

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
March 10, 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, N. Myers, M. Gunderson, G. Burris, G. Willhite, J. Duckstad, S. Peterson, D. Diedrich, L. Hall, J. Gerszewski, Hanan Bawzer, Domita Mack, S. Kjono, and Russell Baughman.

Staff members present were J. Carlson, Marley Melbye, and D. Littlefield.

J. Gerszewski moved to approve the Consent Agenda, which included the February 11, 2020, 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 are in order.

J. Carlson presented the Chief Executive Officer report.

- Fournet building remodel is progressing. Photos were shared with the Board.

D. Mack 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 March 2, 2020, at the Tri-Valley Administrative Office, Crookston.

- The MHSA Executive Director, Joelle Hoeft, will be resigning from her position and efforts are underway to find a replacement.
- Cindy Scott provided Education and Disabilities Services Area Training. She also reviewed the second checkpoint of the School Readiness Goals.

J. Carlson reviewed the RV School Readiness Goals – 2<sup>nd</sup> Checkpoint. Highlights include:

- The report reflects ongoing assessment data for the RV Fall Checkpoint Period of September, 2019, to November, 2019, and the RV Winter Checkpoint Period of December, 2019, to February, 2020. All data collected and summarized in this report is gathered from the Teaching Strategies GOLD assessment tool (GOLD), which measures children's progress using 38 Objectives for Learning and Development.
- Next Steps include:
  - Practice Based Coaching (PBC) focused on specific teaching practices that support classroom staff with utilizing math resources in the Creative Curriculum, HSELOF and ELOF2Go, and Head Start Early Childhood Learning & Knowledge Center (ECLKC).
  - Professional learning communities: "Partners in Learning and Leadership" (PLL). Education Supervisors meet twice monthly in peer groups to review center and classroom level assessment data to support teaching staff with using ongoing assessment to individualize instruction in all areas of development.
  - Continued training for Early Childhood Coaches and Education Supervisors on use of the Creative Curriculum Fidelity Tool to better support classroom teachers in implementing both curriculum and assessment in ways that best support children's learning and development as it connects teaching practices to ongoing assessment.
  - Ongoing professional development via the Education & Disability Services Manager and the Education & Disability Services Specialist for Education Supervisors and classroom staff on

instruction, assessment, and individualization utilizing Teaching Strategies GOLD and HSELOF resources.

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

M. Kroulik received correspondence from the Office of Head Start regarding our under enrollment. An action plan will be put in place.

Board approval was requested to apply for the Minnesota Council of Nonprofits, 2020 Census Mobilization grant request in the amount of \$5,000 to get as many of our families to take part in the census as possible. G. Willhite moved to approve. Seconded by D. Mack. Motion carried.

J. Carlson reviewed the Tri-Valley insurance renewal for 2020-2021. GuideOne has made the decision to drop coverage for all subscribers with an auto risk, which applies to Tri-Valley. Vaaler presented replacement options for the commercial package (Church Mutual and Harleysville) and workers comp (SFM). D. Diedrich moved to accept the coverage offered by Church Mutual for the commercial package and SFM for workers comp. Seconded by J. Gerszewski. Motion carried.

J. Carlson reviewed a proposed amendment to Tri-Valley's 401k plan excluding newly hired employees who are in a "Training (Awaiting Background Check)" status from enrolling in 401k. Once the employee's BG clears, we would remove the exclusion and they would be an eligible employee to participate in Tri-Valley's 401k plan. S. Peterson moved to approve the amendment. Seconded by D. Mack. Motion carried.

J. Carlson reviewed the 2019 year-end financial performance report. Total revenue was \$26,260,507 with an excellent quick ratio of 1.98.

J. Carlson reviewed a request from Ashley Peterson, Human Resources Director, that the Board allow the Head Start program to pay above the rate of pay for Substitute Bus Monitors if current Head Start teaching staff step into that role. J. Gerszewski moved to approve. Seconded by J. Duckstad. Motion carried.

J. Carlson provided highlights of the recently awarded Eastern North Dakota Foster Grandparent grant.

- There will be a 3-year trial period during which Tri-Valley must achieve the requisite number of volunteers (48 - ½ time volunteers).
- We will be awarded \$307,062 per year for these 3 years.
- There is a July 1, 2020 start date.
- The Senior Programs team has already received about 15 calls from potential volunteers.

J. Carlson informed the Board that Tri-Valley has been selected to be the NW Minnesota Council of Collaboratives fiscal host of the grant for the BJA (Bureau of Justice Assistance) Student, Teachers, and Officers Preventing (STOP) School Violence Program in the area.

J. Carlson shared information regarding the emergence of COVID-19 and Tri-Valleys guidelines. We are asking all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick. This is true all the time, but particularly right now, we ask that you start at home if you have a fever over 100.4 and you do not return to work for 24 hours after you are fever-free.

- Practice good hygiene, particularly good hand hygiene. Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth and nose when you sneeze or cough. Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.
- Avoid people who are sick with respiratory systems.
- Clean frequently touched surfaces. Use disinfectants to clean commonly touched items such as doorknobs, desktops, handrails, microwave buttons, keyboards, etc. Germs travel fast with multiple hands touching shared surfaces.

Decisions regarding the Nominating Committee will be tabled until the April Board meeting.

The Audit Committee presented their report. There are no current findings and we are a low risk auditee. Over 94% of every dollar goes to the people we serve. The full and final report will be presented at the April Board meeting and Board approval will be requested at that time.

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

G. Burris moved to adjourn the meeting. Seconded by S. Peterson. Adjourned at 7:45 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL