

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
December 12, 2019

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:00 p.m. at the Eagles Club, Crookston, MN.

Board members present were M. Kroulik, S. Vonesh, N. Myers, M. Gunderson, G. Burris, G. Willhite, J. Duckstad, S. Kiono, D. Mack, S. Peterson, D. Diedrich, L. Hall, J. Gerszewski, J. Bachmeier, and R. Baughman.

Staff members present were J. Carlson, N. Aaker, and D. Littlefield.

D. Mack moved to approve the Consent Agenda, which included the October 8, 2019, meeting minutes, Status Report, and Financial Report. Seconded by L. Hall. 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.

- The application of spray foam insulation has been completed in the Fournet building except for the large ballroom. Sky light bids are in progress. Window installation has been completed. The stairway at Roberts Street will be removed and another installed toward the back alley.

D. Diedrich moved to accept the Chief Executive Officer report. Seconded by G. Willhite. Motion carried.

S. Vonesh presented the Migrant and Seasonal Head Start/Early Head Start Policy Council report. The Policy Council met December 7 in Bloomington, MN.

- Alfredo Martinez, Policy Council President, and Celeste Cifuentes-Sanchez, Vice-President, attended the 2019 NMSHSA Parents Conference, October 17-20, in Corpus Christi, TX.
- At this time, the House and Senate budgets do not match. We are hoping that the budget approved will include COLA, increases in funding for staff, and funding for Early Head Start expansion.
- Joelle Hoeft has been confirmed as the new Executive Director of Minnesota Head Start.
- Laurie Coleman has been appointed by Minnesota Governor, Tim Waltz, to the State Advisory Council on Early Childhood Education and Care.
- The Glencoe center is up and running in their new building. Construction of Owatonna's new modular is in progress and should be ready by June 2020.
- 8 new playgrounds are being installed.
- CDA boot camp is starting and should help in increasing the number of qualified teachers.

J. Carlson reviewed a letter received from the Office of Head Start Information informing Tri-Valley that our Head Start program has been selected as one of the study sites in the national study, the Early Head Start Family and Child Experiences Survey (Baby FACES 2020) by Mathematica. The survey is designed to collect data via direct child assessment and videotaped parent-child interactions at ages two and three; interviews with parents, teachers, home visitors, and program directors; observations of the home environment, home visits, and child care settings; and ongoing reports of program services families and children receive.

J. Carlson requested Board approval of the Head Start/Early Head Start (RV) and the Migrant and Seasonal Head Start/Early Head Start (RXII) Policy Council By-Laws that have been updated to reflect the addition of telephone reimbursement (\$35 per month for those months with scheduled Policy

Council meetings). G. Burris moved to approve the By-Laws. Seconded by J. Bachmeier. Motion carried.

W. Peterson moved to accept the Head Start, Child and Family Programs report. Seconded by L. Hall. Motion carried.

J. Carlson presented the Senior Programs report. The Foster Grandparent/Caring Companion Programs Advisory Council met November 9, 2019, at the Tri-Valley Transportation building, Crookston.

- We have the opportunity to expand the Foster Grandparent Program to include 13 counties in Eastern North Dakota. This would increase the number of volunteers required by about 48.

J. Carlson and M. Kroulik shared information from a letter received from the Office of Head Start that provides guidance on the requirements for application submission to operate Head Start/Early Head Start programs. The application (grant request) is due February 1, 2020. L. Coleman in the process of completing the application.

Board approval was requested to apply for the U.S. Department Of Health and Human Services, Administration For Children and Families - Head Start, Child and Family Programs – Federal Migrant and Seasonal Head Start and Early Head Start grant request in the amount of \$10,545,368 from April 1, 2020 to March 31, 2021 to provide migrant and seasonal Head Start services for 635 preschoolers, infants, toddlers, and pregnant women of farm workers and their families. Program design, contracts, and the organizational chart for the 2020-2021 program year were also reviewed and approval requested. L. Hall move to approve. Seconded by D. Mack. Motion carried.

Board approval was requested to apply for the Corporation for National and Community Service grant request in the amount of \$285,523 from July 1, 2020 to June 30, 2021 to expand the Foster Grandparent program to include 13 counties in North Dakota. D. Mack move to approve. Seconded by G. Burris. Motion carried.

J. Carlson presented a letter received from the US Department of Treasury, Internal Revenue Service, informing us that they have received our response about our proposed Employer Shared Responsibility Payment (ESRP). The IRS accepted the information we provided to them and informed us that, after recalculating the amount, we do not owe an ESRP and no further action is required.

J. Carlson shared information regarding the Rental Rehabilitation Deferred Loan (RDDL) Program offered by Minnesota Housing. This is a deferred loan that may help us address current maintenance issues at Prairiewood Duplexes (e.g., the replacement of flooring, appliances, windows). If selected to receive a loan, details will be brought back to the Board for review and approval.

J. Carlson informed the Board that there are no changes to the Americans with Disabilities Plan.

J. Carlson presented the Telephonic Connection and Meal Allowance Reimbursement Policy. If Board members would like to receive $\frac{1}{4}$ per diem and/or telephonic connection reimbursement, they are to sign the Telephonic Connection and Meal Allowance Reimbursement Policy and return to D. Littlefield. If requesting to be reimbursed for the Telephonic Connection for 2020, they must also provide a copy of a monthly telephone bill to D. Littlefield.

J. Carlson directed Board attention to the cover story of the Cooperative Purchasing Connection catalog that features Alicia Berhow, TVOC Senior Programs Manager.

The next meeting of the Board of Directors will be January 14, 2020, 6:30 p.m. at the Tri-Valley Administrative Office, Crookston, MN.

G. Burris moved to adjourn the meeting. Seconded by J. Bachmeier. Adjourned at 6:30 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL