

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
February 13, 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. Peterson, G. Burris, L. Hall, S. Kjono, L. Nueurburg, D. Diedrich, G. Willhite, N. Myers, M. Gunderson, D. Mack, and J. Boerger-Wilder.

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

Guests present were Dan Wier, Bruce Jensen, and Rob Blankenfeld with Northwest Service Cooperative.

L. Nueurburg moved to approve the Consent Agenda which included the January 9, 2018 meeting minutes, January Status Report, January Financial Report, Minnesota Child Passenger Safety Program grant request by Region V Head Start, East Grand Forks for 10 car seats for families in need, and Minnesota Department of Public Safety grant request by Head Start, Child & Family Programs to obtain 10 car seats, free of charge, to distribute to our Head Start families that are in need of them and provide guidance on proper child seat installation and child securement. Seconded by S. Peterson. Motion carried.

Dan Wier, Bruce Jensen, and Rob Blankenfeld with Northwest Service Cooperative presented an overview of Northwest Service Cooperative healthcare pooling and planning alternatives and member services projects. New projects include the creation of new statewide partnerships, an internship program, cyber insurance program, professional development program, student loan forgiveness program, and health & safety program.

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.

- Tri-Valley is continuing to receive periodic reimbursement payments from a previous MURL homeowner. The Tri-Valley attorney, Charles Reynolds, is assessing and managing all communications received regarding the previous home ownership and reimbursement of funds.
- A portion of the Agassiz Townhomes developer fee has been received. Eventually, we should receive \$130,000 via installments, the majority of which should be seen after the certificate of occupancy is completed.
- The final piece of gap financing for Jeff Evers and the Fournet building has been approved. J. Carlson will meet with the Charles Reynolds, the Tri-Valley attorney, to review the lease agreement and revise it, as needed, after which it will be presented to the Board. Bremer Bank may require a space plan for appraisal purposes prior to approval of final financing. J. Carlson is prepared to contact some architectural firms to obtain bids for space planning/design, with Board approval. A motion was made by L.

Hall to proceed with obtaining proposals from architects for space planning / facility design. Seconded by J. Boerger-Wilder. Motion carried.

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

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

- Juanita Wilkes, Policy Council President, shared that the East Grand Forks center had an "Under the Sea" dance for their families on Friday, February 2nd from 5:30-7:30 pm. It was a huge success with 115 in attendance.
- Juanita Wilkes will be attending a Parent Engagement Conference April 9-11 in Brainerd, MN.
- Laurie Coleman attended the 2018 Winter Leadership Institute in Washington DC January 22-25. The government shut-down occurred while she was there, but re-opened in time for the Capitol Hill visits. There were training sessions regarding families struggling with addiction issues. It has been suggested that Head Start programs partner with child protection / child welfare agencies, and train our staff on how to deal with children who are experiencing trauma.
- We have started partnering with East Grand Forks Public Schools and plan on having a Head Start teacher and a public school teacher together teaching in joint classrooms at the school.
- The Policy Council members received Health/Nutrition Services Area training.

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

J. Carlson presented a notice received from the US Department of Health and Human Services, Administration for Families and Children regarding the annual update of the HHS Poverty Guidelines to account for last calendar year's increase in prices as measured by the Consumer Price Index.

J. Carlson reviewed a program instruction received from the US Department of Health and Human Services to all Head Start and Early Head Start grantees regarding the fifty percent program duration requirement. The previous requirement stated programs must provide 1,020 annual hours of planned class operations over at least eight months per year for at least 50% of its center-based funded enrollment by August 1, 2019. This program instruction is notification to programs that the previous requirement is waived, effectively lowering the requirement from 50% to 0%. It was determined that the mandate was not coupled with sufficient funding to mitigate a substantial reduction in funded enrollment. To avoid serving fewer children and families, the requirement will not go into effect.

J. Carlson reviewed correspondence received from the Office of Head Start regarding an extension of the corrective action period for a previously received monitoring deficiency. The extension has been approved for full completion of the deficiency correction by June 29, 2018.

J. Carson reviewed with the Board proposed updates to the Head Start/Early Head Start and Migrant and Seasonal Head Start/Early Head Start Policy Council By-Laws. Other

than minor formatting changes (e.g., roman numeral to arabic numbers), the main updates reflect that Policy Council members may now serve a total of five years. Previously, the maximum number of years Policy Council members could serve was 3 years. A motion was made by D. Diedrich to approve the Head Start/Early Head Start and Migrant and Seasonal Head Start/Early Head Start Policy Council By-Laws. Seconded by S. Kjono. Motion carried.

J. Carson reviewed information from the Head Start/Early Head Start Community Assessment. The assessment was completed from June 2017- January 2018.

**Parent and Community Partners Expressed Community Strengths:**

Parents	Community Partners
#1. Community is clean and friendly	#1. Commitment to Young Children/Youth
#2. Resources available to help families	#2. Educational Opportunities
#3. Access to medical providers	#3. Resources Available to Help Families
#4. Child Care	#4. Health Care Access
#5. Transportation	#5. Sense of Community

**Parent and Community Partners Express Community Concerns:**

Parents	Community Partners
#1. Child Care	#1. Affordable Housing
#2. Availability of Affordable Housing	#2. Drug & Alcohol Abuse
#3. Job Opportunities	#3. Child Care
#4. Transportation	#4. Mental Health
#5. Cost of living	#5. Transportation

**Recommendations:**

1. Duration Funding-During the 2017 program year, Tri-Valley received duration funding and we were able to operate three duration classrooms, two in Crookston and one in East Grand Forks. This was a success and a great benefit to families that we are excited to continue to offer in the future.
2. We continue to see increased funding from the Minnesota Department of Education for School Districts in our area to provide preschool services. We are working diligently to collaborate with local districts to offer full day services where appropriate. During the 2017-2018 program year we worked closely with the Norman County West school district to develop a program design option that braided Head Start and School District funding in order to better serve all children. We believe this approach has been a success and will continue. Additionally, we have been working with the East Grand Forks School District to develop a similar model for one classroom in that community. We plan to implement this program design option in East Grand Forks during the 2018-2019 program year.
3. We continue to see an increased need for services for infants and toddlers. The program continues to assess the possibility of converting preschool classroom slots to infant and/or toddler slots. Given the collaborative relationships that have been

established, we have determined not to do this at this time, but will continue to assess numbers and programming for future years.

4. Program Design & Appropriate Center Locations – Center locations are appropriate at this time. Due to the ruralness of the majority of our centers, transportation remains an individual need for our families and for the program as well. Currently, we do not provide transportation to families. This does not seem to impact our attendance, but may place a hardship on some families. This continues to be an area that we continue to discuss with our Policy Council as it definitely has a budgetary impact.
5. Tri-Valley has a modular facility located in Owatonna that was purchased in 1994 and is in desperate need of replacement. With the current age of these units at 22 years, this facility has been deemed a priority focus for replacement. We are working with community partners on developing a plan for a facility collaboration project and have taken steps towards completing a 1303 application. We will continue this work in 2018.
6. Priority for Selection – Tri-Valley is confident that the selection criteria in place is a good representation of the needs families' experience that would make them eligible for the program. It should be noted that in the process of competing this Community Assessment, one concern that kept repeating itself was the issue of homelessness/lack of affordable housing. Tri-Valley's selection criteria do prioritize homeless children. These efforts will continue.
7. Recruitment Area – The program is confident that the entire service area is covered in its recruitment campaign. Special emphasis is placed on recruiting families with three year old children.

Other items reviewed were:

- Service Area Data
- Racial and Ethnic Composition, Culture and Language
- Other Child Development and Child Care
- Children with Disabilities
- Strengths and Needs of Eligible Children and their Families
- Community Resources

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

J. Carlson gave an overview to the Board on Tri-Valley's filing of Form 5500 for Employee Welfare Benefit Plans.

J. Carlson informed the Board that mileage reimbursements over 14 cents per mile is taxable, which directly affects some volunteer drivers of the Rural Transportation Collaborative program (RTC). Tri-Valley has offered an incentive payment to those drivers

affected by this to help offset any unplanned for costs. We have not heard reports of many drivers feeling any impact due to receiving a 1099 for 2017. We did have one driver report being very upset about the impact of receiving a 1099 this year.

J. Carlson reviewed the Liability / Workers Comp renewal. Workers Comp costs reduced from \$295,000 to \$174,000 due to no major accidents/incidents in recent years. A proposal was provided by Vaaler Insurance of cyber coverage. More information on cyber coverage options is forthcoming. A motion was made by S. Peterson to approve the renewal of Liability / Workers Comp (without cyber coverage). Seconded by L. Neuerburg. Motion carried.

The annual Bylaws review has commenced. J. Carlson asked Board members to review the Bylaws and suggest updates for the next meeting.

J. Carlson suggested that Tri-Valley continue our membership with the NW MN Council of Collaboratives, which is comprised of over 50 members including school districts and special education districts, and agencies in the areas of social services, public health, mental health, and corrections. It's a unique group and should be supported. Annual dues are \$1,350.

The next meeting of the Board of Directors will be March 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 8:00 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL