

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
February 11, 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, J. Bachmeier, J. Gerszewski, and S. Kjono.

Staff members present were J. Carlson, L. Coleman, and D. Littlefield.

S. Peterson moved to accept the resignation of S. Kjono from the Norman County Low-Income Sector Board seat. Seconded by J. Gerszewski. Motion carried.

D. Diedrich moved to accept the nomination of S. Kjono by Gary Cares to serve on the Board representing the Norman County, Private Sector. Seconded by J. Duckstad. Motion carried.

L. Hall moved to approve the Consent Agenda, which included the January 14, 2020, meeting minutes, Status Report, and Financial Report. Seconded by J. Bachmeier. 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.

- Hanan Bawzer is the new Polk County Private Sector Board member effective February, 2020.
- A manufacturer's representative from the furnace company is coming to Agassiz Townhomes to help determine the issue with the vents freezing. In addition to the venting issue, other open items for the Agassiz Townhomes include some concrete work and ditching.
- Framing is progressing in the Fournet building. The plumbing plan is currently being reviewed by the State of Minnesota. The skylight has been ordered.

L. Hall moved to accept the Chief Executive Officer report. Seconded by S. Peterson. Motion carried.

S. Vonesh presented the Head Start/Early Head Start Policy Council report. The Policy Council met February 3, 2020, at the Tri-Valley Administrative Office, Crookston.

- We have received notice that our program is considered under enrolled. We will work with our RV representative to develop an action plan. Once implemented, we will have a year to fix the issues or we may lose funding.
- Cindy Boudreaux provided Health/Nutrition Services Area Training. She also reviewed the menu and requested menu approval.
- Farm to Early Care will be continuing. No outside food will be allowed in the centers and there is no longer an approved snack list.

L. Coleman reviewed the Office of Head Start Information Memorandum – Inclusion of Children with Disabilities. The IM details the new requirement that each Head Start grant must include a minimum of 10% of all slots occupied by children with disabilities. This requirement helps ensure programs recruit children who are already identified as eligible for Individuals with Disabilities Education Act (IDEA) services prior to entering Head Start or Early Head Start, and accurately screen and refer for evaluation any children who may benefit from early intervention, special education, or related services. For RV, we are currently 10%. For RXII, we are usually at about 4%, so we will need to write a waiver.

L. Coleman reviewed the Office of Head Start Program Instruction – Decreased Duration Requirement. This PI notifies programs that the U.S. Department of Health and Human Services' Secretary has exercised his authority under the Head Start Program Performance Standards to lower the requirement that a program provide 1,020 hours of planned class operations by August 1, 2021, from 100% of center-based funded enrollment to 45%. We currently meet this requirement so will be unable to request any additional funding.

J. Gerszewski moved to accept the Head Start, Child and Family Programs report. Seconded by G. Willhite. Motion carried.

Board approval was requested to apply for the Minnesota Housing grant request in the amount of \$60,000 from August, 2020 to September, 2023, to assist individuals and families with housing crisis situations by providing emergency hotel vouchers, security deposits, utility deposits, and short-term rental assistance. This project will focus on youth experiencing homelessness. J. Duckstad moved to approve. Seconded by D. Diedrich. Motion carried.

J. Carlson presented a request by Cindy Pic, Transportation Director, to temporarily waive the minimum requirement to obtain passenger endorsement credential for Transportation Program Manager, Randy Berhow. D. Diedrich moved to temporarily waive the requirement for 3 additional months. Seconded by J. Duckstad. Motion carried.

J. Carlson requested the Board review the Bylaws and suggest any updates. They will be brought back at the April Board meeting for final review and Board approval.

J. Carlson reviewed the Strategic Plan. There are no updates and no action is required.

J. Carlson reviewed the Emergency Succession Plan, which is in place for contingencies due to the disability, death, or departure of the Chief Executive Officer. In the unlikely event of an untimely vacancy, the Emergency Succession Plan facilitates the transition to both interim and long-term leadership. No changes to the plan were proposed and no action is required.

The next meeting of the Board of Directors will be March 10, 2020, 6:30 p.m. at the Tri-Valley Administrative Office, Crookston, MN.

G. Burris moved to adjourn the meeting. Seconded by M. Gunderson. Adjourned at 7:10 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL