

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
August 13, 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, N. Myers, M. Gunderson, G. Burris, J. Boerger-Wilder, G. Willhite, J. Gerszewski, J. Duckstad, S. Kjono, D. Mack, S. Peterson, and D. Svaren.

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

G. Burris moved to approve the Consent Agenda, which included the June 11, 2019, meeting minutes, June 26, 2019, Executive Committee minutes, August 1, 2019, Executive Committee minutes, Status Report, and Financial Report. Seconded by S, Peterson. Motion carried.

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

J. Carlson presented the Chief Executive Officer report.

- Agassiz Townhomes lawns need improvements and plans are in place to repair/reseed them, as needed.
- An IRS penalty assessed to Tri-Valley in the amount of \$350,000 was caused by incorrect completion of one of the submitted Affordable Care Act forms. Power of Attorney was given to Wipfli who will work with the IRS to resolve the issue at a cost to Tri-Valley of approximately \$1,500.
- A status update of the Fournet Building renovations was provided. 2nd floor drawings are being revised due to recently discovered building structural challenges. Framing on the 3rd floor will be complete the end of August, after which 2nd floor framing will begin, as well as window replacement and elevator installation.

J. Gerszewski moved to accept the Chief Executive Officer report. Seconded by J. Boerger-Wilder. Motion carried.

S. Vonesh presented the Migrant and Seasonal Head Start/Early Head Start Policy Council report. The Policy Council met June 29 and July 27 in St. Cloud, MN.

- Elections were held for President, Vice President, Secretary, and Ad Hoc to the Board for the 2019-2020 program year.
- Office of Head Start priorities for the new program year have been set.
 - Achieving funded enrollment
 - Serving homeless and foster children
 - Partnering between Head Start programs and school districts
- MHSA is collaborating with the State of MN on the workforce shortage. The main areas of concern are teachers and bus drivers.
- We have funds available for parents who want to get their CDL or CDA.
- Budget/In-Kind training and Health/Nutrition Services Area training were provided.

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

J. Carlson shared correspondence received.

- Minnesota Department of Education provided a memo to inform the Head Start program that the fiscal monitoring review for the Migrant Education Health & Nutrition and Identification & Recruitment grants is complete and no further items require a response.

Board approval was requested to apply for the US Department of Housing and Urban Development, Permanent Supportive Housing grant request from December 1, 2020 to November 30, 2021 in the amount of \$138,146 to provide rental assistance and support services for 11 clients for 1 year. G. Willhite moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the US Department of Housing and Urban Development, Northwest Coordinated Entry Project/Prioritization grant request from September 1, 2020 to September 1, 2021 in the amount of \$36,217 to support coordinated entry and prioritization list management. G. Burris moved to approve. Seconded by D. Mack. Motion carried.

Board approval was requested to apply for the US Department of Housing and Urban Development, Rapid Rehousing Domestic Violence Housing grant request from May 1, 2020 to April 30, 2021 in the amount of \$53,528 for case management, housing navigation services, deposit assistance, and rental assistance for 3 households. D. Svaren moved to approve. Seconded by S. Kjono. Motion carried.

J. Carlson requested Board approval for the long term compensation payout of Head Start, Child and Family Programs employee, S.B., who will be resigning effective August 10, 2019. J. Gerszewski moved to approve. Seconded by D. Svaren. Motion carried.

J. Carlson requested Board approval for a revision to the Tri-Valley Communications and Marketing Plan so that it includes Instagram as an approved social media platform used by the agency. Verbiage added includes:

Instagram – The agency should use Instagram for sharing photos and videos. Similar to Facebook or Twitter, all Instagram accounts have a profile and a news feed. When a photo or video is posted on Instagram, it will be displayed on the agency profile. Other users who follow the agency will see the posts in their own feed and can search key words the agency has hash tagged. Likewise, the agency's account will see posts from other users whom it chooses to follow.

D. Mack moved to approve changes to the Communications and Marketing Plan. Seconded by S. Peterson. Motion carried.

J. Carlson requested Board approval for a revision to the Mobile or Wireless Device Use Safety Policy in the Tri-Valley Policy Manual. G. Burris moved to approve changes to the Policy Manual. Seconded by J. Duckstad. Motion carried.

J. Carlson presented a response letter received from the Minnesota Department of Commerce confirming that the information provided by Tri-Valley's Energy Assistance Program for the Department of Commerce's FFY2019 audit is considered satisfactory.

J. Carlson requested Board approval for four Transportation Program resolutions.

1. Tri-Valley Opportunity Council enters into an agreement with the State of Minnesota to enhance public transit service Monday - Friday in Thief River Falls to include evening hours, 6-9 pm, for four years.
2. Tri-Valley Opportunity Council enters into an agreement with the State of Minnesota to enhance public transit service Monday - Friday in Crookston to include evening hours, 6-9 pm, for four years.
3. Tri-Valley Opportunity Council enters into an agreement with the State of Minnesota to enhance public transit service in Clearwater County by adding an additional day of service, Wednesday, on the Clearwater County bus.

4. Tri-Valley Opportunity Council enters into an agreement with the State of Minnesota to purchase six Class 400 buses for the public transit program.

D. Svaren moved to approve the four Transportation Program resolutions. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed the Auditor RFP (Request for Proposal) process. N. Aaker, Fiscal Director, has prepared the RFP and forwarded it to various providers (Wipfli, our current provider, included). Once responses to the RFP are received, the Audit and Finance Committee should review the responses and present a recommendation to the Board Executive Committee. D. Svaren volunteered to serve on the Audit and Finance Committee with D. Diedrich. S. Peterson moved to approve. Seconded by J. Gerszewski. Motion carried.

J. Carson reviewed the annual, 10% Federal De Minimis Indirect Cost Rate Certificate with the Board, which is in place to exercise the option to use the 10% Federal De Minimis indirect cost rate applicable to fringe benefits, material and supplies, services, travel, and subawards 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. M. Gunderson moved to approve. Seconded by G. Burris. Motion carried. The certificate was signed by the Board Chair, M. Kroulik.

The Board was presented a link to the Board of Directors Training, available on the Minnesota Community Action Partnership website. The video training, "Duties of Nonprofit Board of Directors" can be accessed via the link:

http://www.minncap.org/index.asp?SEC=F7651083-5935-4D79-8E83-9EB7D4D44221&Type=B_BASIC

The Board of Directors will contact J. Carlson if additional training is required.

The next meeting of the Board of Directors will be September 10, 2019, 6:30 p.m. at the Tri-Valley Administrative Office, Crookston, MN.

G. Burris moved to adjourn the meeting. Seconded by J. Boerger-Wilder. Adjourned at 7:15 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL