

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
December 13, 2016

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order by Chair L. Vonasek at 6:00pm at the Eagles Club in Crookston, MN.

Board members present were: L. Vonasek, N. Nicholas, D. Diedrich, L. Neuerburg, J. Gerszewski, S. Peterson, M. Kroulik, D. Mack, G. Burris, L. Hall, S. Kjono, S. Vonesh, M. Melting-Ogard, J. Boerger-Wilder, and L. Glover.

Staff members present were: J. Carlson, N. Aaker, and D. Littlefield.

N. Nicholas moved to accept the election results of the Marshall County Low Income Sector board member, Greg Burris. Seconded by L. Hall. Motion carried.

N. Nicholas moved to approve the revised Consent Agenda of Adopt Agenda, October 11, 2016, meeting minutes, November 28, 2016, Executive Committee minutes, Status Reports for October and November, Financial Reports for October and November, and Grant Request for United Way of Central Minnesota – Supplement Head Start Funding for St. Cloud Center. Second by L. Hall. Motion carried.

On November 28, 2016 the Executive Committee approved to waive the non-federal share start-up funds in the amount \$52,075 of the RV duration application submitted for Region V Head Start, Child and Family Programs services (2 classrooms of 17 in Crookston and 1 classroom of 17 in East Grand Forks; 8 hours/day to include salary, supplies, building costs; additional Recruiter and Family Advocate).

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

J. Carlson presented the Chief Executive Officer report.

- The Crookston Food Hub project planning is continuing with the support of the Crookston City Council. Other potential partners are being pursued.
- There is a project available through Minnesota Department of Employment and Economic Development (DEED) that, if implemented, will generate much needed child care slots in the area. This project, via grant, requires a dollar to dollar match and is a one-time grant at this time.
- Although the Townhome project is still on target at this time, the timeline may be affected in the future due to uncertainty in tax credit pricing. A proprietary investor for the project is being pursued who would purchase the credits Tri-Valley has already been awarded along with additional credits we will seek to fill our anticipated gap. In the meantime, engineering and architecture is continuing, as planned. Ultimately, the approach may be to wait and see how the equity markets will settle in 2017. We are simply trying to proactively look at options in the meantime. The Board had no concerns with this proposed course of action.

G. Burris moved to accept the Chief Executive Officer report. Second by M. Kroulik. Motion carried.

J. Carlson presented guidance from the Head Start Administration for Children & Families on application submission requirements and a Head Start/Early Head Start Expulsion and Suspension Policy Statement and Background Checks Program Instruction from the US Department of Health and Human Services

D. Littlefield presented the Head Start/Early Head Start Policy Council meeting report. The Policy Council met on November 7, 2016 (the December meeting was cancelled due to inclement weather). Policy Council members approved 6 new hires. Head Start funded enrollment is 170 and current enrollment is 170. Early Head Start funded enrollment is 110 and current enrollment is 103. Juanita Wilkes, Policy Council President, reported that the number of Owatonna dental screenings may appear low because some work-at-home individuals may not be coming to the Owatonna office to complete their paperwork. Barb Roth, Community Representative, asked if there are adequate dentists available to perform screenings and Laurie Coleman shared that this continues to be a challenge. Juanita Wilkes attended the Tri-Valley Health Advisory Council meeting at the East Grand Forks City Hall and shared some of the highlights of the new policy standards. Revisions to the Naps and Rest PPR (Policies, Procedures and Responsibilities) were reviewed and approved.

D. Littlefield informed the Board that the Migrant and Seasonal Head Start/Early Head Start Policy Council did not meet in October and November so there is nothing to report at this time. The next meeting is December 17, 2016.

L. M. Kroulik moved to accept the Head Start, Child and Family Programs report. Second by S. Peterson. Motion carried.

D. Mack presented the Senior Programs Report. The Foster Grandparent/Caring Companion Programs Advisory Council met November 2, 2016. LouAnn Olson, Delores Bertils, Adeline Woinarowicz, Kathy Forgit, Betty Floan, Deanna Patenaude, Hazel Trogstad, Mary Thorstad, Gabe Amon, Patti Lubinski, Mitch Bakken, Heidi Simmons, Jeanette Larson, Jean Halvorson and Jessica Luckow were in attendance. There are currently 68 enrolled Foster Grandparents at 33 sites. There are two new sites; Lake & Prairies CAP Head Start in Dilworth and Lancaster School District. There are 38 Caring Companions serving 27 clients and services are up 187 hours as compared to this time last year. The next meeting will be May 3, 2017. J. Carlson shared that we are pursuing additional clients to serve as we have volunteer resources ready to go. He asked the Board to share this information in their areas.

D. Mack moved to accept Senior Programs Advisory Committee report. Second by L. Hall. Motion carried.

Board approval was requested to apply to U.S. Department of Health and Human Services, Administration for Children and Families – Head Start, Child and Family

Programs – Federal Migrant and Seasonal Head Start and Early Head Start from April 1, 2017 – March 31, 2018 in the amount of \$8,949,193 to provide Head Start and Early Head Start services for 792 Migrant and Seasonal farm workers 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. M. Kroulik moved to approve. Second by S. Peterson. Motion carried.

J. Carlson shared the Migrant and Seasonal Head Start and Early Head Start contracts. L. Neuerburg moved to approve. Second by G. Burris. Motion carried.

J. Carlson shared an article from the Granite Falls Advocate Tribune newspaper reporting on a “Saved by the Belt” award presented to individuals after a Tri-Valley school bus was involved in an accident. Excerpts from the article included:

(By Caitlyn Mahlum, News Editor, Advocate Tribune)

Thanks to a simple device located in all modern day vehicles, a group of local children were able to walk away from a frightful crash with minimal injuries. On July 13, 2015 a Tri-Valley Opportunity Council school bus was traveling eastbound on Highway 212 when another vehicle struck the bus. Anthony Blue, 33, of Granite Falls, was driving the 2014 Kia westbound on U.S. 212 around 7 a.m. near the scenic lookout wayside stop when he crossed the centerline and struck the eastbound, 2010 IC school bus driven by Michelle Groen, 52, of Danube. The school bus was operated by the Tri-Valley Opportunity Council, which operates a Migrant Head Start school in Danube. The occupants survived the crash with almost no injuries, which is accredited due to the fact that the occupants were wearing their seat belts and were properly buckled into child safety seats. Because of this, Yellow Medicine County Sheriff Bill Flaten alongside Lt. Bruce Erickson of the Minnesota patrol presented 13 individuals with the ‘Saved by the Belt Award’ on Wednesday, November 9. The Saved by the Belt Award is given to honor those who utilized the life-saving device. The Minnesota Department of Public Safety describes the award as the following, “The Saved by the Belt program has helped create strong relationships between law enforcement agencies and communities since 1999. Honoring traffic crash survivors who were buckled up is a positive method for agencies to show their communities that seat belt use is important and that officers care that motorists obey the law.

J. Carlson shared a graph from Tri-Valley Transportation that illustrates the total rides provided, by month, for the past 5 years. As indicated by the graph, there has been steady growth over the years (a total of 60,413 rides provided in 2010 vs 167,375 in 2015).

Per J. Carlson, Ashley Peterson, HR Director, has provided a summary statement of the salary survey changes that will be reviewed and presented for approval at the January, 2017 Board Meeting. The salary survey changes will be effective January 29, 2017.

Board approval was requested for a retirement payout to a long-term, Tri-Valley employee who recently retired. M. Kroulik moved to approve the retirement payout. Second by D. Diedrich. Motion carried.

J. Carlson summarized changes made to the Tri-Valley Communications and Marketing Plan. Updates included:

- Page 3; Target Populations: Target populations are primarily in the three-county area of west Marshall, west Polk and Norman counties; however, some services such as Head Start, Early Head Start, Migrant Head Start, Senior Programs and Transportation, extend throughout Minnesota and North Dakota.
- Page 8: Budget: ~~The Federal Office of Management and Budget Circular 122-Attachment B regulations~~ 2 CFR Part 200 prohibits grant funds to be spent on advertising and public relations done solely to promote the non-profit organization.

L. Hall moved to approve the changes to the Tri-Valley Communications and Marketing Plan. Second by G. Burris. Motion carried

J. Carlson stated the Americans with Disabilities Act plan is reviewed yearly; at this time there are no changes.

J. Carlson presented the Telephonic Connection and Meal Allowance Reimbursement Policy. If Board members would like to receive ¼ per diem and/or telephonic connection reimbursement, they are to sign the Telephonic Connection and Meal Allowance Reimbursement Policy and return to D. Littlefield. If requesting to be reimbursed for the Telephonic Connection for 2017, they must also provide a copy of a monthly telephone bill to D. Littlefield.

The next meeting will be held at the Tri-Valley Administrative Office on Tuesday, January 10, 2017, at 6:30pm.

M. Kroulik moved to adjourn the meeting. Second by N. Nicholas. Adjourned at 7:00pm.

Adjournment.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP:del