

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
January 10, 2017

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order by Vice Chair M. Kroulik at 6:30 pm at Tri-Valley Administrative Office in Crookston, MN.

Board members present were: G. Willhite, D. Diedrich, S. Peterson, M. Kroulik, L. Hall, S. Kjono, S. Vonesh, J. Boerger-Wilder, D. Svaren, C. Rodriguez, and L. Glover.

Staff members present were: J. Carlson, L. Coleman, and D. Littlefield.

M. Kroulik welcomed Gary Willhite to the Board of Directors. Gary has replaced Nick Nicholas as the Public Sector member representing Polk County.

S. Peterson moved to approve the revised Consent Agenda of Adopt Agenda, December 13, 2016 meeting minutes, December Status Report, December Financial Report, Grant Request for Crookston United Way; Foster Grandparent Program; Funds for mileage reimbursement and background check expenses incurred in the Foster Grandparent Program for Crookston, Fertile, Climax, Fisher, and Red Lake Falls, and Grant Request for MN Department of Public Safety; Head Start, Child & Family Programs; Obtain car seats for Head Start families. Second by D. Svaren. Motion carried.

Treasurer D. Diedrich reported that the last month's accounts payable, payroll, and credit card reports have been reviewed and are in order.

J. Carlson presented the Chief Executive Officer report.

- Copies of a Crookston Food Hub Feasibility Study prepared by Jim Gehrke were distributed to the Board. The study provides a summary of the benefits and challenges of establishing a food hub in the Crookston area and further details on supply and demand and financial projections of the project. Tri-Valley Opportunity Council initially committed \$5,000 to the project and has taken the lead in convening the parties in meetings/discussions. Going forward, the role could continue as such, and we may need to be the fiscal holder of a grant, if needed. After Board discussion, it was agreed that Tri-Valley will continue in the current role. Discussion will continue as new information becomes available.
- The Tri-Valley Administrative Office, 102 North Broadway infrastructure is being evaluated, including the HVAC, roof, and the feasibility of installing an elevator. J. Carlson is in the process of obtaining costs to determine next steps.

S. Peterson moved to accept the Chief Executive Officer report. Second by D. Svaren. Motion carried.

C. Rodriguez presented the Head Start/Early Head Start Policy Council meeting report. The Policy Council met on January 9, 2017. Policy Council members approved 1 new hire and 1 termination. Head Start funded enrollment is 170 and current enrollment is 168. Early Head Start funded enrollment is 110 and current enrollment is 109. Juanita Wilkes, Policy Council President, attended the MHSA training event in St. Cloud. Highlights included current legislation affecting Head Start programs, Pathway Scholarship information, and valuable networking and idea-sharing with other parents. The Duration grant has been approved but there is no start date established. RV and RXII program planning was reviewed, to include the community assessment, self-assessment and long and short term goals and objectives. The 2017-2018 RV program grant from US Department of Health and Human Services was reviewed and approved, as were the contracts. Training included Safe Environments and Facilities.

The Migrant and Seasonal Head Start/Early Head Start Policy Council did not meet in December due to inclement weather so there is nothing to report at this time. The next meeting is in March (date TBD).

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

There was no Senior Programs Advisory Committee report.

J. Carlson reviewed the outcomes of the 2015-2016 Tri-Valley Strategic Plan (approved by the Board February 19, 2015). Highlights include the implementation of childcare in Brooten and Sleepy Eye, 32% increase in Foster Grandparents, and Agassiz Townhomes tax credits.

J. Carlson reviewed the December 2016 Salary Survey results. Numerous minor adjustments were made based on, in part, recommendations made resulting from input from the Corporation Salary Ranges table. The most substantial changes were made to Tri-Valley Bus Driver wages to ensure retention of drivers in the very competitive market. The effective date of these results is January 15, 2017, with a pay date of February 3, 2017.

L. Hall moved to accept the results, effective date, and pay date of the Salary Survey. Second by S. Peterson. Motion carried.

Board approval was requested to apply to the Minnesota Department of Employment and Economic Development by Head Start/Child Care Aware for the purpose of a child care center in Sleepy Eye and an increase of child care providers in Crookston for 18 months in the amount of \$59,535 (includes a match of \$30,000 from the City of Sleepy Eye EDA Board and \$29,020 from the City of Crookston).

J. Boerger-Wilder moved to approve. Second by D. Diedrich. Motion carried.

Board approval was requested to apply to the Minnesota Department of Human Services Aging Services by Senior Programs Caring Companion Program for the purpose of providing companion based services to individuals age 60 and older in Clay, Norman, Polk, Mahnomen, Red Lake, Roseau, Lake of the Woods, Kittson, Marshall and Pennington counties from July 1, 2017 to June 30, 2016 in the amount up to \$200,000 in a 2 year grant cycle (up to \$50,000 per year).

S. Vonesh moved to approve. Second by S. Kjono. Motion carried.

Board approval was requested to apply to the US Department of Health and Human Services, Administration for Children and Families by Head Start, Child & Family Programs for the purpose of providing Head Start and Early Head Start services for 170 Head Start and 84 Early Head Start children and their families to enhance children's growth and development, strengthen families as the primary nurturers and teachers of their children, provide children with educational, health and nutritional services, and link children and families to needed community services from May 1, 2017 to April 30, 2018 in the amount of \$2,529,834.

D. Svaren moved to approve. Second by L. Hall. Motion carried.

Per J. Carlson, the 2017-2018 Strategic Plan proposal will be distributed to the Board under a separate cover to alleviate confusion.

L. Coleman reviewed the Head Start Child and Family Program planning to include the RV and RXII Community Assessment, RV and RXII Self-Assessment and RV and RXII long and short term goals and objectives.

RV Community Assessment summary:

- Assessment was conducted during the months of June, July and August of 2016.
- Finances, employment, and education/job training appear to be the biggest struggles for our families.
- Strengths:
 - Education Opportunities – 65%
 - Commitment to Young Children/Youth – 63%
 - Resources Available to Help Families – 57%
 - Recreational Opportunities – 48%
 - Clean & Friendly; Sense of Community Pride/Citizenship – 46%
- Concerns:
 - Affordable Housing – 59%
 - Drug & Alcohol Abuse – 48%
 - Job Opportunities – 48%
 - Child Care – 44%
 - Mental Health – 35%

RXII Community Assessment summary:

- Assessment was conducted during the months of July and September, 2016.

- Parent and Partner Expressed Community Strengths:

Parents	Community Partners
Educational Opportunities – 62%	Educational Opportunities – 65%
Clean & Friendly – 52%	Commitment to Young Children/Youth – 63%
Safe/Low Crime – 49%	Resources Available to Help Families – 57%
Resources Available to Help Families – 45%	Recreational Opportunities – 48%
Health Care Access – 44%	Clean & Friendly; Sense of Community Pride/Citizenship – 46%

- Parent and Partner Expressed Community Concerns:

Parents	Community Partners
Child Care – 43%	Affordable Housing – 59%
Affordable Housing – 41%	Drug & Alcohol Abuse – 48%
Cost of Living – 36%	Job Opportunities – 48%
Transportation – 35%	Child Care – 44%
Job Opportunities – 34%	Mental Health – 35%

RV and RXII Self-Assessment summary:

- Program Governance - The Policy Council Handbooks are excellent training tools. The Administrative Assistant attends parent meetings, shares information, and recruits members. Simultaneous translation equipment is used at meetings to ensure all members are hearing the information.
- Ongoing Monitoring - A thorough monitoring system is in place that includes several different levels of staff and timeframes. Monitoring forms don't coordinate with each other. Some questions on the forms may not be appropriate. Some state the ongoing monitoring is too frequent. Action is to create a monitoring system in ChildPlus by site so that each Specialist/Manager supporting the center can view and update as appropriate.
- Human Resources - Cyber Recruiter is being incorporated into the hiring/recruiting process.
- Fiscal Management – Staff is being trained to use the Abila system for activity reports, budgets, and other fiscal accounts.

RV and RXII Goals summary:

The 4 long term goals include 1) Enhance eligibility, recruitment, selection, enrollment and attendance (ERSEA) systems and practices; 2) Enhance systems to ensure safe environments; 3) Enhance human resource systems to recruit, hire, and retain qualified staff; 4) Improve systems to support, educate, and empower parents to be their own advocate.

L. Coleman reviewed the RV 2017-2018 contracts.

S. Peterson moved to approve the contracts. Second by S. Kiono. Motion carried.

J. Carlson informed the Board of an upcoming event entitled *Rewriting the Rural Narrative: the "Brain Gain" of Rural America* being sponsored by the NW Minnesota Council of Collaboratives and Tri-Valley. Featuring Ben Winchester of the University of Minnesota and Christopher Ingraham of the Washington Post, this event will focus on positive effects of in-migration to rural Minnesota of 30-49 year old adults and their children and how this trend can be sustained. More information regarding this event is forthcoming.

The next meeting will be held at the Tri-Valley Administrative Office on Tuesday, February 14, 2017, at 6:30pm.

D. Svaren moved to adjourn the meeting. Second by S. Peterson. Adjourned at 7:30pm.

Adjournment.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP:del