

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
April 10, 2018

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

Board members present were L. Vonasek, S. Peterson, G. Burris, L. Hall, L. Nueurburg, D. Diedrich, G. Willhite, N. Myers, M. Gunderson, D. Mack, S. Vonesh, M. Kroulik, J. Boerger-Wilder, D. Svaren, and J. Gerszewski.

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

J. Gerszewski moved to approve the Consent Agenda which included the March 13, 2018 meeting minutes, March Status Report, March Financial Report, and a Seneca Foods grant request for the 2018 season in the amount of \$492.80 to bring the garden to the classroom or classroom to the garden at the Glencoe center. Seconded by D. Mack. Motion carried.

After Tri-Valley staff were dismissed from the meeting, the Executive Committee presented their report and recommendation from their 5:30 pm meeting during which they reviewed the Chief Executive Officer's Performance Evaluation. G. Willhite moved to approve the Executive Committee meeting minutes and the Chief Executive Officer's salary increase recommendation. Second by D. Svaren. 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.

- J. Carlson has been asked to chair a MNCAP strategic initiative to leverage state-wide resources. The initiative will network to collaborate and create change.
- The Fournet building appraisal is pending, however it will be completed in April. The architect is on task to complete the first draft of plans for the Tri-Valley spaces, after which they will be shared with the Board. Jeff Evers is planning on beginning work on the building in May, after appraisal is completed.
- Due to feedback from the Wipfli audit, J. Carlson is working with our bank to ensure the Fisher Townhomes note does not negatively affect Tri-Valley's file.

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

L. Neuerburg reported on highlights from the April 2nd Head Start/Early Head Start Policy Council meeting.

- The negotiated omnibus FY 2018 appropriations bill was signed by the President and includes \$9.853 billion for Head Start and Early Head Start, a \$610 million increase over FY 2017 funding. The funding increase in the FY 2018 omnibus will mean that program will have additional resources to better support teachers and staff, more

children will have access to full-day and full-year early child education, and more infants and toddlers will start off life with the Head Start advantage.

- Tracy Solheim provided Education and Disabilities Services Area Training.
- Melody Hedden provided Family and Community Services Area Training.

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

J. Gerszewski moved to accept the Head Start, Child and Family Programs report. Seconded by S. Vonesh. Motion carried.

A letter was received from the Administration for Children & Families, Office of Head Start informing us that, as a result of a previous monitoring deficiency, we must submit an application and compete with other entities in order to receive a new RXII Head Start grant.

The Board of Directors Nominating Committee will be J. Boerger-Wilder, D. Mack, and L. Hall.

The lease for the Apple Valley building is still under negotiations. An offer is expected to be presented to Tri-Valley this week. There is another interested party, as well. M. Kroulik moved to empower J. Carlson to go forward with the best lease offer, when received. Seconded by S. Peterson. Motion Carried.

Board approval was requested to apply for the Bush Foundation, Bush Prize for Community Innovation grant request in the amount of \$500,000 to provide flexible funding for the Brooten Child Care Collaboration. M. Kroulik moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the First Congregational Church grant request in the amount of \$300 for the Migrant and Seasonal Head Start/Early Head Start 2018-2019 program year to purchase new books for the Glencoe Center. G. Burriss moved to approve. Seconded by D. Mack. Motion carried.

Board approval was requested to apply for the Second Harvest Heartland Summer Food Service Program (SFSP) grant request in the amount of \$5,000 from May 15, 2018 – September 30, 2018 to cover the cost of advertising, educational materials, non-food costs, and travel of the Migrant Head Start Food and Nutrition Program. G. Willhite moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the Menard's grant request for the Migrant and Seasonal Head Start/Early Head Start 2018-2019 program year to obtain donations of fruit and vegetable plants and seeds for a family and community garden at the Glencoe center. J. Gerszewski moved to approve. Seconded by S. Vonesh. Motion carried.

J. Carlson presented the 2017 Equal Employment Opportunity Report that summarizes Tri-Valley's employment data in categories such as race or ethnicity, job category, and

gender. We are mandated by federal employment laws to submit the report to the United States Equal Opportunity Commission to ensure compliance.

J. Carlson requested Board approval to work with A. Peterson, Human Resources Director, to develop an RFP (Request for Proposal) for voluntary benefit brokerage services. The RFP will ensure the broker working with Tri-Valley provides the best services for our needs. D. Diedrich moved to approve. Seconded by G. Burris. Motion carried.

The proposed agency COLA is 2.2%. L. Neuerburg moved to approve the agency COLA with a caveat that the Head Start, Child and Family Programs COLA will be accepted at their official rate, when determined. Effective date is April 22, 2018. Seconded by J. Boerger-Wilder. Motion carried.

J. Carlson reviewed the 2018 Tri-Valley Community Needs Assessment Survey Summary. Highlights included:

- Board of Directors Priorities
- Demographic Summary
- Quality of Life Indicators
- Summary of Those Served

S. Peterson moved to accept the 2018 Community Needs Assessment with correction on page 3 (nutrition percentage). Seconded by L. Hall. Motion carried.

J. Carlson presented the audit report for year ending December 31, 2017. Tri-Valley's liquidity is good and there is ample cash to meet obligations. There were no findings in the current year audit. D. Diedrich moved to accept the audit results. Seconded by J. Gerszewski. Motion carried.

J. Carlson shared information from a Prairie Business Magazine article on the Minnesota Housing Cooperative. Developers are utilizing the cooperative to build starter homes in Thief River Falls and Tri-Valley could partner with them on future projects that involve building lower-cost housing in our community.

The next meeting of the Board of Directors will be May 8, 6:30 pm, at the Tri-Valley Administrative Office, Crookston, MN.

G. Burris moved to adjourn the meeting. Seconded by S. Peterson. Adjourned at 7:45 pm.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL