

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
January 14, 2020

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. Duckstad, S. Peterson, D. Diedrich, L. Hall, and J. Bachmeier.

Staff members present were J. Carlson, M. Hams, and D. Littlefield.

J. Duckstad moved to approve the Consent Agenda, which included the December 12, 2019, meeting minutes, Status Report, and Financial Report. Seconded by S. Peterson. Motion carried.

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

J. Carlson presented the Chief Executive Officer report.

- Photos of the current status of the Fournet building renovation were shared. Most of the framing has been completed.
- Financing of the Agassiz project is nearing completion.

G. Burris moved to accept the Chief Executive Officer report. Seconded by M. Gunderson. Motion carried.

S. Vonesh presented the Head Start/Early Head Start Policy Council report. The Policy Council met January 6, 2020, at the Tri-Valley Administrative Office, Crookston.

- At the national level, the approved appropriations bill includes more than \$10.6 billion in funding for Head Start in FY20, including increased finding for the following priorities:
  - \$250 million for Quality Improvement Funding, including increasing services from mental health professionals to provide expert care and counseling to families and the Head Start workforce; providing staff training on trauma-informed approaches to service delivery; and adding staff to Head Start classrooms.
  - An increase of \$100 million (\$905 million total) for the expansion of Early Head Start and Early Head Start-Child Care Partnerships, adding additional slots for eligible infants and toddlers.
  - \$4 million for re-establishing the Tribal Colleges and Universities Head Start Partnership Program to increase the pool of Native American educators who meet the national standards for qualified Head Start teachers.
  - \$193 million for a cost-of-living adjustment—an increase of just under 2%—to support and retain a qualified Head Start workforce.
- At the state level, a newly mandated background check for all staff now includes fingerprinting. Any people, including contractors that come into classrooms must complete the background check.

- Policies and procedures were reviewed and approved.

J. Carlson reviewed the Head Start, Child and Family Program Planning, to include the Community Assessment, Self-Assessment, Program Goals, and Annual Report.

J. Duckstad moved to accept the Head Start, Child and Family Programs report. Seconded by D. Diedrich. Motion carried.

Board approval was requested to apply for the U.S. Department of Health and Human Services, Administration for Children and Families, Federal Head Start and Early Head Start grant request in the amount of \$3,098,460 from May 1, 2020, to April 30, 2021, to provide Head Start and Early Head Start services for 170 Head Start and 84 Early Head Start children and their families that will enhance children's growth and development, strengthen families as the primary nurturers and teachers of their children, provide children with educational, health, and nutritional services, and link children and families to needed community service. Program design, contracts, and the organizational chart for the 2020-2021 program year were also reviewed and approval requested. S. Peterson move to approve. Seconded by G. Willhite. Motion carried.

Board approval was requested to apply for the Community Services, Greater Grand Forks United Way grant request in the amount of \$10,000 from March, 2020, to February, 2021, to assist individuals and families with housing crisis situations by providing emergency hotel vouchers, security deposits, utility deposits, and short term rental and mortgage assistance. L. Hall move to approve. Seconded by G. Burris. Motion carried.

J. Carlson shared a status update of the 401 (k) plan. Auto-enrollment is set at 3%. It increases 1% each year to attain 5%, which is our match. As of the end of November, participation has increased to 90% and the average contribution is 5%. The total amount in the account is approximately \$9.8M.

J. Carlson reviewed and requested Board approval for the following resolution: The Tri-Valley Opportunity Council, Inc. Board of Directors supports the 2020 legislative agenda of the Minnesota Community Action Partnership (MinnCAP), as approved by the MinnCAP Board on January 8, 2020. L. Hall move to approve. Seconded by J. Bachmeier. Motion carried.

J. Carlson informed the Board that the 2020 membership dues for the NW MN Council of Collaboratives were paid so that we can remain a member of this very important organization. The bi-annual meeting is Wednesday, October 21, 8:30 a.m. at the Bede Ballroom, UMC. Gov. Waltz has been invited to be the keynote speaker.

J. Carlson reviewed and requested Board approval for revisions to corporate salary ranges with an effective date of December 29, 2019. On September 24, 2019, the U.S. Department of Labor (DOL) announced the final "Overtime Rule" that affects whether certain employees may be treated as exempt from the minimum wage and overtime pay requirements of the federal Fair Labor Standards Act (FLSA). The change in the Overtime Rule took effect January 1, 2020. The new Overtime Rule will make the following changes that will directly affect Tri-Valley's current systems/structure:

- Employees who meet the duties test for the white collar employee exemption must generally earn at least \$684 per week (the equivalent of \$35,568 per year) in order to be exempt from minimum wage and overtime pay requirements. This increased from \$455 per week (the equivalent of \$23,660 per year).

Tri-Valley corporate pay ranges for 12 geographic areas + grades will be increased to meet the new minimum threshold of \$35,568. G. Burriss move to approve. Seconded by G. Willhite. Motion carried.

J. Carlson reviewed changes to the Senior Programs reports that are presented to the Board in the monthly status report. The revised reports should provide more accurate and concise data. The Board reviewed and accepts the new report format.

In order to address existing barriers to Board membership, J. Carlson requested Board agreement to identify transportation options for Board members who cannot drive, therefore would not be able to become a member of the Tri-Valley Board of Directors. The Board agreed.

The next meeting of the Board of Directors will be February 11, 2020, 6:30 p.m. at the Tri-Valley Administrative Office, Crookston, MN.

G. Burriss moved to adjourn the meeting. Seconded by G. Willhite. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL