

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
September 13, 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, D. Diedrich, L. Neuerburg, J. Gerszewski, 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, Sherri Berg, and D. Batcho.

L. Neuerburg moved to approve the revised Consent Agenda of Adopt Agenda, August 9, 2016 meeting minutes and August 24, 2016 Executive Committee minutes, Status Report for August, and Financial Report. Second by N. Nicholas. Motion carried.

On August 24, 2016 the Executive Committee approved to apply to the U.S. Department of Health and Human Services Administration for Children and Families Federal Early Head Start Expansion – Head Start, Child and Family Programs in the amount of \$1,919,165 (\$1,241,985 Annually; \$677,180 Start Up) from March 1, 2017-February 28, 2018 for Early Head Start Expansion of 64 slots.

Treasurer D. Diedrich was in to review last month's accounts payable, payroll, credit cards; all in order.

J. Carlson, Chief Executive Officer, shared D. Batcho, Executive Assistant, has resigned her position and her last day of employment with Tri-Valley will be September 30, 2016. S. Berg, Human Resource Director, accepted the Assistant Director of Program Services for Head Start, and will start her new position on September 19, 2016. J. Carlson gave a Transportation report: The Transportation contract for 2016 was \$2,534,240 which is a 5% increase from last year. Unmet needs: 3rd full-time routes in Mahanomen, 2nd full-time routes in Bagley, Saturday Service in Mahanomen, Commuter route between Crookston and Grand Forks, Remodel project in Thief River Falls, and Security cameras in both Transit facilities. M. Kroulik moved to accept. Second by L. Hall. Motion carried.

L. Neuerburg presented the Head Start/Early Head Start Policy Council meeting report. At the August meeting the Policy Council members approved 3 new hires. At the September Policy Council meeting L. Coleman shared the Head Start Performance Standards were out, meeting with Training and Technical Assistance provider to complete Phase II of the Org Chart, centers are up and running and at full enrollment, the Policy Council members approved 1 new hire, and Andy Nissen and Stephanie Vonesh received Three Year Recognition Plaque for serving of the Head Start/Early Head Start Policy Council. J. Carlson shared that as of today there are 43 Early Head Start Income Eligible children on the Waiting List.

D. Batcho presented the Migrant and Seasonal Head Start/Head Start Policy Council report. At the August meeting L. Coleman shared the new Performance Standards maybe out this week; the State appropriated \$25 million to 74 Minnesota School Districts for free, Voluntary Pre-Kindergarten programs - there will be 3,300 children being served with over 6,000 more children needing to be served; the Minnesota Head Start Association Executive Director stated there are additional dollars out there to serve more children - Tri-Valley Head Start is not requesting more dollars to serve more children; the St. Cloud, Migrant and Seasonal Head Start/Early Head Start center, is expected to open on September 6, 2016; the Sleepy Eye and Brooten, Migrant and Seasonal Head Start/Early Head Start centers, are collaborating with their community and school districts to provide child care services; the Policy Council members approved 3 new hires and 1 termination; members received training on In-Kind, Program Operations Service Area, and Health and Nutrition Service Area; and discussion on how each centers harvest is going – most centers harvest is behind schedule. J. Carlson stated as of today 87 children short of funded enrollment.

J. Carlson shared the Head Start and Early Head Start Program Information Summary and the Migrant and Seasonal Head Start and Migrant and Seasonal Early Head Start Program Information Summary. The Program Information Report is a Federal reporting form for the Head Start. Some of the data collected is: Funded Enrollment, Ethnicity, Primary Language of Family, The number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age, the number of families experiencing homelessness that were served during the enrollment year, total number of preschool child development staff by position, total number of infant and toddler child development staff by position.

J. Carlson shared the press release of the New Studies Underscore The Head Start Advantage.

J. Carlson shared the Office of Head Start ACF-PI-HS-16-04 Head Start Program Performance Standards Final Rule. The most significant change in the new standards is requiring programs, over time, to offer longer service duration, which research links to stronger child outcomes. A second major focus of the new standards is to solidify the critical role of parents in the program, which has been a long-standing cornerstone of the Head Start program. The final rule clearly acknowledges that parents are their children's best advocates, better articulates family partnership services requirements, and maintains the parent committee requirement. In order to support the Head Start community in understanding and successfully implementing the new standards, comprehensive series of training and technical assistance (T/TA) supports across a variety of platforms over the 2016–2017 program year. J. Carlson commented the duration grant that L. Coleman submitted for \$380,000 was resubmitted for \$300,000.

J. Gerszewski moved to accept the Head Start, Child and Family Programs Report. Second by J. Boerger-Wilder. Motion carried.

Board approval was requested to apply to Department of Commerce – Energy Assistance Program in the amount of \$245,000 from October 1, 2016 – September 30, 2017 to assist with heat assistance and furnace repairs for low income clients and outreach to communities to inform clients and community agencies about the application process. D. Svaren moved to approve. Second by S. Peterson. Motion carried.

J. Carlson shared the 401(k) Salary Deferral and Match Plan Financial Statements and Supplemental Schedules December 3, 2015. In the processes of Tri-Valley switching over to Bremer, Bremer caught that Tri-Valley was not matching Roth contributions which Tri-Valley fixed right away. There are approximately 240 members participating in the 401(k). Will bring back more information at the October meeting. L. Neuerburg moved to approve. Second by S. Kjono. Motion carried.

J. Carlson shared the Blue Cross/Blue Shield Health Insurance Recommendation. Dental and Health insurance is high. A recommendation for staff over the age of 65 to use this as their supplement. COBRA can be used up to 18 months after employment has ended. M. Kroulik moved to approve with recommendations. Second by D. Mack. Motion carried.

Tri-Valley Strategic Plan Priority Focus Areas: Priority 1 – Improve/promote/advance the objective of coordinating the various services for area preschool children with Head Start – done. Priority 2 – Improve/promote/advance the objective of keeping seniors in their homes and avoiding premature nursing home placement – Senior Programs has recruited a lot of new Foster Grandparents. Priority 3 - Improve/promote/advance housing options in the service area – working on Agassiz Townhomes. Priority 4 – Improve/promote/advance Financial Literacy in the service area – hired this position in the Emergency Assistance Programs department. Will bring back updated options to the October Board meeting.

J. Carlson shared the Community Services Block Grant and Minnesota Community Action Grants and SNAP Outreach Grant Review – no findings. The MN Department of Human Services is suggesting that Tri-Valley write for the Transition Housing grant. Currently, Tri-Valley collaborates with Inter-County.

J. Carlson shared the Cindy Pic, Transportation Programs Director, received the 2016 Federal Transit Administration Award for Outstanding Rural Transit System. The award will be presented at the 22nd National Rural and Intercity Bus as the Renaissance Asheville in Asheville, NC on October 3, 2016.

J. Carlson shared the Termination Notice: MnDOT Agreement No. 1001635 per Section 16, (Sub. 16.1). The Transportation department is building a warm storage unit. Due to the contractor not following the specs right and Tri-Valley did not receive State permission the State terminated their \$65,000 that was supposed to be used for this warm storage unit. The program was directed to take the \$65,000 out of Transit fund balance.

J. Carlson, D. Svaren, and G. Burris attended the Transit Investment Plan meeting in Bemidji, back in August. There is a huge need for more transportation in Northern Minnesota. M. Melting-Ogard stated that private pay people are in desperate need of rides from Ada to Fargo.

J. Carlson shared an email from G. Gunderson, Local Coordinator, Crookston Early Childhood Initiative regarding Child Care in our Community. Department of Employment and Economic Development (DEED) received \$500,000 to use to increase child care in the state. DEED is looking at feedback from the community regarding needs.

J. Carlson had members review the Committee Membership they are on. If anyone is interested in being on a committee or not wanting to be on the committee will update at the October meeting.

Nominating Committee Report for Secretary: Shawna Peterson was nominated and accepted the position. M. Kroulik moved to approve. Seconded by D. Diedrich. Motion carried.

J. Carlson asked Board members to bring their calendars to the October Board meeting so we can schedule the December meeting in conjunction with dinner.

The next meeting will be held Tuesday, October 11, 2016.

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

Adjournment.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP:dmb