

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
March 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. Nueburg, D. Diedrich, G. Willhite, N. Myers, M. Gunderson, D. Mack, S. Vonesh, M. Kroulik, and J. Gerszewski.

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

Guest present was Jeff Evers.

M. Kroulik moved to approve the Consent Agenda which included the February 13, 2018 meeting minutes, February Status Report, February Financial Report, and America Federal Bank grant request in the amount of \$5,000 from June 2018 to June 2019 to provide financial literacy classes throughout Polk, Norman, and Marshall counties to increase financial awareness and empowerment. Seconded by D. Diedrich. Motion carried.

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.

- Jeff Evers provided information and answered questions from the Board regarding the interior demolition and remodeling of the Fournet Block to include tentative plans for the atrium, windows, heating and cooling systems, and energy efficiency.
- An update was provided on the process of procuring space and design services for the Tri-Valley spaces in the Fournet Block. An agreement has been signed with Michael J Burns architectural firm to perform space planning and facility design. The architect and his associates will meet with Tri-Valley program directors on Thursday, March 22, to discuss specific space needs for each of the programs, after which the architect will provide a design proposal for our review.
- J. Carlson shared some photographs with the Board of the great progress being made on the Agassiz Townhomes and provided a status update. Construction is progressing on schedule.
- A. Peterson, Human Resources Director, reviewed the salary survey process. Typically, Tri-Valley collects salary survey data from three sources: (1) Minnesota Department of Employment and Economic Development (DEED), (2) Minnesota Council of Nonprofits, (3) National Head Start Association. The data from all three sources is reviewed and analyzed to help determine median salaries for Tri-Valley positions, from which a minimum and maximum can be established. With these established salary ranges, we can ensure Tri-Valley staff is paid fairly.

L. Neuberger moved to accept the Chief Executive Officer report. Seconded by S. Peterson. Motion carried.

There was no Head Start/Early Head Start Policy Council report.

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

Board approval was requested to apply for the Corporation for National and Community Service (CNCS), Federal Foster Grandparent Program grant request in the amount of \$256,811 from July 1, 2018 to June 30, 2019 for the continuation of the Foster Grandparent Program. 54 Foster Grandparents will serve 400+ special and exceptional needs children from birth to 21 throughout 11 county service areas in Northwest Minnesota.

J. Gerszewski moved to approve. Seconded by D. Mack. Motion carried.

J. Carlson reviewed with the Board an agreement to enter into a lease with Jeff Evers covering 8,500 square feet of the Fournet Block (101 North Broadway). The agreement stipulates that we will enter into a lease if the construction/remodeling of the space is completed and ready for occupancy within eighteen months of the substantial commencement of the construction/remodeling. The completed space will comply with all the requirements of ANSI/ASHRAE standard 62.01 as established in 2007 or amended, and the Americans with Disabilities Act as amended. A motion was made by D. Diedrich to agree to enter into a lease with Jeff Evers upon issuance of certificate of occupancy with the following terms:

- Tri-Valley will pay a rent of \$13.41 per square foot with an increase of 40 cents per square foot per year
- Utilities are included in the rent up to \$20,000 per year, with an increase of \$600 per year

Seconded by G. Burris. Motion carried.

J. Carlson informed the Board that Tri-Valley has been approached by the owners of a mobile home park asking if we would be interested in entering into an agreement with them regarding the usage of or sale of a plot of undeveloped land north of the park that is owned by Tri-Valley. After Board discussion, a motion was made by S. Peterson to take no action at this time and instead consider other options for the land that would benefit the community. Seconded by G. Burris. Motion carried.

J. Carlson reviewed a resolution authorizing the creation of a Tri-Valley Transportation Five-Year Capital and Operational plan for a fee of \$0 for the period of June 2018, to September 30, 2019. The resolution is in support of a MnDOT initiative to develop and issue an RFP for consultants to help develop five-year transit plans for transportation programs throughout the state of Minnesota and ensures Tri-Valley Transportation staff will be accommodating and helpful during this process. A motion was made by M. Gunderson to approve the resolution. Seconded by L. Neuerburg. Motion carried.

J. Carlson reviewed correspondence received from Minnesota Housing to Maureen Hams, Community Services Program Director, regarding the February 7, 2018, Family Homeless Prevention and Assistance Program (FHPAP) site visit. The outcome of the monitoring visit was positive and there are no items required to be submitted back to Minnesota Housing.

Edina Realty, the realtor who has been providing marketing to obtain tenants for the Tri-Valley-owned Apple Valley office building has communicated that they have drafted a lease on behalf of another party who is interested in the property. The potential tenant has offered a 5-year lease at \$13.00 per square foot and they would pay all utilities and other expenses. The monthly rent would cover principal and interest on our existing mortgage and the 5-year lease would bring us to mortgage maturity, after which all income received would be revenue. J. Carlson asked for provisional approval from the Board so that, if the offer goes through, he can sign on behalf of the Board and enter into a lease. A motion was made by L. Hall to grant provisional approval for J. Carlson to sign a lease. Seconded by J. Gerszewski. Motion carried.

J. Carlson reported that an analysis was performed on health insurance plans after open enrollment. No conclusive changes in behavior regarding plan selection were noted.

J. Carlson presented a new agreement with Live Well Solutions, an employee assistance program in which employees and their household members can visit the Live Well Solutions web site and access articles, self-help questionnaires, interactive tools, and additional resources in key work/life areas. The program cost is \$2.87 per person, per month, and we will be charged for 150 employees. A motion was made by D. Diedrich to approve the agreement with Live Well Solutions. Seconded by S. Kjono. Motion carried.

J. Carlson provided an update to the Tri-Valley Strategic Plan. Priorities of the plan are:

- Improve/promote/advance the objective of coordinating the various services for area preschool children with Head Start
- Improve/promote/advance the objective of keeping seniors in their homes and avoiding premature nursing home placement
- Improve/promote/advance housing options in the service area
- Improve/promote/advance family engagement in the service area

Tri-Valley is meeting with mental health providers in the area to pursue partnerships to provide companion services for those receiving mental health services.

After Board review, there are no suggested updates to the Bylaws. A motion was made by S. Peterson to approve the Bylaws. Seconded by M. Kroulik. Motion carried.

A nominating committee will need to be formed. The Board will think about who will be on the nominating committee and report at the next Board meeting.

The Audit Committee Report was presented. There were no program findings in the current year audit. The suggested guide is that unrestricted net assets should be between 5% and 10% of expenditures. Tri-Valley's 2017 expenditures were approximately \$24,000,000. Unrestricted net asset balance should be between \$1,200,000 and \$2,400,000 and Tri-Valley's 2017 unrestricted net assets were \$1,933,857 (excluding grant funded fixed assets). Members of the audit finance committee are not requesting that Wipfli provide a report in April 2018.

The next meeting of the Board of Directors will be April 10, 2018, 6:30 p.m. at the Tri-Valley Administrative Office, Crookston, MN.

D. Diedrich moved to adjourn the meeting. Seconded by G. Burris. Adjourned at 8:15 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL