

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
January 8, 2019

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:30 p.m. at the Tri-Valley Administrative Office in Crookston, MN.

Board members present were M. Kroulik, S. Vonesh, S. Peterson, L. Hall, N. Myers, M. Gunderson, J. Boerger-Wilder, Sarah Kjono, Gary Willhite, and Don Diedrich.

Staff members present were J. Carlson, M. Melbye, and D. Littlefield.

L. Hall moved to approve the Consent Agenda, which included the December 11, 2018 meeting minutes. Seconded by S. Peterson. Motion carried.

D. Diedrich moved to approve the December, 2018 Status Report. Seconded by S. Peterson. Motion carried.

G. Willhite moved to approve the Financial Report. Seconded by L. Hall. 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.

- Ducting issues in Agassiz Townhomes units were preventing an Energy Star rating on the buildings. After the MN Housing architect toured the properties and inspected the ducting issues, he spoke with the Energy Rater and we were granted a variance due to the fact that the ducting issues are limited to the interiors of the buildings.
- The loan application for the NW MN Housing Consortium projects in Crookston and Warren has been completed which will allow the projects to continue as planned. J. Carlson is continuing to work with the City of Ada to discuss the feasibility of expanding the project into Ada.
- Tri-Valley has posted the job openings for the System of Care, Family Partner staff required at the Ada-Borup and Win-E-Mac schools.

S. Vonesh moved to accept the Chief Executive Officer report. Seconded by S. Kjono. Motion carried.

D. Littlefield presented the Head Start/Early Head Start Policy Council report. The Policy Council met January 7, 2019, at the Tri-Valley Administrative Office, Crookston.

- Juanita Wilkes attended the Minnesota Head Start Association's meeting on December 11. At the meeting, Juanita was recognized for her efforts in educating parents on the importance of voting. She was also elected to the Minnesota Head Start Association Board of Directors.
- Laurie Coleman has been asked to be a Minnesota representative to the BUILD Initiative. Minnesota is one of five states that have come together to support the initiative, which works with early childhood leaders within states and nationally to better prepare young children to thrive and succeed.

J. Carlson reviewed the Head Start, Child and Family Program Planning, to include the Community Assessment, Self-Assessment, and Program Goals.

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

Board approval was requested to apply for the Minnesota Department of Transportation grant from January 1, 2019 to December 31, 2019 in the amount of \$85,000 to rehab the transportation office area at 1345 Fairfax Avenue, Crookston to provide an additional restroom and build ceilings over 4 office spaces and allow for more confidential office spaces. L. Hall moved to approve grant request and associated 2019 Capital Facility Grant Resolution. Seconded by S. Vonesh. Motion carried.

Board approval was requested to apply for the United Way grant for the Energy Assistance Program from April - March 2019 in the amount of \$8,000 to assist with heat assistance and furnace repairs for low income clients. D. Diedrich moved to approve. Seconded by S. Kjono. Motion carried.

Board approval was requested to apply for the Minnesota Housing Finance Agency, Family Homeless Prevention and Assistance Program grant from July 1, 2019 to September 30, 2021 in the amount of \$425,000 to assist families, individuals, and youth in preventing homelessness or assisting in ending homelessness. L. Hall moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the U.S. Department of Health and Human Services, Administration for Children and Families, Federal Head Start and Early Head Start grant from May 1, 2019 to April 30, 2020 in the amount of \$2,882,809 to provide Head Start and Early Head Start services for 158 Head Start and 84 Early Head Start children and their families. Grant will enhance children's growth and development, strengthen families as the primary nurturers and teachers of their children, provide children with educational, health and nutritional services, and link children and families to needed community services. This grant includes a request to reduce funded enrollment from 170 Head Start slots to 158, a decrease of 12. G. Willhite moved to approve. Seconded by J. Boerger-Wilder. Motion carried.

J. Carlson reviewed the formal agreement between Tri-Valley Head Start, Child and Family Programs and Peace United Methodist Church in Elgin, MN. The purpose of the agreement is for the church to provide space that Tri-Valley will utilize for migrant/seasonal Head Start services to children and families in the Elgin area. The total annual payment will be \$65,000. M. Gunderson moved to approve the agreement. Seconded by J. Boerger-Wilder. Motion carried.

J. Carlson reviewed updates of the Fournet Building design plan, as provided by JLG Architects.

J. Carlson reviewed the Corporation for National & Community Service (CNCS) FY18 Payments Assessment Results for Tri-Valley Senior Programs. No improper payments were found during the assessment.

J. Carlson reviewed the CNCS Compliance and Monitoring Report for Tri-Valley Senior Programs review that took place November 5-7, 2018. After a thorough review, it was determined that all corrective actions have satisfied the needed requirements and the compliance monitoring process has closed.

The Board of Directors agreed that the Executive Committee will review and approve the Tri-Valley Agency Budget, which D. Littlefield will provide to them on Wednesday, January 9, via email.

J. Carlson requested approval of the Tri-Valley CEO Succession Plan. S. Peterson moved to approve. Seconded by S. Vonesh. Motion carried.

J. Carlson requested approval of the Tri-Valley Risk Assessment Checklist. L. Hall moved to approve. Seconded by G. Willhite. Motion carried.

J. Carlson reviewed the Strategic Plan. Board approval for the final version will be requested at the February meeting.

The next meeting of the Board of Directors will be February 12, 2019, 6:30 p.m. at the Tri-Valley Administrative Office, Crookston, MN.

D. Diedrich moved to adjourn the meeting. Seconded by M. Gunderson. Adjourned at 7:50 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL