

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
September 11, 2018

The Tri-Valley Opportunity Council, Inc. Board of Directors met at 6:30 pm at the Agassiz Townhomes for a tour. The regular meeting was called to order at 7:10 pm at the Tri-Valley Administrative Office in Crookston, MN.

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

Staff members present were J. Carlson, L. Coleman, and D. Littlefield.

L. Vonasek moved to approve the Consent Agenda, which included the August 14, 2018 meeting minutes, August Status Report, and August Financial Report. Seconded by D. Mack. 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.

- CHEDA and the Crookston City Council have endorsed the property TIF (tax increment financing) for the Fournet building. J. Evers is prepared to proceed with the renovations.
- 2 buildings of the Agassiz Townhomes will be ready the 3rd week of October and the remainder in November.

D. Svaren moved to accept the Chief Executive Officer report. Seconded by L. Vonasek. Motion carried.

S. Vonesh reported on the Migrant and Seasonal Head Start/Early Head Start Policy Council meeting held August 25, 2018, in St. Cloud.

- Teresa Luque will be attending a conference call on Monday, August 27, regarding replacement of the NMSHSA Executive Director, Delia Garcia, who recently gave her 4-week notice. She will also be attending the NMSHSA Board Meeting, September 28-29, in Chicago.
- Jason Carlson was in attendance and shared general Tri-Valley information.
- The new Le Center Administrative Office held an open house on Friday, August 10. They had 32 visitors come throughout the day, including community members, families, and the Superintendent of Tri-City United (TCU) Schools.
- Food service review reports from the North Dakota Department of Public Instruction, Summer Food Service Program and Minnesota Department of Education, Child and Adult Care Food Program came back with zero findings.
- The Office of Head Start, Administration for Children and Families has closed our previously identified deficiency (the child who was left alone and unsupervised).
- Parents shared their migrant/seasonal stories and charted their travels on a map.
- The Policy Council received Family and Community Services Area and Education and Disabilities Services Area training. If they share the tent-reading exercise with their children, and send a picture of them doing so, they will be entered into a drawing for a tent.

L. Coleman presented the Head Start/Early Head Start and Migrant & Seasonal Head Start/Early Head Start Program Information Report (PIR) summaries from the 2017-2018 program year.

L. Coleman reported that the US Department of Health and Human Services, Administration for Children and Families will not approve the previously submitted conversion request to move \$351,812 of Head Start funds to Early Head Start. This is mainly due to the fact that their fiscal year close-out period ended August 31 and they would not have had sufficient time to process the request before then. We will be able to resubmit the conversion request this next fiscal year.

The Office of Head Start, Administration for Children and Families has officially communicated that the previously identified finding have been corrected and have been closed.

A Program Instruction from the Office of Head Start, Administration for Children and Families, regarding supplemental funds available to increase program hours was presented. L. Coleman is attending a webinar on Friday, September 21, that will give more information on if we meet the criteria to apply.

D. Svaren moved to accept the Head Start, Child and Family Programs report. Seconded by J. Boerger-Wilder. Motion carried.

J. Carlson presented correspondence received from a family member of a previous Tri-Valley transportation client (T.H.E. Bus). The family expressed their thanks to T.H.E. Bus for the services provided while the client was in the nursing home, and gave a \$50.00 donation to T.H.E. Bus program. The donation will be used to pay it forward by purchasing bus tickets for those who may need them.

Board approval was requested to apply for the Minnesota Department of Education, Food and Nutrition Programs, Child and Adult Care Food Program (CACFP) grant request in the amount of \$293,193 from September 1, 2018, to August 31, 2019, to provide reimbursement for the meals that are served to children enrolled in the Head Start programs. S. Peterson moved to approve. Seconded by S. Vonesh. Motion carried.

Board approval was requested to apply for the Housing and Urban Development, Northwest Coordinated Entry Project grant request in the amount of \$39,056 from March 1, 2018 to February 28, 2019 to support Community Services with coordinated entry and prioritization list management particularly around developing a website and a prioritization list for homeless youth. L. Vonasek moved to approve. Seconded by G. Burris. Motion carried.

Board approval was requested to apply for the Families First of Minnesota, Child Care Services grant request in the amount of \$2,750 for the 2018-2019 Head Start program year to purchase supplies for the Rochester center. S. Kjono moved to approve. Seconded by L. Hall. Motion carried.

J. Carlson presented the 2019 Health Insurance Renewal recommendation. Coverage cost will be \$1,264,832, which is 1.9% higher than last year. L. Hall moved to approve the 2019 Health Insurance Renewal. Seconded by D. Diedrich. Motion carried.

J. Carlson presented the 2019 Ancillary Benefits recommendations. The new agent with whom we are working is very responsive and recommended the following:

Dental: Remain with current provider, UNUM

Vision: Remain with current provider, Ameritas

Life and LTD: Switch to UNUM

G. Willhite moved to approve recommendations. Seconded by D. Svaren. Motion carried.

J. Carlson presented the financial statement draft for the Tri-Valley 401k Plan audit that the Board Audit and Finance committee previously reviewed. S. Peterson moved to approve the 401k Plan audit report. Seconded by J. Boerger-Wilder. Motion carried.

J. Carlson requested Board approval of an employee longevity allowance payout to the Senior Programs Director, who is retiring in October. D. Diedrich moved to approve. Seconded by L. Neuerburg. Motion carried.

Minnesota Housing Partnership (MHP) has asked Tri-Valley if we would be partner with them to funnel funding for some modular housing projects in Warren, Red Lake Falls, and Crookston. The caveat would be that the cities would have to use their own tax-exempt information. L. Vonasek moved to approve pursuing the partnership with MHP. Seconded by L. Hall. Motion carried.

J. Carlson and L. Coleman reviewed updates to the leases for the Glencoe and Owatonna modulars and requested Board approval for amendments that add language to indicate that the Office of Head Start will take ownership of the modulars in the event that Tri-Valley is no longer the grantee. S. Peterson moved to approve. Seconded by G. Burris. Motion carried.

J. Carson shared photos of the Apple Valley office, which is now available for lease.

The next meeting of the Board of Directors will be held at the Tri-Valley Administrative Office on Tuesday, October 9, 2018, at 6:30 pm.

G. Burris moved to adjourn the meeting. Seconded by L. Vonasek. Adjourned at 8:15 pm.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL