

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

Staff members present were: J. Carlson, S. Berg, and D. Batcho.

D. Diedrich moved to accept the Re-Nomination of Polk County Private Sector – J. Boerger-Wilder. Second by M. Gunderson. Motion carried.

The SNAP Outreach Program Report did not meet the deadline for input. A copy of the report is in your packet. D. Diedrich moved to approve the revised Consent Agenda: Adopt Agenda, Approve June 14, 2016 meeting minutes and July 13, 2016 Executive Committee minutes, June and July Status Report to include the SNAP Outreach Program Report, Financial Report, Northwest Minnesota Foundation Food Hub Feasibility Study Funding – Administrative in the amount of \$7,500 for 6 months to obtain funding for approximately half of a Food Hub Feasibility Study. Second by S. Peterson with additions. Motion carried.

On July 13, 2016 the Executive Committee approved Jason Carlson, Tri-Valley's Chief Executive Officer, as the Identified Official with Authority. This is to authorize Jason Carlson access to the Minnesota Department of Education secure websites.

Treasurer D. Diedrich was in to review last month's vouchers; all in order.

J. Carlson, Chief Executive Officer, reported the certification for the Audit was sent to the Federal Audit Clearinghouse today; still proceeding with the Agassiz Townhomes project, in the process of tweaking some dollars and the size of the townhomes; and working on the feasibility study for the Food Hub. N, Nicholas moved to accept. Second by L. Neuerburg. Motion carried.

There is no Head Start/Early Head Start Policy Council meeting report.

D. Batcho and S. Villarreal presented the Migrant and Seasonal Head Start/Head Start Policy Council report. The July 30, 2016 Policy Council meeting was the first Policy Council meeting for the 2016/2017 program year. Members were trained on the Policy Council Handbook and Policy Council Head Start Overview which included Who We Are, What You Need To Know About Policy Council, and Roles and Responsibilities; the revised Performance Standards will be out January 1, 2017, Head Start is in year 4 of a 5 year grant cycle; opening a Migrant and Seasonal Head Start/Early Head Start

center in St. Cloud; there is a Teacher shortage which may have to close some classrooms; Dennis DeMers, was elected as a friend to the Minnesota Head Start Association and from their was elected to the National Head Start Association; approved 91 new hires and 2 terminations; presented the Head Start, Child and Family Programs and Program Operations Service Area Training to include Policies Procedures Responsibilities and Integrated Services Plans; approved voting rights for the 2016/2017 Community Representatives; and elections of Officers were held for President, Vice-President, Secretary, and Ad Hoc to the Board. S. Villarreal commented during the election there was a discussion on the importance of father involvement.

From 6/27/2016 to 6/30/2016, the Administration for Children and Families conducted a Comprehensive Services/School Readiness review. Based on the information gathered, no area of noncompliance was found. No corrective action is required at this time.

On 6/7/2016, the Administration for Children and Families conducted a Leadership/Governance/Management Systems monitoring review to determine whether the previously identified findings had been corrected. Based on the information gathered during the review, they have closed the previously identified findings. No corrective action is required at this time.

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

There is no Senior Program Advisory Committee Report.

Received a Thank You Letter from Proulx ~ *Thank you for all you did to make sure we received what we were owed on the project. You really went to bat for us and we are truly grateful for all the hard work you, your legal council, and coworkers did to ensure we were taken care of.*

J. Carlson shared he leave policies have been reviewed by our attorney and the Human Resources Director will be sending out. We will work on revising the entire manual as soon as possible and send out for board review while our attorney is conducting his review.

J. Carlson presented ROMA Training. Goal 1: Low-Income People Become More Self-Sufficient. Goal 2: The Conditions in Which Low-Income People Live are Improved. Goal 3: Low-Income People Own a Stake in Their Community. Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved. Goal 5: Increase Our Agency Capacity to Achieve Results. Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family, and Other Support Systems.

Board approval was requested to apply to Minnesota Department of Transportation 2017 Public Transportation Operating Program – Transportation Programs in the amount of \$2,500,000 from January 1, 2017 – December 31, 2017 to provide public transportation services in 8 counties in NW MN. L. Neuerburg moved to approve. Second by S. Peterson. Motion carried.

Board approval was requested to apply to HUD Permanent Supportive Housing - Community Services in the amount of \$123,206 from December 1, 2017 – November 30, 2018 for rental assistance and support services for 11 individuals and families for one year. N. Nicholas moved to approve. Second by D. Svaren. Motion carried.

Board approval was requested to apply to Minnesota Department of Education Food and Nutrition Programs Child and Adult Care Food Programs (CACFP) Application for MN – Head Start, Child and Family Programs for reimbursement of an estimated \$500,000 from October 1, 2016 – May 31, 2017 to approve the budget for the Child and Adult Care Food Program for Minnesota. This program provides reimbursement of meals that are served to children enrolled in the Head Start programs. L. Neuerburg moved to approve. Second by G. Burris. Motion carried.

Board approval was requested to apply to North Dakota Department of Public Instruction Food and Nutrition Programs, Child and Adult Care Food Programs (CACFP) Application for ND – Head Start, Child and Family Programs for reimbursement of an estimated \$13,000 based on reimbursement rates of: \$1.58 Breakfast; \$2.93 Lunch; and \$.80; Snack and meals served in previous years from October 2016 – May 2017 to approve the budget for the Child and Adult Care Food Program for North Dakota. This program provides reimbursement for the meals that are served to children enrolled in the Head Start programs. L. Grinde moved to approve. Second by M. Melting-Ogard. Motion carried.

J. Carlson stated the Head Start, Child and Family Programs Director, L. Coleman, will be submitting an Early Head Start Expansion grant that is due on August 24, 2016. J. Carlson requested approval for the Executive Committee to act on this grant on behalf of the Board of Directors. The proposed request is Crookston: 1 infant and 1 toddler classroom; East Grand Forks: 1 toddler classroom; Norman County East: 1 infant and 1 toddler; Owatonna: 1 classroom; Sleepy Eye: 1 infant and 1 toddler classroom; for a total of 8 classrooms and 64 slots. Additional staff of 16 Teachers, 3 Relief Teachers, 2 Recruiter and Family Advocate, 1 Nurse, and 1 Early Childhood Specialists. D. Svaren moved for the Executive Committee to act on behalf of the entire Board. Second by J. Boerger-Wilder. Motion carried.

N. Nicholas, and L. Neuerburg reviewed the 2015 – 990 and 990-T Returns Draft and requested Board approval to approval of the 2015 – 990 and 990-T Returns Draft. L. Neuerburg moved to approve. Second by N. Nicholas. Motion carried.

J. Carlson shared the ABILA Request for Proposal. Currently, Tri-Valley is using the enterprise system ORION for our Human Resources, Accounts Payable, and Payroll; it is

time to upgrade. The ORION is an access database with a lot of information being downloaded. After much research the ABILA is the enterprise system that Tri-Valley would like to go with. The ABILA does not have the electronic application system but ABILA does have an agreement with Cyber to do electronic applications. L. Neuerburg moved to approve the proposal as written. Second by N. Nicholas. Motion carried.

As J. Carlson shared at the June 2016 Board meeting regarding the Energy Assistance Program Audit Report of one concern that files were not onsite. Tri-Valley has received the official letter of the summary of the findings. C. Waechter, Energy Assistance Program Manager, has submitted a response to the finding which has been determined by Minnesota Department of Commerce as satisfactory.

J. Carlson stated annually the Certification of Indirect Costs 10% Federal De Minimis Indirect Cost Rate needs to be shared and signed by the Board Chair.

If interested in attending the Greater Minnesota Transit Investment Plan Meeting on August 24, 2016 from 10:00am – 12:00pm in Bemidji, MN let J. Carlson or D. Batcho know.

Shared the Tri-Valley 2015 Annual Report. S. Peterson moved to approve. Second by M. Melting-Ogard. Motion carried.

Board Training: Duties of Nonprofit Board of Directors from Minnesota Community Action Partnership. Go to the website

http://www.minncap.org/index.asp?SEC=F7651083-5935-4D79-8E83-9EB7D4D44221&Type=B_BASIC

click on Video Overview: Duties of Nonprofit Board of Directors

If you would like anyother trainings let J. Carlson know.

Resignation of Polk County Low-Income Sector – L. Grinde after 36 years. D. Diedrich reluctantly accepts the resignation. Second by D. Svaren. Motion carried.

The next meeting will be held Tuesday, September 13, 2016.

L. Neuerburg moved to adjourn the meeting. Second by G. Burris. Motion carried. Adjourned at 8:00pm.

Adjournment.

Respectfully submitted,

Linda Grinde
Secretary of the Board

LG:dmb