

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
February 12, 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, D. Diedrich, L. Hall, N. Myers, M. Gunderson, S. Kjono, G. Burris, L. Monk, and J. Duckstad.

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

G. Burris moved to approve the Consent Agenda, which included the January 8, 2019, meeting minutes, January 17, 2019, Executive Committee meeting minutes, Status Report, Financial Report, and a United Way of Crookston grant request for Senior Programs, Foster Grandparents Program in the amount of \$4,000 from April, 2019 to March, 2020 to assist in Foster Grandparent Program reimbursement via mileage reimbursement or T.H.E. Bus costs between sites or incurred with in-service training. Seconded by L. Hall. Motion carried.

The Executive Committee approved the Agency Budget on January 9, 2019.

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.

- Issues related to the concentric venting design on Agassiz Townhomes have caused furnace outages in multiple units. A fix has been identified and, once vetted by the furnace manufacturer, will be applied to the units by the contractor.
- J. Carlson and M. Kroulik met with the City of Sleepy Eye to confirm that the current lease they have with Tri-Valley for the existing child care center is not in jeopardy.
- System of Care, Family Partner staff has been hired at the Ada-Borup and Win-E-Mac schools and services will start the week of February 25.
- The TIF for the Fournet Building renovation is progressing with the City of Crookston. Demolition is continuing, albeit slowly due to the cold weather. J. Evers will attend the March, Board of Directors meeting to provide an update.

G. Burris moved to accept the Chief Executive Officer report. Seconded by L. Monk. Motion carried.

J. Carlson presented the Minnesota Head Start Facts for 2019 that summarizes Head Start services throughout the state of Minnesota.

J. Carlson shared information regarding an Office of Head Start Focus Area 1 monitoring review of the Tri-Valley Head Start program that will be occurring the week of March 18, 2019.

J. Carlson shared photos of the progress being made of the Elgin Head Start Center at Peace United Methodist Church.

M. Hedden, Head Start Family and Community Services Manager, provided Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) training. Highlights included:

Eligibility

To determine eligibility for our Region V program we must verify:

- Age
- Income
- Migrant or Seasonal Status (RXII)

### Recruitment

Our Head Start program benefits children and families. We offer:

- High quality early childhood educational programs
- Nutritious, family-style meals
- Medical and dental examinations
- Parent support
- Parent/child activities
- Connection between families and community resources
- Disabilities services and developmental screenings

### Selection

- Income eligible children/pregnant women are chosen first; highest to lowest points.
- Children/ pregnant women in the 101-130% income bracket are chosen after the income eligible waiting list is exhausted; highest to lowest points (with FCSM permission).
- Children/pregnant women in the 131% income bracket are chosen after the income eligible and 101-130% bracket waiting lists are exhausted; highest to lowest points (with FCSM permission).

### Enrollment

- Center based children are considered enrolled once they attend the classroom for center base.
- Home based children are considered enrolled once they receive a home visit from the Home Based home visitor.

### Attendance

- Each center will establish a process to ensure children are safe when they do not arrive at the center.
- If the parent/guardian has not notified the center of the absence, the center will attempt to contact the family within 1 hour of start time utilizing the ChildPlus notification system.

L. Monk 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 US Department of Health and Human Services, Administration for Children and Families, Federal Head Start and Early Head Start grant request from May 1, 2019, to April 30, 2020, in the amount of \$50,181 for COLA (1.77%). D. Diedrich moved to approve grant request. Seconded by S. Kjono. Motion carried.

Board approval was requested to apply for the US Department of Health and Human Services, Administration for Children and Families, Federal Migrant & Seasonal Head Start and Early Head Start grant request from April 1, 2019 to March 31, 2020, in the amount of \$160,685 for COLA (1.77%). L. Hall moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed the results of the salary survey that was completed in December 2018, by Ashley Peterson, Human Resources Director. Within each geographic region, there were increases to the minimums and maximums within the non-exempt plant grades. There were a few increases to the minimums and maximums within the exempt grades in the southwest and southeast geographic

regions, and one increase to the minimum and maximum of a nonexempt grade in the central geographic region. The largest impact to Tri-Valley's current staffing is to the nonexempt plant grade 08, of which all Head Start staff and Transportation Bus Drivers are part. L. Hall moved to approve the salary survey. Seconded by L. Monk. Motion carried.

J. Carlson reviewed a notice received from the MN Department of Transportation regarding the 2019 Public Transit Special Solicitation Award. The total amount awarded to renovate and repair the existing transit facility is \$77,500. Of that, \$62,000 come from state funds and \$15,500 is our local share.

J. Carlson informed the Board that only a portion has been paid back to Tri-Valley of a previous MURL judgement. After discussion, the Board agreed to direct the Tri-Valley attorney begin garnishment proceedings, which will enforce the judgement.

J. Carlson reviewed the 2019-2020 Strategic Plan. Priority Focus Areas include:

- Priority 1 – Improve/promote/advance the objective of increasing the availability of quality child care slots in the areas we serve.
- Priority 2 – Improve/promote/advance the objective of keeping seniors in their homes and avoiding premature nursing home placement.
- Priority 3 – Improve/promote/advance housing options in the service area.
- Priority 4– Improve/promote/advance Community Partner Engagement in the service area.

L. Hall moved to approve the 2019-2020 Strategic Plan. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed the Emergency Succession Plan, which is in place for contingencies due to the disability, death, or departure of the Chief Executive Officer. In the unlikely event of an untimely vacancy, the Emergency Succession Plan facilitates the transition to both interim and long-term leadership. G. Burris moved to approve. Seconded by L. Hall. Motion carried.

J. Carlson reviewed the Package / Auto / Umbrella / Workers Comp coverage renewal. A motion was made by D. Diedrich to approve the coverage renewal. Seconded by S. Kiono. Motion carried.

J. Carlson presented the Agency Review Calendar, which defines the review cycle for important or required Board activities. Two recurring actions are accepting RFPs for 401(k) Administration and Ancillary Benefits. After Board discussion, the 401(k) Administration RFP will go out for bid in 2020 and the Ancillary Benefits RFP will go out for bid in 2021 (for 2022 renewal). G. Burris moved to approve the Agency Review Calendar. Seconded by L. Hall. Motion carried.

J. Carlson reviewed the Electronic Equipment Disposal Policy, which was created by the IT Department to define what happens to electronic equipment that is returned to the IT Department from Tri-Valley programs. S. Peterson moved to approve the Electronic Equipment Disposal Policy. Seconded by L. Monk. Motion carried.

J. Carlson reviewed the User Account Retention Policy, which was created by the IT Department to define what happens to user accounts when a user is released from service or is under active investigation. D. Diedrich moved to approve the User Account Retention Policy. Seconded by J. Duckstad. Motion carried.

S. Vonesh moved to table the Annual Bylaws Review until the March 12, Board of Directors meeting. Seconded by L. Monk.

J. Carlson suggested that Tri-Valley continue our membership with the NW MN Council of Collaboratives, which is comprised of over 50 members including school districts and special education districts, and

agencies in the areas of social services, public health, mental health, and corrections. It is a unique group and should be supported. Annual dues are \$1,350.

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

G. Burris moved to adjourn the meeting. Seconded by L. Monk. Adjourned at 8:00 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL