

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
June 11, 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, L. Hall, N. Myers, M. Gunderson, G. Burris, J. Boerger-Wilder, L. Neuerburg, D. Diedrich, G. Willhite, J. Gerszewski, J. Duckstad, and D. Svaren.

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

D. Svaren moved to approve the Consent Agenda with agenda revisions, which included the May 14, 2019, meeting minutes, Status Report, and Financial Report. Seconded by L. Hall. Motion carried.

Revisions to the agenda included moving the 2018 Transportation Data Review from 11B to 7 and adding an item to open a new Norman County Board seat (11N). D. Diedrich moved to adopt the revised agenda. Seconded by L. Neuerburg. Motion carried.

J. Carlson presented the Chief Executive Officer report.

- LSC Transportation Consultants presented the 2018 Transportation Data Review and requested approval of the Tri-Valley Heartland Express Five-Year Transit Plan. The plan recommends transit service improvements that reflect local priorities to meet transportation needs in the areas served by T.H.E. Bus.
 - The unconstrained service plan included:
 - Expand second Bagley route to 4 days
 - New commuter route from Erskine to Thief River Falls
 - Later hours in Crookston and Thief River Falls
 - New rural services
 - Expand connections to Fargo and Grand Forks
 - New commuter vanpool program
 - Adding an extra bus in Crookston and Thief River Falls
 - Facility Improvements
 - The financially constrained plan included:
 - 2023 through 2025 – replacement vehicles
 - Challenges included new funding for service expansion. The legislative goal is probably not reasonable for our large service area.

D. Svaren moved to approve the Tri-Valley Heartland Express Five-Year Transit Plan. Seconded by L. Hall. Motion carried.

- Jeff Evers provided a status update of the Fournet Building renovation. Asbestos was found in floor tiles of the first floor. The tiles have been removed and disposed of properly. A building inspection service inspected the entire building for asbestos content and other potential health hazards. One color of old paint had a negligible amount of asbestos, however it was within acceptable limits. All tests passed during the inspection.
- Tri-Valley Board member, Gary Willhite, who is the Director of Residential Life and Security Services at the University of Minnesota, Crookston, was recently honored for 40 years of distinguished service to the U of M.

- The Tri-Valley Low-Income Home Energy Assistance Program (LIHEAP) report will be amended to better reflect existing rules that are in effect when a furnace is replaced for a client. The payment will not be made to the service company until the furnace installation is inspected.
- The Agassiz Townhomes loan should close in June.
- Jason met with the Ada Economic Development Authority, who may be interested in collaborating for a housing project.
- The house in Warren is now up for sale. Better signage for the house if forthcoming.
- The house in Crookston has been set on its foundation. Construction of the garage will begin soon.

G. Burris moved to accept the Chief Executive Officer report. Seconded by J. Gerszewski. Motion carried.

J. Carlson shared correspondence received.

- Dennis Demers sent a Thank You note for transporting a group of Catholic Sisters to the Sacred Heart dedication in East Grand Forks.
- Dr. Deborah Bergeron, the Director of the Office of Head Start in Washington DC, sent a personal note to Laurie Coleman, Tri-Valley's Head Start, Child and Family Programs Director, to express her gratitude for Tri-Valley recognizing the need for one of centers to be moved from Rochester to Elgin.

Board approval was requested to apply for the Minnesota Department of Human Services, Child Care Aware grant request from July 1, 2019, to June 30, 2021, in the amount of \$324,374 for the Parent Aware Program, to provide support and technical assistance to child care providers, and assist communities in building child care supply. L. Neuerburg moved to approve. Seconded by G. Willhite. Motion carried.

J. Carlson requested Board approval for the longevity payout of Senior Programs employee, J.L., who will be retiring effective June 28, 2019. D. Diedrich moved to approve. Seconded by J. Gerszewski. Motion carried.

J. Carlson requested Board approval to allow for Head Start, Child and Family Program discretion in the hiring of staff into Food Service Manager and Data Processor positions who do not have a current driver's license, but otherwise meet minimum requirements of the position. In the event this occurs, staff will agree to, and successfully obtain, a current driver's license within 30 calendar days or employment in applicable position will be terminated. D. Svaren moved to approve request for the hiring exception. Seconded by M. Gunderson. Motion carried.

J. Carlson provided ROMA training. Highlights included:

- Results Oriented Management and Accountability, or ROMA, is a performance-based initiative designed to preserve the anti-poverty focus of community action and to promote greater effectiveness among state and local agencies receiving Community Services Block Grant (CSBG) funds.
- The ROMA Next Generation framework builds on ROMA principles and practices to support agencies and states as they gather and use data at all points of the cycle. Data collected and analyzed from assessment through evaluation allow us to identify our successes and our challenges and make use of the information for continuous improvement.
- The National Community Action Network Theory of Change Community Action Goals are:
 - Goal 1: Individuals and families with low incomes are stable and achieve economic security.
 - Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

- o Goal 3: People with low incomes are engaged and active in building opportunities in communities.

J. Carlson requested of the 2018 Tri-Valley Annual Report. L. Hall moved to approve. Seconded by G. Burris. Motion carried.

Board members were asked to read and sign the Consent and Release form and return to D. Littlefield.

Board members were asked to read and sign the Conflict of Interest form and return to D. Littlefield.

Board members were asked to complete the Board Qualification Survey and return to D. Littlefield.

Nominations to participate on the Head Start/Early Head Start Policy Council for the 2019-2020 program year was tabled until the next regular meeting. D. Littlefield will send a reminder prior to the meeting.

The floor was opened for nominations to participate on the Migrant and Seasonal Head Start/Early Head Start Policy Council for the 2019-2020 program year. S. Vonesh volunteered. Nominations ceased. S. Vonesh will serve as the Representative to the Migrant and Seasonal Head Start/Early Head Start Policy Council. D. Diedrich moved to approve. Seconded by J. Boerger-Wilder. Motion carried.

The Nominating Committee Report was presented by D. Mack, J. Boerger-Wilder, and L. Hall. Recommendations are:

Chair – Mark Kroulik

Vice Chair – Stephanie Vonesh

Secretary – Shawna Peterson

Treasurer – Don Diedrich

J. Duckstad moved to accept the nominating committee's recommendations and elect all by acclamation. Seconded by D. Diedrich. Motion carried.

There will be no July Board meeting. If business comes up that requires approval, the Executive Committee will be contacted. The next meeting will be held at the Tri-Valley Administrative Office, Crookston, MN on Tuesday, August 13, 2019, at 6:30 pm.

D. Diedrich moved to reopen the Norman County Low Income Sector seat on the Tri-Valley Board of Directors. Seconded by J. Gerszewski. Motion carried.

The next meeting of the Board of Directors will be August 13, 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 7:40 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL