

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
August 14, 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, D. Diedrich, G. Willhite, N. Myers, M. Gunderson, M. Kroulik, D. Svaren, J. Gerszewski, S. Kjono, S. Vonesh, and B. Resendez.

Staff members present were J. Carlson, T. Sundeen, and A. Berhow.

Guest present was J. Evers.

D. Svaren moved to approve the Consent Agenda which included the June 12, 2018 meeting minutes, August 10, 2018 Executive Committee minutes, July Status Report, July Financial Report, and a Minnesota Department of Health grant request in the amount of \$500.00 to purchase classroom materials for a nursing room in support of breastfeeding mothers and staff at the Monticello 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.

- J. Evers provided a status update on the Fournet building. Approval of the property tif (tax increment financing) has not yet been obtained from the Crookston City Council. If the tif request is denied, the project will not move forward. If it does, the project will continue, as planned.
- 3 buildings of the Agassiz Townhomes will open on October 1, 2018, followed by 2 more buildings the end of October. The last building will open in November. The driveways will not be paved immediately, however aggregate materials will be brought in to ensure they are up to code. The Board of Directors will meet at the townhomes on September 11, 6:30 (the day of the next regularly scheduled Board meeting) for a tour the buildings.

D. Svaren moved to accept the Chief Executive Officer report. Seconded by J. Gerszewski. Motion carried.

J. Carlson and T. Sundeen shared that child care issues at Sleepy Eye and Brooten have been resolved. The Economic Development Authority and the city of Sleepy Eye collaborated with the child care center to create their own board and hire child care staff. The center reopened August 13. There are plans for Brooten schools to assume control of the Brooten child care center at the end of August, prior to the start of the new school year.

S. Vonesh reported on the Migrant and Seasonal Head Start/Early Head Start Policy Council meeting held July 28, 2018.

- Teresa Luque attended a conference call with staff, the Regional Office, and Dyna as follow up for two children left unattended that put us into Re-comp. We reviewed our corrective action

plan and will revise and resubmit. She also attended the NMSHSA Board Meeting via conference call on July 18.

- Immigration and separation of families continue to be a concern. Laurie has participated in numerous discussions regarding potential family separations caused by ICE raids in cities served by our centers. Center managers will be reviewing the processes so that centers and parents are prepared in the event of a visit from ICE.
- Laurie Coleman will be attending the MinnCAP conference pre-conference that will be focusing on workforce as there is an ongoing teacher shortage. They will be working on solutions to overcome this. Tri-Valley supports any parent who would like to pursue early childhood education.
- The Apple Valley Administrative Office building is now vacant. The newly opened Le Center Administrative Office will be having an open house on August 10 from 10:00 am to 7:30 pm.

J. Carlson and T. Sundeen shared a grants notice received from the Minnesota and North Dakota Department of Health and Human Services indicating they are soliciting applications from local public or private non-profit organizations that wish to compete for funds that are available to provide Migrant and Seasonal Head Start services to children and families residing in Minnesota and North Dakota. Funds in the amount of \$9,259,441 annually will be available to provide Migrant and Seasonal Head Start program services to eligible children and their families. Tri-Valley will be competing for the grant so that we may continue to provide services.

J. Carlson and T. Sundeen reported that we will be having a Focus Area 1 Review some time during the Head Start 2018-2019 program year. The focus of the review is "Understanding the Approach to Program Services". Focus Area One, which is conducted offsite, offers grantees a chance to share the information they used to inform their program design. Through Focus Area One, the Office of Head Start hopes to learn about the following topics:

- Strengths and needs of children and families in the community
- Staffing structure and program design that meets the needs of children and families
- Approaches to education and child development, health, and family and community engagement services
- Fiscal infrastructure and capacity
- Program governance and accountability

D. Svaren moved to accept the Head Start, Child and Family Programs report. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the United Way of Olmsted County grant request in the amount of \$25,000 from July 1, 2019 to June 30, 2021 for financial support of Rochester Migrant and Seasonal Head Start and Early Head Start. G. Burriss moved to approve. Seconded by L. Vonasek. Motion carried.

Board approval was requested to apply for the Housing and Urban Development, Northwest Coordinated Entry Project grant request in the amount of \$36,217 from March 1, 2018 to February 28, 2019 to support Community Services with coordinated entry and prioritization list management. S. Peterson moved to approve. Seconded by G. Burriss. Motion carried.

Board approval was requested to apply for the Housing and Urban Development, Permanent Supportive Housing grant request in the amount of \$127,202 from December 1, 2019 to

November 30, 2020 for rental assistance and support services for 11 clients for 1 year. J. Gerszewski moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the Housing and Urban Development, Rapid Rehousing Project grant request in the amount of \$20,000 from December 1, 2018 to November 30, 2019 for case management, housing navigation services, deposit assistance, and rental assistance for 3 households. D. Svaren moved to approve. Seconded by S. Kjono. Motion carried.

J. Carlson shared information from the Minnesota Department of Commerce notifying us of the timeline to execute the FFY2019 Energy Assistance Program (EAP) Grant Contract. The contract package will be mailed to Tri-Valley by September 7, 2018, and must be returned, with necessary signatures, on or before September 17, 2018.

J. Carlson presented the Energy Assistance Program (EAP) audit report received from the Minnesota Department of Commerce. The report included a summary of the findings and recommendations resulting from Commerce monitoring. Findings concluded that we generally complied with and had controls to ensure compliance with the EAP contract, policies, and procedures. To address a finding, Tri-Valley's EAP Program will assign the review of all vendor contracts to one full-time staff member to ensure all vendor contracts are complete and correct.

J. Carlson requested Board approval for changes to the Tri-Valley Employee Recognition Procedure. Summaries of the changes are:

- The bills for event(s) should be sent to the Administrative Assistant/Officer Coordinator.
  - Supervisors will be notified by the Marketing and Communications Specialist with the names of employees who will be recognized.
  - Human Resources will generate a list of seasonal Head Start employees who reach the 5, 10, 15 (etc.) years of service and send it to Head Start supervisors after July 31 of each year. The seasonal employees will be given credit for years of service they have attained by July 15 of each year.
  - Regarding retirement, Human Resources will facilitate the purchase of a gift.
- D. Diedrich moved to approve. Second by L. Vonasek. Motion carried.

J. Carlson requested Board approval of the Human Resources Director's recommendation of utilizing Dawson Insurance for Tri-Valley's Voluntary Benefit Brokerage Services. The recommendation is based on an RFP sent on July 24, 2018. G. Willhite moved to approve. Second by S. Peterson. Motion carried

J. Carson shared the annual, 10% Federal De Minimis Indirect Cost Rate Certificate with the Board. This is to exercise the option to use the 10% Federal De Minimis indirect cost rate applicable to fringe benefits, material and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 in all Tri-Valley Opportunity Council, Inc. contracts. This certification must be submitted annually one year after the date of this certification. G. Burriss moved to approve. Second by S. Kjono. Motion carried. The certificate was signed by the Board Chair, M. Kroulik.

J. Carson requested that he be designated as the Tri-Valley Identified Official with Authority, giving him the responsibility of assigning job duties to the staff at Tri-Valley, and to authorize user access

to Minnesota Department of Education (MDE) websites. S. Vonesh moved to designate J. Carlson as the Tri-Valley Identified Official with Authority. Seconded by G. Burris. Motion carried.

The Board was presented a link to the Board of Directors Training, available on the Minnesota Community Action Partnership website. The video training, "Duties of Nonprofit Board of Directors" can be accessed via the link:

[http://www.minncap.org/index.asp?SEC=F7651083-5935-4D79-8E83-9EB7D4D44221&Type=B\\_BASIC](http://www.minncap.org/index.asp?SEC=F7651083-5935-4D79-8E83-9EB7D4D44221&Type=B_BASIC)

The Board of Directors will contact J. Carlson if additional training is required.

J. Carlson shared information regarding the commercial listing contract with Coldwell Banker for the lease of Tri-Valley's commercial space in Apple Valley. The contract with the previous company ended August 10, 2018. With the new company, the amount will be \$2/square foot, ½ due at signing, and ½ upon occupancy.

The next meeting will begin with a tour of the Agassiz Townhomes in Crookston, MN on Tuesday, September 11, 2018, at 6:30 pm and then move to the Tri-Valley Administrative Office.

D. Diedrich moved to adjourn the meeting. Seconded by G. Burris. Adjourned at 7:30 pm.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL