

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
January 9, 2018

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:30 p.m. at the Tri-Valley Administrative Office in Crookston, MN.

Board members present were L. Vonasek, S. Vonesh, S. Peterson, G. Burris, D. Svaren, L. Hall, S. Kjono, M. Kroulik, J. Gerszewski, L. Nueurburg, D. Diedrich, G. Willhite, N. Myers, M. Gunderson, and G. Nissen, Ad Hoc to the Board.

Staff members present were J. Carlson, A. Peterson, and D. Littlefield.

J. Gerszewski moved to approve the Consent Agenda which included the December 12, 2017 meeting minutes, December Status Report, December Financial Report, and Crookston United Way grant request in the amount of \$4,000 for the Foster Grandparent Program to assist in mileage reimbursement and criminal background checks expenses. Seconded by M. Kroulik. Motion carried.

There was no Executive Committee report.

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

J. Carlson presented the Chief Executive Officer report.

- As Jeff Evers continues to investigate options on funding for the renovation of the Fournet building, Tri-Valley will still have the option of entering into a lease. J. Carlson provided a refresher of high points that could be contained in the potential lease. The Board will be presented with new information as it becomes available.
- The Agassiz Townhomes project is progressing well. The final paperwork completed January 8 and monthly draw meetings are occurring. Framing will begin in the next few weeks and fill has been brought onsite so that it will be ready in the spring and won't be delayed due to trucking road restrictions.

M. Kroulik moved to accept the Chief Executive Officer report. Seconded by S. Peterson. 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 December 12-13 in St. Cloud, MN. The meeting included updates to the strategic planning process, "Inventing Our Ideal Future" and Parents as Leaders training".
- Laurie Coleman will be attending the 2018 Winter Leadership Institute in Washington DC January 22-25 and will include meetings with members of Congress.
- Minnesota licensing has been updated so we're looking at our policies to ensure we're compliant.

There was no Migrant and Seasonal Head Start/Early Head Start Policy Council report.

J. Carlson reviewed correspondence received from the Office of Head Start regarding two requirements that need special attention to detail in 2018. First is the reporting requirement requiring grantees to report immediately or as soon as practicable any significant incidents affecting the health and safety of program participants. Second is Standards of Conduct, describing the positive strategies adults must implement when interacting with children, a list of prohibited actions endangering the health and safety of children, and ensuring no child is left alone or unsupervised.

Over the past year, reports of child health and safety incidents have increased. The Office of Head Start is uncertain if the increased reporting is due to compliance with CFR, whether more incidents are occurring, or both. They suspect it is due to the increased reporting, and want to acknowledge grantees' compliance with the requirements. However, the Office of Head Start (OHS) has observed unintended consequences of these requirements that they want to bring to our attention. In some cases, grantees are reporting minor incidents that do not require self-report. More importantly, some agencies immediately terminate staff involved in incidents, which may not be, in all cases, the best course of action for the child and staff. They urge that grantees take all specifics of the incident into consideration prior to termination of staff, as the issues may be within the grantees' policies or procedures. In the recent case of terminations of staff in our Migrant & Seasonal Head Start/Early Head Start program, the issue was not with our policies or procedures, rather the staff was negligent

G. Willhite moved to accept the Head Start, Child and Family Programs report. Seconded by D. Diedrich. Motion carried.

There was no Senior Programs report.

Board approval was requested to apply for the United Way grant request for the Energy Assistance Program in the amount of \$9,000 from April, 2018 to March, 2019 to assist with heat assistance and furnace repairs for low income clients.

S. Kjono moved to approve. Seconded by J. Gerszewski. Motion carried.

Board approval was requested to apply for the US Department of Health and Human Services, Administration for Children and Families grant request in the amount of \$2,809,552 from May 1, 2018 to April 30, 2019 to provide Head Start and Early Head Start services for 170 Head Start and 84 Early Head Start children and their families. Program design, contracts, and the organizational chart for the 2018-2019 program year were also reviewed and approval requested.

S. Vonesh moved to approve. Seconded by L. Nueburg. Motion carried.

J. Carlson reviewed and requested Board approval for the Head Start/Early Head Start Child and Family Program Planning for the 2018-2019 program year, to include the Self-Assessment and Program Goals.

L. Nueburg moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson presented the Head Start 2017 Annual Report.

J. Carlson presented the Head Start 2018 Data Plan a new requirement, that defines how:

- Tri-Valley will collect and use data to inform the monitoring of program performance that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations.
- Tri-Valley will implement a process for using data to identify program strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals.

L. Hall moved to approve the Head Start 2018 Data Plan. Seconded by J. Gerszewski. Motion carried.

J. Carlson presented the Tri-Valley Voter Registration Plan, a State of Minnesota requirement that describes how Tri-Valley will provide employees, customers, and the general public with voter registration assistance. The voter registration policy and provisions were reviewed and Board approval requested.

M. Kroulik moved to approve the Tri-Valley Voter Registration Plan. Seconded by S. Peterson. Motion carried.

The next meeting of the Board of Directors will February 13, 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 7:30 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL