

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

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:00 p.m. at the Eagles Club, Crookston, MN.

Board members present were M. Kroulik, S. Vonesh, S. Peterson, L. Hall, N. Myers, M. Gunderson, D. Svaren, J. Boerger-Wilder, D. Mack, and L. Neuerburg.

Staff members present were J. Carlson, C. Pic, and D. Littlefield.

L. Neuerburg moved to approve the Consent Agenda, which included the October 9, 2018 meeting minutes, October 12, 2018 Executive Committee minutes, November 14, 2018 Executive Committee minutes for Region V Head Start Expansion, November 14, 2018 Executive Committee minutes for Region V Early Head Start Expansion, November 14, 2018 Executive Committee minutes for Region XII Head Start Federal Grant, October and November Status Reports, November Financial Report, and a Families First Emergency Fund one time grant request in the amount of \$806.00 to pay for storm damage to the Elysian center's playground fencing. Seconded by S. Peterson. Motion carried.

J. Carlson presented the Chief Executive Officer report.

- There will be an Agassiz Townhomes Open House on Thursday, December 13, from 11:00 a.m. – 3:00 p.m.
- Senator Amy Klobuchar toured the Agassiz Townhomes on Monday, October 22.
- The warranty deed for the property purchased in Crookston as part of Tri-Valley's project with the NW MN Housing Consortium has been completed and filed. The actual house that will be on the property will be kept in Red Lakes Falls until the Crookston property is house-ready. The property and house in Warren is more or less complete.
- The construction of the Glencoe and Owatonna modular units are on hold until we receive final approval from the Office of Head Start. This may affect our ability to have them ready by June 2019.

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

L. Neuerburg presented the Head Start/Early Head Start Policy Council report. The Policy Council met November 5, 2018, at the Tri-Valley Administrative Office, Crookston.

- Juanita Wilkes and Jessica Rodriguez attended the MHSA Quarterly Meeting on October 9 in St. Cloud.
- An Under-Enrollment Action Plan and timetable for reducing or eliminating under enrollment is being developed and will be submitted to the Director of Head Start.
- The Policy Council received their annual Tri-Valley Policy Manual training

S. Vonesh presented the Migrant and Seasonal Head Start/Early Head Start Policy Council report. The Policy Council met November 10, 2018, in Bloomington, MN.

- Teresa Luque attended the NMSHSA Board Meeting, September 28-29, in Chicago, IL. The meeting included by-laws update and strategic planning sessions. Teresa also attended the NHSA Board meeting October 8 in Arlington, VA. She will be participating on panels for immigration and grant reviews, and will be on a committee to help plan the NMSHSA 50th Anniversary celebration in Washington DC in February 2019, which Teresa and Sarita Rodriguez will attend.
- 2019-2020 funded enrollment and program design plans for the centers were reviewed. A highlight to program design is that the Rochester center will be moving to Elgin, MN.

J. Carlson reviewed an Office of Head Start Information Memorandum on Enhancing Father Engagement. The Administration for Children and Families (ACF) issued a joint Information Memorandum emphasizing the importance of meaningful father engagement in all ACF programs to better serve children and families. Father engagement is critical to successful outcomes for children. The Office of Head Start strongly encourages all Head Start programs to redouble their efforts in working with fathers.

J. Carlson reviewed an Office of Head Start Program Instruction that details the FY 2019 Head Start funding increase. US Health and Human Services awarded \$10,063,095,000 for FY 2019 programs under the Head Start Act, an increase of \$200 million over the FY 2018 funding level. This increase provides a 1.77 percent cost of living adjustment (COLA) for existing grantees.

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

C. Pic, Transportation Programs Director, provided an update of the Tri-Valley Heartland Express 5-year Plan (2020-2025). Tri-Valley's transportation programs will be collaborating with LSC Transportation Consultants, Inc., the consultant hired by MnDOT to complete the plans for the transit agencies in NW Minnesota. The plan will identify strengths and weaknesses, future needs and changes, and will develop a financial plan that is adaptable to changing environments. The completed plans will help MnDOT better articulate transit needs to the legislature and other stakeholders.

D. Mack presented the Senior Programs report. The Foster Grandparent/Caring Companion Programs Advisory Council met November 7, 2018, at the Tri-Valley Transportation building, Crookston.

- Currently we have 30 Caring Companions. 37 clients are being served, with 8 of those being private pay. We have 11 Caring Companions with no current clients and 8 clients awaiting service. A total of 739.5 volunteer hours have been served, to date.
- Currently we have 58 Foster Grandparents. 4 Foster Grandparents are retiring and we have 7 new Foster Grandparents. Volunteer hours totaled 5,111.50 this school year.

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

Board approval was requested to apply for the Greater Grand Forks United Way, Emergency and Short-Term Housing Assistance grant request in the amount of \$15,000 from March, 2019 to February, 2020 to assist individuals and families with housing crisis situations by providing emergency hotel vouchers, security deposits, utility deposits, and short term rental and mortgage assistance. S. Peterson 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, Federal Migrant and Seasonal grant request from April 1, 2019 to March 31, 2020 in the amount of \$2,107,324 for 13 months (\$1,671,486 for 12 months) and \$499,083 in start-up costs. The purpose of the request is to extend Glencoe and Danube to 12 hours/day, to extend Sleepy Eye, Rogers, St Cloud, and Monticello to 10 months, and to add days of service to Elgin. L. Hall moved to approve. Seconded by J. Boerger-Wilder. Motion carried.

J. Carlson reviewed the Tri-Valley 2019 Public Transit Capital Grant Award letter received from MnDOT. The funds received will be used to purchase 3 busses and a more efficient bus washing system.

J. Carlson presented the Early Learning Pathway I monitoring results for the FY 2018 monitoring review that was conducted by Minnesota Department of Education. The overall review was satisfactory.

J. Carlson requested Board approval of an employee longevity allowance payout to Mary Johnson, a Head Start Program Operations Manager who will be retiring in December. D. Svaren moved to approve. Seconded by D. Mack. Motion carried.

J. Carlson requested the Board perform preliminary reviews of the Tri-Valley CEO Succession Plan and Emergency Succession Plan. The plans will be approved at the January 2019 meeting.

J. Carlson requested the Board perform a preliminary review of the Tri-Valley Risk Assessment Checklist. The checklist will be approved at the January 2019 meeting.

J. Carlson presented the CSBG and MN Community Action Grant 2018 Monitoring Report from the Minnesota Department of Human Services. There were no findings.

J. Carlson provided a Strategic Plan update. He will be meeting with the Program Directors the week of December 17 to discover strategies. A final plan will be presented at the January 2019 meeting.

J. Carlson informed the Board that there are no changes to the Americans with Disabilities Plan.

J. Carlson presented the Telephonic Connection and Meal Allowance Reimbursement Policy. If Board members would like to receive $\frac{1}{4}$ per diem and/or telephonic connection reimbursement, they are to sign the Telephonic Connection and Meal Allowance Reimbursement Policy and return to D. Littlefield. If requesting to be reimbursed for the Telephonic Connection for 2019, they must also provide a copy of a monthly telephone bill to D. Littlefield.

The next meeting of the Board of Directors will be January 8, 2019, 6:30 p.m. at the Tri-Valley Administrative Office, Crookston, MN.

L. Hall moved to adjourn the meeting. Seconded by D. Svaren. Adjourned at 7:00 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL