

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
June 12, 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. Nueburg, D. Diedrich, G. Willhite, N. Myers, M. Gunderson, D. Mack, M. Kroulik, D. Svaren, J. Boerger-Wilder, J. Gerszewski, and S. Vonesh.

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

L. Nueburg moved to approve the Consent Agenda which included the May 8, 2018 meeting minutes, May 10, 2018 Executive Committee minutes, May Status Report, May Financial Report, a Walmart, Hutchinson, MN grant request in the amount of \$350 to support the 2018 season, community garden at the Glencoe Family Service Center, and an Early Childhood Initiative grant request in the amount of \$2,000 to provide transportation for families attending programming and events at the Crookston Family Service Center. Seconded by S. Peterson. 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.

- We are considering applying for a grant that will run through Mental Health that, if awarded, would provide mental health support and services for staff and children in schools. We would most likely pilot the services at a small number of locations, and then, if successful, build a case to expand services to more locations.
- The lease for our property in Apple Valley, MN has not been finalized yet. Tri-Valley staff has completed the move to a new office in Le Center, MN.
- Construction on the Agassiz Townhomes is progressing well. Underground work continuing and most of the foundations are complete.
- Maureen Hams, Community Assistance Programs Director, was interviewed by the Crookston Times regarding Tri-Valley's efforts to address the child care shortage in Crookston. In 2017, Tri-Valley was awarded a Minnesota Department of Employment and Economic Development, \$50,000 grant to work specifically on reducing the shortage, in partnership with the City of Crookston and other stakeholders. As of the first week of June, only four mini-grants have been awarded, amounting to only \$8,000 of the \$50,000 grant. Tri-Valley, along with the City of Crookston, will continue efforts to ensure grant dollars are utilized prior to the December 31, 2018, deadline.

M. Kroulik moved to accept the Chief Executive Officer report. Seconded by J. Gerszewski. Motion carried.

N. Akker, Fiscal Director reviewed the information that is provided within the monthly financial reports that are presented to the Board. The reports include:

- A list of grants/contracts, organized by program, and their grant/contract date, budget/contract amount, expenditures to date, % spent, and current balance.

- The corporate financial statement for the current month, to include assets, liabilities, revenues, expenses, and fund balance.
- Prairieland and Townhomes financial statement summaries that list the current assets, liabilities, revenues, expenses, and fund balance.
- An executive summary that identifies highlights within the financial statements for the past month, and revenue, expenses, occupancy, and budget status summaries of the Prairieland and Townhomes.

J. Carlson shared correspondence received from the Office of Head Start, Administration for Children & Families, reflecting the COLA increase for FY 2018.

J. Carlson reviewed a recently published Office of Head Start Program Instruction pertaining to the Full Enrollment Initiative. The Program Instruction reiterates the importance of full enrollment. It also outlines the authority of the Office of Head Start to designate an agency as chronically under-enrolled and recapture, withhold, or reduce the base grant for programs that are not fully enrolled.

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 MN Board on Aging Foster Grandparent Program grant request in the amount of \$114,781 from July 1, 2018 – June 30, 2019 for the continuation of the Foster Grandparent Program in Northwest Minnesota. 16 Foster Grandparents will serve 150 or more special/exceptional needs children throughout the 11-county service area in Northwest Minnesota. D. Mack moved to approve. Seconded by L. Neuerburg. Motion carried.

Board approval was requested to approve a 2019 Public Transportation Resolution that resolves that Tri-Valley will enter into an agreement with the State of Minnesota to provide public transportation service in the counties of Clearwater, Kittson, Mahnomen, Marshall, Norman, Polk, Pennington, and Red Lake. Tri-Valley also agrees to provide a local share of 15% percent of the total operating cost and 20% of the total capital costs, and to provide 100 percent of local share necessary for expenses that exceed funds available from the State. D. Svaren moved to approve. Seconded by S. Vonesh. Motion carried.

J. Carlson presented a letter of engagement from Kinney & Larson LLP, a firm referred to Tri-Valley by the Northwest Service Cooperative. They are able to provide legal services on matters relating to Tri-Valley's group health plan and related benefit programs, and are willing to provide services at an hourly rate.

The Tri-Valley Audit Committee, N. Nicholas, D. Diedrich, and L. Neuerburg reviewed the draft 2017, 990 and 990-T returns and recommended Board approval. D. Diedrich moved to approve. Second by L. Neuerburg. Motion carried.

Board approval was requested of the Tri-Valley Annual Report, previously emailed to the Board of Directors for their review. M. Kroulik moved to provisionally approve, allowing for 1 more week from today's date for additional review time. Seconded by J. Gerszewski. Motion carried.

Minnesota Community Action Partnership is sponsoring the 2018 MinnCAP Training Conference in St. Cloud, July 30 through August 2. Board members interested in attending will contact D. Littlefield for event registration and hotel arrangements.

Board members were asked to read and sign the Consent and Release form and return to D. Littlefield.

Board members were asked to read and sign the Conflict of Interest form and return to D. Littlefield.

Board members were asked to complete the Board Qualification Survey and return to D. Littlefield.

The floor was opened for nominations to participate on the Head Start/Early Head Start Policy Council. L. Neuerburg volunteered. Nominations ceased. L. Neuerburg will continue as the Representative to the Head Start/Early Head Start Policy Council. D. Mack moved to approve. Seconded by J. Boerger-Wilder. Motion carried.

The floor was opened for nominations to participate on the Migrant and Seasonal Head Start/Early Head Start Policy Council. S. Vonesh volunteered. Nominations ceased. S. Vonesh will serve as the Representative to the Migrant and Seasonal Head Start/Early Head Start Policy Council. S. Peterson moved to approve. Seconded by J. Boerger-Wilder. Motion carried.

The Nominating Committee Report was presented by D. Mack, J. Boerger-Wilder, and L. Hall. Nominations are:

Chair – Mark Kroulik

Vice Chair – Stephanie Vonesh

Secretary – Shawna Peterson

Treasurer – Don Diedrich

Nominations ceased and Board accepted the Nominating Committee's nominations. L. Neuerburg moved to elect all by acclamation. Seconded by G. Willhite. Motion carried.

There will be no July Board meeting. If business comes up that requires approval, the Executive Committee will be contacted. The next meeting will be held at the Tri-Valley Administrative Office, Crookston, MN on Tuesday, August 14, 2018, at 6:30 pm.

D. Diedrich moved to adjourn the meeting. Seconded by G. Burris. Adjourned at 7:50 pm.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL