

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
April 9, 2019

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

Board members present were D. Diedrich, J. Boerger-Wilder, L. Neuerburg, S. Vonesh, D. Mack, G. Burris, M. Kroulik, N. Myers, S. Peterson, J. Duckstad, L. Hall, M. Gunderson, S. Kjono.

Staff Members present were J. Carlson, C. Pic, and A. Berhow (filling in for D. Littlefield)

L. Hall moved to approve the Consent Agenda, which included the March 12, 2019 meeting minutes, Status Report, and the Financial Report. Seconded by D. Mack. Motion carried.

D. Diedrich, Treasurer, reported that he reviewed the last month's accounts payable, payroll, and credit card reports and that they are all in good order.

J. Carlson presented the Chief Executive Officer report.

- Fournet building progress was discussed, and photos were shown of the demolition progression. There was a test done for asbestos in the building, and there was some found in some floor tiles in the 1<sup>st</sup> floor. A subfloor that was installed fixed the issue. It was also discussed that there was a positive test for some asbestos in some paint on the 2<sup>nd</sup> floor in one location. After some further testing, the amount that was found was very minor, so there was no action needed.

L. Hall moved to accept the Chief Executive Office report. Seconded by J. Duckstad. Motion carried.

L. Neuerburg presented the Head Start/Early Head Start Policy Council Report to the Board. The Policy Council met on April 1, 2019 at the Tri-Valley Opportunity Council, Inc. Administrative Office in Crookston.

- J. Rodriguez attended the MHSA quarterly meeting in St. Paul on March 12, and accepted the Head Start Heroes award for Juanita.
- L. Coleman discussed eligibility. Eligibility will be determined every 2 years now for Migrant Seasonal Head Start.
- The East Grand Forks center has hired a new recruiter.
- There are some new family services tools that are able to be used: Learning Genie is an app that allows you to stay involved in the children's early learning by receiving instant updates on your child's day, access songs and books used in the classroom, reminders of important events, receiving multimedia parenting tips. Ready Rosie, which is an online resource that provides daily activities for adults to do with children. Parenting Gauge, which is a web-based tool that measures parent experience and the impact of early childhood programs' engagement efforts.
- 5 year recognition awards were given to D. Donarski and B. Roth.

S. Kjono moved to accept the Head Start/Early Head Start Policy Council report. Seconded by J. Boerger-Wilder. Motion carried.

Board Approval was requested to apply for the MN Department of Education grant from July 1, 2019 to June 31, 2019 in the amount of \$343,399.00 to provide Early Head Start services to eligible children in Minnesota. L. Neuerburg moved to approve the grant request. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for a MN Department of Human Services, Community Services Block Grant/Minnesota Community Action Grant in the amount of \$118,468 from 2020-2021, to utilize CSBG/MCAG funding to carry out Strategic Plan priorities. L. Hall moved to approve the grant request. Seconded by D. Mack. Motion carried.

Board approval was requested to apply for an Office of Economic Opportunity/Minnesota Department of Human Services Community Partnerships and Child Care Division Transitional Housing Program grant in the amount of \$95,000 from July 1, 2019 through June 30, 2019 to assist families, individuals and youth to establish and maintain housing. L. Neurgurg moved to approve, S. Peterson seconded. Motion carried.

Board approval was requested to apply for a CNCS, Senior Programs, Foster Grandparent Program in the amount of \$114,781 from July 1, 2019 through June 30, 2020 to assist with the operations of the Demonstration Foster Grand Parent program. G. Burriss moved to approve, D. Diedrich seconded. Motion carried.

Board approval was requested to apply for a CNCS, Senior Programs, Foster Grandparent Program in the amount of \$269,652 from July 1, 2019 through June 30, 2020 to assist with the continued operations of the Foster Grand Parent program. D. Mack moved to approve, S. Kjono seconded. Motion carried.

Board approval was requested to apply for a Minnesota Department of Transportation, Public Transportation for the amount of \$255,000 from January 1, 2019 through December 31, 2019 to purchase 3 class 400 buses. 1 replacement and 2 enhancement buses. S. Peterson moved to approve, J. Duckstad seconded. Motion carried.

J. Carlson requested the board approve a COLA increase for eligible employees. He stated that Tri-Valley Opportunity Council, Inc. is trying to keep up with wages for the lower-end pay ranges to stay competitive with other agencies in the area. Upon review of multiple sources such as the CPI-U and CPI-W, a COLA of 2.8% is being proposed for current eligible employees of Tri-Valley as well as Corporate Salary Ranges and program specific ranges, to be effective in April 2019. Currently, the Head Start mandated COLA increase is 1.77%. It was discussed that some employees are currently not eligible due to length of service, employment type, program changes to positions. In many of these cases, the employee's pay would need to be adjusted the same amount as the COLA to meet the new minimum after the COLA is applied to the Corporate ranges. Currently the following are listed exclusions for the COLA increase: 1-Employees not employed for a minimum of 6 months or in their current position for a minimum of 6 months 2-Seasonal/Temporary/Substitute employment types 3-Employees on a corrective action/performance Improvement Plan. Therefore, it is requested a one-time amendment that would allow for exclusions and only keep the third stipulation/exclusion above. The number of Employees impacted is 62, without the amendment, 47 would automatically need to increase to the new minimum (all but 2 are lower income earners, 2 were mid-level supervisor and managers new to their position and hired close to the minimum wage of their positions. 15 Employees will not need to be bumped up the new minimum. J. Boerger-Wilder moved to approve the request, seconded by S. Peterson. Motion carried.

J. Carlson presented the Board with the 2018 audit report. There was no findings in the 2018 fiscal audit. It was stated that Tri-Valley is a low-risk auditee. The suggested guide is that unrestricted net assets should be between 5% and 10% of expenditures. Tri-Valley's 2018 expenditures were approximately \$23 million. Unrestricted net asset balance should be between \$1,150,00 and \$2,300,00. Tri-Valley's 2018 unrestricted net assets were \$1,933,857. L. Neurgurg moved to approve the audit report, seconded by D. Diedrich. Motion carried.

C. Pic presented a Drug and Alcohol policy update for the transportation department. There will be a cost raise from 25% to 50% for drug testing, and 10% for alcohol breath testing. There was an expected increase in the budget. J. Duckstad moved to approve the motion, seconded by G. Burris. Motion carried.

401(k) plan amendment was discussed to change the factors that makes an employee to qualify for the benefit. Previously, in order for an employee to be eligible for the 401(k) employer match they would have to work more than 1000 hours a year except for the Migrant and Seasonal Head Start staff who were ineligible for the benefit. With the amendment, the auto-enroll for the employer match, the 60 days must be worked. It will allow more part time people to be eligible, but will still exclude the Migrant and Seasonal Head Start Staff. L. Neuerburg moved to approve. Seconded by J. Duckstad. Motion carried.

The Annual Bylaws review commenced. It was requested that the Board review and make an amendment to the Bylaws. M. Kroulik suggested a change to allow for any lower income Board member from any sector may request childcare reimbursement. S. Peterson moved to approve the suggested change. Seconded by J. Boerger-Wilder. Motion carried.

The next meeting of the Board of Directors will be May 14, 2019, 6:30 p.m. at the Tri-Valley Opportunity Council Administrative Office, Crookston, MN.

D. Mack moved to adjourn the meeting. Seconded by L. Neuerburg. Adjourned at 8:00 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: AB