

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
May 8, 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, M. Kroulik, D. Svaren, and S. Kjono.

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

L. Hall moved to approve the Consent Agenda which included the April 10, 2018 meeting minutes, April Status Report, April Financial Report, and a Southern Minnesota Initiative Foundation literacy grant request for the 2018-2019 program year to purchase 100 books for families of the Rochester center. Seconded by M. Kroulik. 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.

- Options are being explored to improve the Fisher Townhomes and increase occupancy, to include removing the coin-op mechanisms from the residents' laundry machines.
- The Minnesota Healthcare Consortium, for which J. Carlson is Chair, met on May 2 to continue discussions of healthcare insurance options.
- A draft lease has been provided for the Apple Valley location. With the lease, Tri-Valley will be paid \$4,200 per month for rent on the building for the first 12 months. By year 5, rent paid will be \$5,200 per month.
- Members of the Governor's Task Force on Housing, who were in Crookston on May 3 for a Regional Housing Forum, toured the Agassiz Townhomes building site.
- Some crossover is allowed for Head Start Policy Council members if they also wish to be on the Board of Directors, representing the low-income sector. J. Carlson will provide more information when this is better clarified.
- J. Carlson reviewed the Fournet building, 2nd floor office drawing draft, as provided by architect Michael Burns. The drawing will also be shared with Jeff Evers.

S. Peterson moved to accept the Chief Executive Officer report. Seconded by D. Mack. Motion carried.

J. Carlson and D. Littlefield reported on highlights from the April 28th, Migrant and Seasonal Head Start/Early Head Start Policy Council meeting that was held in St. Cloud.

- Teresa Luque, Policy Council Vice President, attended the Tri-Valley Head Start program's PP&P (Program, Progress, and Planning) meeting, April 17, 2018, in Fergus Falls, MN, and shared her parent experience with Tri-Valley staff. She also attended the Parent Affiliate 2018 Executive Committee Training, April 20-21, 2018, in Newport

Beach, California, and NHTSA Board of Directors meeting, April 25, 2018, in Anaheim, California.

- During the PP&P, MHTSA and NHTSHA Staff Affiliates led a Dollar Per Child fundraising initiative in the form of a silent auction. The fundraiser raised funds to meet our goal of \$1,18.
- L. Coleman presented recruitment training so that Policy Council members can better assist with recruiting efforts.

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

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

D. Mack presented the Senior Programs report. Highlights from the May 2nd, Foster Grandparent/Caring Companion Programs Advisory Council meeting included:

- The Caring Companion Program received the Live Well at Home (LWAH) grant for the 7/1/2017-6/30/2019 program year. Currently, there are 29 active Caring Companions serving 45 clients.
- Currently, there are 65 Foster Grandparent volunteers serving over 916 children.

L. Neuerburg moved to accept the Senior Programs report. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the MN Department of Education, State Migrant Early Head Start grant request in the amount of \$1,705,534 from July 1, 2018 - June 31, 2019 to provide Early Head Start services to eligible children in Minnesota. M. Kroulik moved to approve. Seconded by D. Svaren. Motion carried.

Board approval was requested to apply for the US Department of Health and Human Services, Administration for Children and Families, 1303 Facility Construction grant request in the amount of \$1,299,454 to construct a new facility for Owatonna HS/EHS and MSHS/MSEHS. L. Hall moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the MN Department of Education, Migrant Education – Identification & Recruitment (ID&R) grant request in the amount of \$773,345 from July 1, 2018 – June 31, 2019 to identify and recruit potential migrant students throughout the state of Minnesota. L. Neuerburg moved to approve. Seconded by G. Willhite. Motion carried.

Board approval was requested to apply for the MN Department of Human Services, Migrant Child Care grant request in the amount of \$438,823 from July 1, 2018 – June 31, 2019 to provide Migrant Child Care services to eligible children in Minnesota. G. Burris moved to approve. Seconded by D. Mack. Motion carried.

Board approval was requested to apply for the MN Department of Education, MN Migrant Health Services grant request in the amount of \$180,000 from July 1, 2018 – June 31, 2019 to provide age appropriate health screenings, referrals, and follow-up to all Migrant,

Title 1, Part C enrolled children. D. Svaren moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the North Dakota Department of Public Instruction, North Dakota Migrant Education Services grant request in the amount of \$82,000 from May 20, 2018 – December 31, 2019 to provide identification and recruitment services as part of the North Dakota, Title 1 Migrant Education Program and to serve 3 preschool Migrant children. S. Peterson moved to approve. Seconded by M. Kroulik. Motion carried.

Board approval was requested to apply for the Minnesota Department of Human Services, Office of Economic Opportunity Community Services Block Grant request in the amount of \$125,000 from July 1, 2018 – December 31, 2018 to engage families, farmers, and community members in the implementation of a Farm to Early Care/Head Start Program. S. Kjono moved to approve. Seconded by G. Burris. Motion carried.

Board approval was requested to apply for the MN Department of Education, State Early Head Start grant request in the amount of \$343,399 from July 1, 2018 – June 30, 2019 to provide Early Head Start services to eligible children in Minnesota. D. Svaren moved to approve with date correction (i.e., June 31 to June 30). Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the Minnesota Department of Education, Early Learning Scholarship Pathway I grant request in the amount of \$612,788.57 from July 1, 2018 – June 30, 2018 to administer Pathway I, Early Learning Scholarships to children and families which will assist children in obtaining quality child care programing and improve kindergarten readiness. G. Burris moved to approve. Seconded by L. Hall. Motion carried.

J. Carlson requested Board approval for the 2018 Head Start, Child and Family Programs Data Plan. D. Diedrich moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed and requested Board approval for the Migrant and Seasonal Head Start/Early Head Start Under Enrollment Action Plan which describes the plan for reducing or eliminating under enrollment. L. Hall moved to approve. Seconded by L. Neuerburg. Motion carried.

J. Carlson requested Board approval for the longevity payout of Head Start employee, T.S., who retired after more than 20 years of service. D. Diedrich moved to approve. Seconded by G. Burris. Motion carried

As L. Vonasek's end of his third term as Board Chair is approaching, the nominating committee will seek nominations for Vice Chair. Current Vice Chair, M. Kroulik, will assume the Chair position on the Tri-Valley Board at that time.

The Prairieland Duplexes Annual Meeting commenced. Formerly farm labor housing, the duplexes change to Section 515 family housing has been very successful. The units are consistently full and managed very well, with a good bank balance. More information on the Prairieland Duplexes finances can be found in the Wiplfi audit report and the DW

Jones monthly reports. G. Burris moved to accept the Prairieland Duplexes annual report. Seconded by L. Neuerburg. Motion carried.

J. Carlson provided ROMA training. Highlights included:

- Results Oriented Management and Accountability, or ROMA, is a performance-based initiative designed to preserve the anti-poverty focus of community action and to promote greater effectiveness among state and local agencies receiving Community Services Block Grant (CSBG) funds.
- The ROMA Next Generation framework builds on ROMA principles and practices to support agencies and states as they gather and use data at all points of the cycle. Data collected and analyzed from assessment through evaluation allow us to identify our successes and our challenges and make use of the information for continuous improvement.
- The National Community Action Network Theory of Change Community Action Goals are:
 - Goal 1: Individuals and families with low incomes are stable and achieve economic security.
 - Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
 - Goal 3: People with low incomes are engaged and active in building opportunities in communities.

The Board was presented an Authorization Resolution for the Chief Executive Officer to Sign on Behalf of the Board of Directors. The resolution authorizes J. Carlson to negotiate and sign on behalf of the Tri-Valley. M. Kroulik moved to approve the Resolution for Chief Executive Officer to Sign on Behalf of the Board of Directors. Second by S. Peterson. Motion carried

The next meeting of the Board of Directors will be June 12, 6:30 pm, at the Tri-Valley Administrative Office, Crookston, MN.

M. Kroulik moved to adjourn the meeting. Seconded by S. Peterson. Adjourned at 8:00 pm.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL