

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
May 14, 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, S. Kjono, G. Burris, J. Boerger-Wilder, L. Neuerburg, and D. Svaren.

Staff members present were J. Carlson, A. Peterson, and D. Littlefield.

L. Hall moved to approve the Consent Agenda, which included the April 9, 2019, meeting minutes, May 6, 2019, Executive Committee meeting minutes, Status Report, and Financial Report. Seconded by L. Neuerburg. Motion carried.

J. Carlson presented the Chief Executive Officer report.

- A Norman County Private Sector board member is needed. Board members will convey this to those who may be interested.
- Wipfli has asked Tri-Valley to be part of a focus group. There will be 4 focus group meetings over a 2 year period.
- A shortage of child care facilities continues to be a major issue in Crookston. Tri-Valley and Washington School have been asked to collaborate with the City of Crookston on the issue.
- Tri-Valley has been approached by a developer who has asked if we would be willing to prep the plot of undeveloped land that we own. If properly cleared and prepped with adequate drainage, the land could be rented as farmland until decisions are made on what to do with the property. The board agreed to pursue obtaining an estimate on the costs to prep the land.
- S. Kjono will be attending the National Summit on Social Determinants of Health being held in Washington DC June 23-25.
- A status report on the Fournet building was provided.

G. Burris moved to accept the Chief Executive Officer report. Seconded by S. Peterson. Motion carried.

S. Vonesh presented the Migrant and Seasonal Head Start/Early Head Start Policy Council report. The Policy Council met April 27, 2019, in St. Cloud, MN.

- Teresa Luque attended the NHSA Board of Directors meeting in Washington DC on January 31.
- Sarita Rodriguez and Teresa attended the National Migrant and Seasonal Head Start Association conference and 50th Anniversary Celebration in DC Feb 8-12.
- Teresa Luque had a chance to meet with the owner of Ready Rosie, Emily Roden. Ready Rosie is a family engagement tool (app) that our program currently uses. Teresa was able to share feedback about the Ready Rosie tool and Emily is extremely interested in touring one of our centers to get an idea how Ready Rosie can better support our programs.
- The construction of Glencoe's new building is progressing. They hope to be able to move in by June.
- The Policy Council watched a video from Dr. Bergeron, the Office of Head Start Director. The video shared information on how they, the Policy Council, can act as leaders in serving families who are experiencing homelessness.
- Laurie is on the Early Childhood Reform Committee. The committee operates in an advisory capacity to state agencies and was established in response to a lack of equitable opportunity that has caused significant disparities in developmental outcomes for children prenatally through age 8.

- Maria Hernandez, the MN State Monitor Advocate for Migrant and Seasonal Farmworker Services presented information about her agency, who provides services to migrant and seasonal farmworkers.
- Sarita Rodriguez and Teresa Luque received 5-Year Recognition Awards

J. Carlson reviewed results from the Office of Head Start Monitoring Review. We had no deficiencies, there were no areas of concern, and we met all the criteria.

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

J. Carlson reviewed highlights from the Foster Grandparent/Caring Companion Programs Advisory Council meeting held May 1, 2019. The total number of foster grandparents throughout the programmatic year was 65 and the total number of foster grandparent hours served was 39,999. Currently there are 41 caring companions and 40 clients are being served, with a total number of 1,944 hours volunteered.

Board approval was requested to apply for the Minnesota Department of Education, State Migrant Early Head Start grant request from July 1, 2019 - June 31, 2020 in the amount of \$1,705,534 to provide Early Head Start services to eligible children in Minnesota. L. Neuerburg moved to approve. Seconded by J. Boerger-Wilder. Motion carried.

Board approval was requested to apply for the Minnesota Department of Education, Migrant Education – Identification & Recruitment (ID&R) grant request from July 1, 2019 – June 31, 2020 in the amount of \$773,345 to identify and recruit potential migrant students throughout the state of Minnesota. S. Peterson moved to approve. Seconded by D. Svaren. Motion carried.

Board approval was requested to apply for the Minnesota Department of Human Services, Migrant Child Care grant request from July 1, 2019 – June 31, 2020 in the amount of \$438,823 to provide Migrant Child Care services to eligible children in Minnesota. J. Boerger-Wilder moved to approve. Seconded by L. Neuerburg. Motion carried.

Board approval was requested to apply for the Minnesota Department of Education, Minnesota Migrant Health Services grant request from July 1, 2019 – June 31, 2020 in the amount of \$180,000 to provide age appropriate health screenings, referrals, and follow-up to all Migrant, Title 1, Part C enrolled children. D. Svaren moved to approve. Seconded by S. Kiono. Motion carried.

Board approval was requested to apply for the North Dakota Department of Public Instruction, North Dakota Migrant Education Services grant request from May 20, 2019 – December 31, 2020 in the amount of \$82,000 to provide identification and recruitment services as part of the North Dakota, Title 1 Migrant Education Program and to serve 3 preschool Migrant children. L. Hall moved to approve. Seconded by J. Boerger-Wilder. Motion carried.

Board approval was requested to apply for the Department of Human Services, Office of Economic Opportunity, Supplemental Nutrition Assistance Program (SNAP) grant request from October 1, 2019 – September 30, 2020 in the amount of \$190,000 to provide SNAP outreach and application assistance to low income households. G. Burriss moved to approve. Seconded by D. Svaren. Motion carried.

A. Peterson, HR Director, requested revisions to the most recent compensation charts that were approved by the Board in March so that the locations in the current corporate compensation charts will match the correct geographic regions they fall into, as defined by MN DEED. This will allow managers more flexibility within the pay range when there are recruitment/hiring challenges.

- Monticello and St. Cloud will be moved from the Minneapolis region to Central.
 - Elysian will be moved from Southeast to Southwest.
 - The HR Department will review all current staff and adjust their geographic location as necessary. No one's pay will decrease due to the change in geographic location.
- L. Neuerburg moved to approve the revisions. Seconded by J. Boerger-Wilder. Motion carried.

J. Carlson reviewed a notice received from the Minnesota Commerce Department who is requesting formal notification stating whether Tri-Valley wishes to administer and deliver the Energy Assistance Program (EAP) for FFY 2020. G. Burris moved to continue with EAP for FFY 2020. Seconded by D. Svaren. Motion carried.

J. Carson shared the annual, 10% Federal De Minimis Indirect Cost Rate Certificate with the Board. This is to exercise the option to use the 10% Federal De Minimis indirect cost rate applicable to fringe benefits, material and supplies, services, travel, and sub awards and subcontracts up to the first \$25,000 in all Tri-Valley Opportunity Council, Inc. contracts. This certification must be submitted annually one year after the date of this certification. L. Hall moved to approve. Second by S. Kjono. Motion carried. The certificate was signed by the Board Chair, M. Kroulik.

J. Carlson presented updates to tax return forms 990 and 990T. The forms were updated after N. Aaker, Fiscal Director, discovered errors. L. Neuerburg reviewed the revisions and concur that the forms are now correct. M. Gunderson moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson requested Board approval of a resolution authorizing Tri-Valley as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Bridges Fund in the counties of Norman, Marshall, Polk, Red Lake, Pennington, Kittson, Lake of the Woods, Clearwater and Roseau in Minnesota. D. Svaren moved to approve. Second by L. Hall. Motion carried.

J. Carlson requested Board approval of a resolution authorizing Tri-Valley as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program (FHPAP) in the counties of Norman, Marshall, Polk, Red Lake, Pennington, Kittson, Lake of the Woods, Clearwater and Roseau in Minnesota. S. Kjono moved to approve. Second by S. Peterson. Motion carried.

J. Carlson requested Board approval of a resolution authorizing the Tri-Valley Agassiz Townhomes Limited Partnership first mortgage loan by the Greater Minnesota Housing Fund and a resolution authorizing the Tri-Valley Agassiz Townhomes Limited Partnership loan by the Minnesota Housing Finance Agency. S. Peterson moved to approve. Second by L. Hall. Motion carried.

J. Carlson reviewed Tri-Valley's 2019 Organizational Standards review results as provided by the Minnesota Department of Human Services. We were 100% in compliance.

The Board of Directors Nominating Committee, J. Boerger-Wilder, D. Mack, and L. Hall, is in the process of seeking appropriate nominations to be presented at the June meeting.

The Prairieland Duplexes Annual Meeting commenced. There have been no new capital improvement projects and none are planned for the coming year. The units are consistently full and managed very well, with a good bank balance. More information on the Prairieland Duplexes finances can be found in the Wiplfi audit report and the DW Jones monthly reports. G. Burris moved to accept the Prairieland Duplexes annual report. Seconded by S, Peterson. Motion carried.

The Board was presented an Authorization Resolution for the Chief Executive Officer to Sign on Behalf of the Board of Directors. The resolution authorizes J. Carlson to negotiate and sign on behalf of Tri-Valley. S. Kiono moved to approve the Resolution for Chief Executive Officer to Sign on Behalf of the Board of Directors. Second by L. Hall. Motion carried.

The Board will review the 2018 Tri-Valley Annual Report in preparation for its approval at the June meeting.

The next meeting of the Board of Directors will be June 11, 2019, 6:30 p.m. at the Tri-Valley Administrative Office, Crookston, MN.

G. Burris moved to adjourn the meeting. Seconded by L. Hall. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL