

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
September 10, 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, G. Willhite, J. Gerszewski, J. Duckstad, S. Kjono, D. Mack, S. Peterson, D. Diedrich, L. Hall, 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 August 13, 2019, meeting minutes, Status Report, and Financial Report. Seconded by G. Burris. Motion carried.

D. Diedrich, Treasurer, reported that last month's accounts payable, payroll, and credit card reports have been reviewed and they are in order.

J. Carlson presented the Chief Executive Officer report.

- HVAC hook ups are being completed at the Red Lake Falls house.
- The Crookston house is now on Zillow.
- The price of the house in Warren may need to be adjusted.
- J. Carlson and J. Larson from Three Rivers CAP will be meeting with Minnesota Housing Finance Agency (MHFA) in St. Paul to discuss the challenges that small communities such as ours face in accessing funds through the Community Homeownership Impact Fund, an MHFA program that provides funding for developers and administrators of single family, owner-occupied affordable housing.
- J. Carlson has been asked by the National Community Action Partnership to join a community action workgroup along with Denise Harlow, the CEO of National Community Action Partnership, and Jeannie Chaffin with the National Association for State Community Services Programs.

D. Mack moved to accept the Chief Executive Officer report. Seconded by J. Gerszewski. Motion carried.

S. Vonesh presented the Migrant and Seasonal Head Start/Early Head Start Policy Council report. The Policy Council met August 24 in St. Cloud, MN.

- Alfredo Martinez, Policy Council President, and Celeste Cifuentes-Sanchez, Vice-President, will be attending the 2019 NMSHSA Parents Conference, October 17-20, in Corpus Christi, TX.
- FY2020 Head Start funding may be in danger due to difficult choices about which federal programs should receive funding increases or decreases for the next fiscal year.
- Sleepy Eye Del Monte plant is closing which may affect the future number of families that we serve in that area. Currently, 21 MSHS families work at Del Monte.
- Jami Lee, Child Nutrition Manager, received the U.S. Department of Agriculture Gold Level Turnip the Beet Award for Tri-Valley's Child Nutrition Services Department. There are three levels, gold, silver, and bronze. Turnip the Beet award winners are summer meal sponsors who are going above and beyond to ensure their meals are both nutritious and appetizing.
- Laurie Coleman was invited to the Minnesota State Capital on Wednesday, August 7 for the announcement of the Children's Cabinet re-launch. She currently serves on the Early Child Reform Committee and the BUILD Initiative.

J. Carlson reviewed an Office of Head Start Information Memorandum that announced the 45 day public comment period for proposed improvements for two of the seven conditions of the Designation Renewal System (DRS): the condition related to the Classroom Assessment Scoring System: Pre-K (CLASS®) and the fiscal condition related to audit findings. The proposed revisions will ensure OHS identifies those communities where competition is the most warranted and more effectively holds grantees accountable, while making the DRS more transparent.

J. Carlson requested Board approval for the certification of the Administration for Children & Families' completed screening of Tri-Valley's Governance and Leadership Capacity. Policy Council approval was obtained at the August 24 Policy Council meeting.

J. Carlson reviewed highlights from the Head Start/Early Head Start Program Information Report.

S. Peterson moved to accept the Head Start, Child and Family Programs report and approve the certification of the Administration for Children & Families' completed screening of Tri-Valley's Governance and Leadership Capacity. Seconded by J. Duckstad. Motion carried.

J. Carlson shared correspondence received.

- Thank you card from Joyce Swenson for sympathy flowers.
- Card from a recent homebuyer thanking Tri-Valley for a positive home-buying experience.
- Card from the Miss Crookston program thanking Tri-Valley for sponsoring the 2019 Miss Crookston Pageant.
- Card from Linda Neuerburg, recently retired Tri-Valley Board member, thanking fellow Board members for the retirement gift.

Board approval was requested to apply for the Families First of Minnesota, Child Care Services grant request in the amount of \$2,750 to purchase center supplies for the 2019-2020 program year. S. Kjono moved to approve. Seconded by J. Gerszewski. Motion carried.

Board approval was requested to apply for the Minnesota Department of Education, Child and Adult Care Food Program grant request in the amount of \$194,056 from October 1, 2019, to September 30, 2020, to provide healthy meals to children in Head Start. S. Peterson moved to approve. Seconded by L. Hall. Motion carried.

J. Carlson presented the 2020 Health Insurance Renewal recommendation. Anticipated coverage cost will be \$1,339,203.24, a 2.5% increase from last year. G. Burris moved to approve the 2020 Health Insurance Renewal. Seconded by D. Svaren. Motion carried.

J. Carlson presented the financial statement for the Tri-Valley 401k Plan audit that the Board Audit and Finance committee previously reviewed. D. Diedrich moved to approve the 401k Plan audit report. Seconded by D. Svaren. Motion carried.

J. Carlson requested Board approval for the Cooperative Purchasing Policy, that stipulates the three cooperative purchasing groups of which Tri-Valley is a member and the cooperative purchasing guidelines that will be followed. The three purchasing groups are:

1. Cooperative Purchasing Connection
2. Sourcewell (formerly NJPA)
3. Cooperative Purchasing Venture (MN Department of Administration State Procurement)

S. Peterson moved to approve the Cooperative Purchasing Policy. Seconded by D. Mack. Motion carried.

J. Carlson shared information from the Minnesota Department of Commerce notifying us of the timeline to execute the FFY2020 Energy Assistance Program (EAP) Grant Contract. J. Gerszewski moved to approve the implementation of the FFY2020 Energy Assistance Program (EAP) Grant Contract. Seconded by M. Gunderson. Motion carried.

J. Carlson requested Board approval of the updates to the Transportation Program Drug and Alcohol Policy and Resolution. G. Burris moved to approve. Seconded by J. Duckstad. Motion carried.

J. Carlson requested Board approval of a resolution that resolves that the Tri-Valley Transportation Program will be submitting an application to Minnesota Department of Transportation for the purchase of new computers and monitors. D. Diedrich moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson has been approached by a landowner of 20 acres of property that is adjacent to the 9.5 acres owned by Tri-Valley. The adjacent property is going to be developed for farming and the landowner has offered to develop the Tri-Valley owned land at the same time at a cost of \$9,000. The farmer that will be farming the 20 acres after the land has been developed has agreed to also farm the developed, Tri-Valley acres (with a year-by-year agreement). Developing the Tri-Valley acreage will provide the flexibility to do something with the land in upcoming years. L. Hall moved to approve the developing of the 9.5 acres of Tri-Valley land and allow the farming of it. Seconded by D. Mack. Motion carried.

The next meeting of the Board of Directors will be October 8, 2019, 6:30 p.m. at the Tri-Valley Administrative Office, Crookston, MN.

G. Burris moved to adjourn the meeting. Seconded by J. Gerszewski. Adjourned at 7:40 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL