

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
December 12, 2017

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:00 p.m. at the Eagle's Club, Crookston, MN.

Board members present were L. Vonasek, S. Vonesh, S. Peterson, G. Burris, D. Svaren, L. Hall, S. Kjono, D. Mack, M. Kroulik, J. Gerszewski, L. Nueurburg, J. Boerger-Wilder, and G. Nissen, Ad Hoc to the Board.

Staff members present were J. Carlson, C. Pic, and D. Littlefield.

D. Svaren moved to approve the Consent Agenda which included the October 10, 2017 meeting minutes, October and November Status Reports, September and October Financial Reports, Child Care Aware Grant Request in the amount of \$2,000 for improvements to the learning environment at Head Start / Brooten Jaguar Kid Connection Child Care, Child Care Aware Grant Request in the amount of \$2,500 for improvements to the learning environment at Head Start / Sleepy Eye Learning Tree Community Child Care, and Child Care Aware Grant Request in the amount of \$2,500 to replace worn out and broken classroom equipment at the Winnebago Head Start center. Seconded by D. Mack. Motion carried.

There was no Executive Committee report.

There was no Treasurer's report.

J. Carlson presented the Chief Executive Officer report.

- The Agassiz Townhomes Borrowing Resolution was finalized and signed by S. Peterson, Board Secretary. Construction is progressing well. 2 of the 6 buildings had floors poured prior to the weather cut-off and framing will begin after the new year. Utility work is scheduled to complete within 2 weeks.
- A prior client is starting to reimburse Tri-Valley the \$28,000 that we paid out to a contractor for work performed. The funds will be paid back over time.
- Due to clarification, it has been determined that we will need to begin issuing 1099s to many of our volunteer drivers. With this change, it is anticipated we may lose drivers so will begin offering an incentive to drivers based on miles driven in 2017 to offset the potential burden to them and help alleviate the possibility of drivers leaving Tri-Valley.
- The Health Insurance renewal has been completed and is scheduled for a January 1, 2018 change-over.
- While Jeff Evers is still investigating options, the six-month window he had with Tri-Valley to secure finances for the development of the Fournet building expired the beginning of November. Information will be shared with the Board as it becomes available.

J. Gerszewski moved to accept the Chief Executive Officer report. Seconded by G. Burris. Motion carried.

L. Nueurburg presented the Head Start/Early Head Start Policy Council report.

- Juanita Wilkes, Head Start/Early Head Start Policy Council President, attended the MHSA quarterly meeting October 10-11 in St. Cloud, MN. The meeting included the kick-off of the strategic planning process, "Inventing Our Ideal Future".
- If we identify a family outside of our service area, we no longer have to ask the program the provides services for the area for approval to provide services to the family. Tri-Valley will provide a courtesy notification, however, so that the other program is aware that we are providing services to a family within their service area.
- We are encouraged to provide services to families who have been displaced by hurricanes, even if we are full or have a waiting list. We are able to request that our license be edited, in these circumstances, so that the displaced families can obtain services.
- We have been selected to participate in an Early Head Start Family and Child Experiences Survey (Baby FACES) by Mathematica. The survey is designed to collect data via direct child assessment and videotaped parent-child interactions at ages two and three; interviews with parents, teachers, home visitors, and program directors; observations of the home environment, home visits, and child care settings; and ongoing reports of program services families and children receive.

S. Vonesh presented the Migrant and Seasonal Head Start/Early Head Start Policy Council report.

- In response to Sleepy Eye community needs, Tri-Valley had opened a child care facility, however, it has not been financially feasible to continue operations. Based on this, a decision was made to close the child care center. Based on Sleepy Eye community emphatic responses that they want the child care center to remain open, there are plans for a staff member to continue the operations and the city of Sleepy Eye has agreed to compensate for any losses incurred in the managing of the center.
- Discussion has ensued to determine how and when center closings will occur due to inclement weather. Historically, we have closed centers to match adjacent school districts closures. Sometimes, this is not a smart choice, though, because we often bus children much further than the average school district bus route runs, and if the roads are bad, it may be dangerous for the children. If we close prior to the school districts to allow for safer bussing of children, however, it may put a hardship on the parents. After discussion, the Policy Council suggests that the final decision be based on whatever it takes to keep the children safe.

DLH Danya has informed the Head Start program that our agency is not currently scheduled to receive a Focus Area 1, Focus Area 2, or Classroom Assessment Scoring System (CLASS) review in Fiscal Year 2018

Two children were left outside, unattended in an enclosed playground area at one of our Migrant and Seasonal Head Start/Early Head Start centers. Per policy, Laurie Coleman reported the incident to the Head Start regional office. As a result, we have received a monitoring report from the Office of Head Start with a deficiency in health and safety. A corrective action plan has been developed that must be approved by the Policy Council and Board of Directors.

M. Kroulik moved to accept the Head Start, Child and Family Programs report and approve the corrective action plan. Seconded by J. Boerger-Wilder. Motion carried.

D. Mack presented the Senior Programs report. The Foster Grandparent/Caring Companion Programs Advisory Council met on November 1, 2017.

- As of Foster Grandparent end of program year, June 2017, there were 85 served. 20 new Foster Grandparents were recruited and 19 went off the program. 60,000 hours were served to 1,500-plus children at 41 sites, and the approximate miles driven were 79,817.
- As of Caring Companion end of program year, June 2017, there were 30 Caring Companions. There were 19 new recruits and 10 went off the program, for a total of 2,990 Caring Companion hours served.

Board approval was requested to apply for the Minnesota Department of Agriculture, Farm to Early Care Grant in the amount of \$30,000 from March 1, 2018 to December 31, 2019 for the planning and engagement of students and parents in the growing of a garden to increase knowledge and consumption of healthy, locally grown, foods.

M. Kroulik moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the Minnesota Department of Human Services, Long Term Homeless Support Services Grant in the amount of \$65,000 from January 1, 2018 to December 31, 2018 to assist persons experiencing homelessness in obtaining and maintaining housing.

G. Burris moved to approve. Seconded by D. Svaren. Motion carried.

Board approval was requested to apply for the Mahnommen County Social Services Grant by the Rural Transportation Collaborative from January 1, 2018 to December 31, 2018 to provide RTC volunteer drivers for county residents who require travel to appointments through Mahnommen County Social Services.

D. Mack moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the US Department of Health and Human Services, Administration for Children and Families; Federal Migrant & Seasonal Head Start and Early Head Start Grant in the amount of \$9,029,387 from April 1, 2018 to March 31, 2019 to provide Head Start and Early Head Start services for 792 migrant and seasonal farm workers and their families. Program design and contracts for the 2017-2018 program year were also reviewed and approval requested.

S. Vonesh move to approve. Seconded by J. Boerger-Wilder. Motion carried.

J. Carlson presented a lease for the Polk County space Tri-Valley occupies in the Human Service Center building in East Grand Forks, MN. The lease rate will be \$12.12 per square foot in 2017 and will increase to \$12.49 per square foot by the year 2020.

L. Hall moved to approve the lease agreement. Seconded by J. Gerszewski. Motion carried.

J. Carlson shared information received from the Minnesota Department of Education regarding the Fiscal Monitoring Review of the Migrant Education – Health & Nutrition Grant. There are no items from the review that require a response.

J. Carlson informed the Board of a medical emergency with a baby at a Tri-Valley bus stop near the St. Cloud center. Two St. Cloud Migrant & Seasonal Head Start center staff stepped in after a baby was discovered non-responsive and were able to very quickly assess and respond to the situation, resulting in reviving the baby prior to the arrival of emergency services. J. Carlson requested the Board approve the presentation of commendations to the Tri-Valley staff involved in assisting with the incident.

D. Mack moved to approve the commendations. Seconded by G. Burris. Motion carried.

J. Carlson presented a recommendation that, once approved, will update the current Employee Retirement Plan to reflect that it will be considered an Employee Severance Plan. The purpose of the plan is to appropriately thank and reward a long-term employee upon his/her separation from Tri-Valley.

M. Kroulik move to approve the Employee Severance Plan. Seconded by S. Peterson. Motion carried.

J. Carlson informed the Board that there are no changes to the Americans with Disabilities Plan.

J. Carlson presented the Telephonic Connection and Meal Allowance Reimbursement Policy. If Board members would like to receive $\frac{1}{4}$ 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 of the Board of Directors will January 9, 2018, 6:30 p.m. at the Tri-Valley Administrative Office, Crookston, MN.

G. Burris moved to adjourn the meeting. Seconded by L. Hall. Adjourned at 6:55 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL