

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
October 11, 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 administrative office 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, M. Gunderson, L. Hall, D. Svaren, S. Kjono, S. Vonesh, and C. Rodriguez.

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

L. Vonasek welcomed newly elected Stephanie Vonesh to the Board of Directors, representing the Low-Income Sector in Polk County.

M. Kroulik moved to accept the re-nomination of Dale Svaren as a representative for the Private Sector in Norman County. Seconded by L. Hall. Motion carried.

J. Gerszewski moved to approve the revised Consent Agenda of Adopt Agenda, September 13, 2016 meeting minutes and September 26, 2016 Executive Committee minutes, Status Report for September, Financial Report, Grant Request for Child Care Aware – Child Care Services, and Grant Request for Families First of Minnesota – Child Care Services. Second by N. Nicholas. Motion carried.

On September 26, 2016 the Executive Committee approved to apply U.S. Department of Health and Human Services, Administration for Children and Families in the amount of \$473,987 (\$265,687 operating; \$208,300 start up funds) from May 1, 2017 - April 30, 2018 for the purpose of extending the duration of 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 last month's accounts payable, payroll, and credit card reports have been reviewed and are in order.

J. Carlson, Chief Executive Officer, reported that Melody Berhow has accepted the Administrative Assistant position, effective October 23, 2016, and Diane Littlefield has accepted the Executive Assistant position, effective October 3, 2016.

J. Carlson reported that theft has occurred at one of the Head Start center locations and investigations have ensued. The suspected individuals are no longer working for Tri-Valley. Improvements to purchasing procedures will be implemented to help alleviate this issue from occurring in the future.

J. Carlson reported that the IRS has claimed Tri-Valley did not file for an IRS tax return extension, however, per Tri-Valley records, the extension was filed by the due date. WIPFLI is in agreement that Tri-Valley is not at fault.

J. Carlson reported that tax credits may be determined for the Agassiz Townhomes project as early as next week (October 17 – 21, 2016).

J. Carlson provided an update for the Food Hub project. It is still in the development phase. Tri-Valley has committed \$5,000 to the Food Hub concept/idea.

J. Carlson is in discussions with Bremer Bank to ascertain the feasibility of accruing interest on Tri-Valley's positive balance. Bremer Bank has suggested implementing Positive Pay, which would help detect fraudulent transactions.

M. Kroulik asked N. Aaker if there are any items that, in her opinion, the Board Members should consider particularly important when reviewing the Financial Report. N. Aaker suggests the current status of grants and cash balance.

L. Neuerburg moved to accept the Chief Executive Officer report. Second by G. Burris. Motion carried.

C. Rodriguez presented the Head Start/Early Head Start Policy Council meeting report. The Policy Council members approved 2 new hires at the October meeting. Head Start funded enrollment is 170 and current enrollment is 167. Early Head Start funded enrollment is 110 and current enrollment is 106. The Policy Council questioned why the homeless percentages for some of the centers are so high. Laurie Coleman, Head Start, Child and Family Programs Director, will confirm what is considered "homeless", for the purpose of this report, and share the information at the next Policy Council meeting. During review of Performance Standards Changes, the Policy Council members asked why volunteers don't need background checks. Laurie Coleman reported that 1): volunteers are never allowed to be alone with children; 2): background checks on every volunteer would be very expensive. Changes to Policies, Procedures and Responsibilities for Volunteers, Naps and Rest, Staff Qualifications, and Behavior Guidance were reviewed. After discussion, the Policy Council agreed to approve the revised Policies, Procedures and Responsibilities with the exception of Naps and Rest. Laurie Coleman will suggest the document owner reword portions of Naps and Rest to alleviate confusion. The members will review it at a future meeting after changes are made.

D. Littlefield presented the Migrant and Seasonal Head Start/Head Start Policy Council report. At the September meeting, Laurie Coleman shared the new Performance Standards have been published. The Administration for Children and Families published a final rule on September 1, 2016 revising the Head Start Program Performance Standards to strengthen and improve the quality of Head Start programs. Migrant Education centers are closed although recruiters are still recruiting. Centers are

reviewing strategic plans for next program year. The Policy Council approved 10 new hires and 1 termination.

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

There was no official Senior Programs Report, as the next meeting is not until November, 2016, however D. Mack reported that the Foster Grandparent awards celebration was a huge success and was enjoyed by all in attendance.

Regarding the Audit/Finance Committee Report 401 (k) Audit, J. Carlson reported that the filing of the 5500 is in progress. The new Human Resources Director is being trained and there are no major status updates at this time.

J. Carlson shared that the Strategic Plan will be on the December agenda. Some changes may be proposed at that time or may be tabled until the January, 2017 Board meeting.

J. Carlson asked the Board member to contact him if any changes are needed to the Committee Membership List.

The Board reviewed additional changes to the U.S. Department of Health and Human Services, Administration for Children and Families grant that requests extension of duration of services. Per J. Carlson, Laurie Coleman has had to submit multiple amount requests as the available funds has reduced numerous times. Board approval was requested to apply U.S. Department of Health and Human Services, Administration for Children and Families in the amount of \$473,987. L. Neuerburg moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson shared the Parents Forever Polk County 2015 Annual Report. Maureen Hams and Nancy Ramon support this program by recruiting parents to join the classes.

J. Carlson shared an assessment that was performed by MetaStar to show the importance of Community Action Partner agencies and how they affect health in our community.

J. Carlson presented as 401K Plan update. A review has been completed on the plan and participation is 86% as of the end of June, 2016.

The Board discussed member photos. D. Littlefield will email all Board members requesting response if they would like their photo taken.

S. Peterson moved to cancel the November Board meeting. Seconded by J. Gerszewski. Motion carried. J. Carlson suggested a special meeting may be necessary in November if there are substantial Agassiz Townhomes status updates to report. The Board will be contacted if a special meeting is required.

The next meeting will be in conjunction with dinner at the Eagles, Tuesday, December 13, 2016.

M. Kroulik moved to adjourn the meeting. Second by G. Burris. Adjourned at 7:35pm.

Adjournment.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP:del