companion: recruited 4 new companions. Foster Grandparent: recruited 6 new Foster Grandparents; started a new site at Our Saviors Lutheran Day School in Crookston; and 1 Foster Grandparent has left the program. J. Halvorson, Foster Grandparent/Caring Companion Coordinator, reported on Foster Grandparent: have 20 Foster Grandparents and started a new site in Thief River Falls. Caring Companion: have 9 companions. Marketing: spoke at clubs; attended care givers meeting; and wrote article on Senior Programs that was published in various newspapers. J. Lukow, Senior Programs Coordinator, report on Foster Grandparent: recruited 5 new Foster Grandparents. Caring Companion: recruited 9 new companions. Marketing: telephone marketing has worked the best; attend health fairs; spoke at Erskine's men's club; and keeping in close contact with social services. M. Melbye, Caring Companion Specialist, reported there are a total of 32 companions; have approximately 1,632 volunteer hours this program year; have 43 clients that have been served in 6 counties - 5 of whom are private pay; started marketing in Mahnomen and Roseau Counties; and recognition is being planned to August/September.

The nominating committee has finished up nominations; have a full slate of nominations for the June Board meeting elections.

Board approval was requested to apply to the US Department of Health and Human Services Administration for Children and Families Federal Head Start and Early Head Start COLA – Head Start, Child and Family Programs in the amount of \$43,912 from May 1, 2016 – April 30, 2017 for 1.8% COLA. M. Kroulik moved to approve. Second by D. Svaren. Motion carried.

Board approval was requested to apply to the US Department of Health and Human Services Administration for Children and Families Federal Migrant and Seasonal Head Start and Early Head Start COLA – Head Start, Child and Family Programs in the

amount of \$141,797 from April 1, 2016 – March 31, 2017 for 1.8% COLA. N. Nicholas moved to approve. Second by S. Kjono. Motion carried.

J. Carlson shared the Tri-Valley Policy Revision and Additions. The very 1st paragraph delete “for up to one year after birth”. J. Carlson suggested to take this packet home to review and will bring back to the June meeting. Tabled.

C. Pic presented the Drug and Alcohol Policy Updates. Manual cover and Title Page – Logo update. All footers – Manual revised, May 10, 2016. Page 8-9 under Prohibited Substances: Addition of the following: **Under DOT Rule 49 CFR Part 40 Section 40.87.** As a laboratory, you must use the cutoff concentrations displayed in the following table for initial and confirmatory drug tests. All cutoff concentrations are expressed in nanograms per milliliter (ng/mL). Tri-Valley Opportunity Council, Inc. will follow Part 40 Section 40.87 in the determination of the drug test results negative/positive status, the same as the DHHS designated Certified Laboratory on page 27.

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA ¹	15 ng/mL
Cocaine metabolites	150 ng/mL	Benzoylecgonine	100 ng/mL
Opiate metabolites			
Codeine/Morphine ²	2000 ng/mL	Codeine	2000 ng/mL
		Morphine	2000 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines ³			
AMP/MAMP ⁴	500 ng/mL	Amphetamine	250 ng/mL
		Methamphetamine ⁵	250 ng/mL
MDMA ⁶			
	500 ng/mL	MDMA	250 ng/mL
		MDA ⁷	250 ng/mL
		MDEA ⁸	250 ng/mL

Page 12 Drug Testing Procedure: Head Start Program added to this statement. Tri-Valley Transit and/or Head Start Programs will guarantee that the cost for the split specimen test is covered in order for a timely analysis of the sample. If the result of the split specimen is a negative, Tri-Valley Transit and/or Head Start Programs will bear the cost for the split sample testing. If the specimen split tests positive, Tri-Valley Transit and/or Head Start Programs will seek reimbursement for the cost of the split sample test from the employee.

Page 13-14 Alcohol Testing Procedure: Head Start Program added to this statement. Tri-Valley’s Transportation and Head Start Programs affirms the need to protect individual dignity, privacy, and confidentially throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is

compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not be a canceled test.

Page 19 Random testing rates, year update; change under FMCSA from 50% random testing to 25% random testing.

- A. Testing rates will meet or exceed the minimal annual percentage rate set each year by the DOT Administrator. The current year testing rates can be viewed on line at <http://www.dot.gov/ost/dapc/rates.html>. The 2016 FMCSA minimum testing requirement is to annually perform drug tests on 25% and alcohol tests on 10% of the average number of driver positions. The 2016 FTA minimum testing requirement is to annually perform drug tests on 25% and alcohol tests on 10% of the average number of safety-sensitive employees. If a given driver is subject to random alcohol or controlled substances testing under the random alcohol or controlled substances testing rules of more than one DOT agency for the same employer, the driver shall be subject to random alcohol and/or controlled substances testing at the annual percentage rate established for the calendar year by the DOT agency regulating more than 50 percent of the driver's function

Page 27, Change in Designated Employer Representative (DER)

Designated Employer Representative (DER):

Name:	Cynthia Gjerswold
Title:	Transportation Operations Manager
Address:	1345 Fairfax Avenue
	Crookston, MN 56716
Telephone number:	(218) 281 0700
Fax Number:	(701) 335 4202

M. Kroulik moved to approve. Second by L. Grinde. Motion carried.

J. Carlson shared the Printing/Scanning Fees. To offset costs incurred with retrieving, preparing, copying, and sending employee or program information as requested by external entities, the Tri-Valley Opportunity Council, Inc. Board of Directors requires the following fees be consistently applied by programs and support departments as shown below. External entities include past employees with the exception to a copy of personnel file per policy.

Fees

1. \$ 25.00 per hour labor; charged in .5 hour increments, no less than .5 hour total
2. \$.10 per scanned / faxed copy
3. \$.15 per black and white copy per side
4. \$.20 per color copy per side
5. Actual cost of postage, mailing, materials/fees

D. Diedrich moved to approve. Second by D. Svaren. Motion carried.

J. Carlson shared the Prairieland Duplexes Annual Report. These duplexes run through Tri-Valley's books; has always been part of the Balance sheet. Looking at the financial sheets the townhomes are split out with totals. D. Mack moved to approve. Second by G. Burris. Motion carried.

J. Gerszewski moved to approve the Authorization Resolution for Chief Executive Officer to Sign on Behalf of Board. Second by G. Burris. Motion carried.

J. Carlson asked Board members of what kind of Fiscal Training do you want? Training on Financials? Let J. Carlson know of any suggestions.

L. Neuerburg moved to adjourn the meeting. Second by G. Burris. Motion carried.

Adjourned at 7:40pm. Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb