

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
May 12, 2020

The Tri-Valley Opportunity Council, Inc. Board of Directors Executive Committee 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, G. Burris, G. Willhite, J. Duckstad, S. Peterson, D. Diedrich, S. Vonesh, and D. Svaren.

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

Quorum was established with 4 Executive Committee members present.

S. Peterson moved to accept the nomination of the new Polk County Private Sector Board member, Tom Anderson. Seconded by D. Diedrich. Motion carried.

S. Vonesh moved to approve the Consent Agenda, which included the April 14, 2020, meeting minutes, April 27, 2020, Executive Committee meeting minutes, Status Report, and Financial Report. Seconded by D. Diedrich. Motion carried.

D. Diedrich, Treasurer, has not been able to review accounts payable, payroll, and credit card reports due to Covid-19 restrictions.

J. Carlson presented the Chief Executive Officer report.

- Tri-Valley programs have adapted well despite the challenges with Covid-19 restrictions. Many staff are working from home and continue to be productive and serve our clients using technology. The Administrative Office remains locked, however a doorbell has been installed for deliveries. Cleaning procedures are being implemented to ensure staff is safe as they start returning to the office.
- Thanks goes to the Director of Norman-Mahnomen Public Health and Tri-Valley Board member, Sarah Kjono, who has been a valuable resource. Sarah is reviewing and providing input to the Head Start program regarding the additional safety measures they will be implementing as centers open back up.
- Fournet building remodel is progressing. Photos were shared with the Board. The skylight plan has been approved. The skylight will be independently supported by the basement footings via 6 steel poles.

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

J. Carlson reported that, even though all Head Start centers are currently closed, a lot of information has been distributed to families via video, email, and mail to prepare them for the new, and different, program year. The Rogers center is planning on reopening May 18, followed by Monticello, St. Cloud, and Owatonna on June 1, and the remaining centers on June 8.

Board approval was requested to apply for the Greater Grand Forks United Way, Emergency and Short Term Housing Assistance grant request in the amount of \$9,000 from June 1, 2020, to December 31, 2020, to assist individuals and families with housing crisis situations by providing emergency hotel vouchers, security deposits, utility deposits, short term rental and mortgage assistance, food, and transportation. D. Diedrich moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the Minnesota Department of Human Services – CSBG, CARES Act Supplemental Funding grant request in the amount of \$112,000 for two years (2020 – 2021) to carry out CARES Act priorities and initiatives. S. Peterson moved to approve. Seconded by S. Vonesh. Motion carried.

J. Carlson reported that the Wipfli financial audit has been accepted and no further action is necessary.

J. Carlson reviewed a proposed change to the staff vacation cash out policy for the calendar year 2020. There are staff that are currently maxed out on vacation and can no longer accrue days. Since vacation dollars are already expensed and are sitting in escrow, the recommendation is that, in 2020, staff that are able to cash out up to 40 hours of vacation, provided they take at least 40 hours of vacation during the year. D. Diedrich moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed the Agassiz Townhomes storm water plan. Existing storm water structures are not adequate so the engineer developed a new plan in which the existing structures will be filled in and storm water will be diverted to existing city drains. DW Jones received a quote from Bertils Gravel & Excavation to complete the work and the plan has been approved by the City of Crookston. D. Diedrich moved to approve engaging Bertils Gravel & Excavating. Seconded by S. Vonesh. Motion carried.

J. Carson shared the annual, 10% Federal De Minimis Indirect Cost Rate Certificate with the Board. This is to exercise the option to use the 10% Federal De Minimis indirect cost rate applicable to fringe benefits, material and supplies, services, travel, and sub awards and subcontracts up to the first \$25,000 in all Tri-Valley Opportunity Council, Inc. contracts. This certification must be submitted annually one year after the date of this certification. S. Peterson moved to approve. Second by D. Diedrich. Motion carried. The certificate was signed by the Board Chair, M. Kroulik.

The Board was presented an Authorization Resolution for the Chief Executive Officer to Sign on Behalf of the Board of Directors. The resolution authorizes J. Carlson to negotiate and sign on behalf of Tri-Valley. D. Diedrich moved to approve the resolution. Seconded by S. Peterson. Motion carried.

The Board was presented an Authorization Resolution to designate the Chief Executive Officer as the Identified Official with Authority (IOwA) for State of Minnesota Education Identity Access Management (EDIAM). D. Diedrich move to approve. Seconded by S. Vonesh. Motion carried.

J. Carlson asked the Board to review the Community Needs Assessment results and bring any questions to the June Board meeting.

The Prairieland Duplexes Annual Meeting commenced. Deferred loans were made available by MN Housing to perform maintenance and upgrades on the property. It is looking very possible that Tri-Valley will receive this loan. The units are consistently full and managed very well, with a good bank balance. More information on the Prairieland Duplexes finances can be found in the Wiplfi audit report and the DW Jones monthly reports. S. Vonesh moved to accept the Prairieland Duplexes annual report. Seconded by S. Peterson. Motion carried.

The next meeting of the Board of Directors will be June 9, 2020, 6:30 p.m.

S. Peterson moved to adjourn the meeting. Seconded by D. Diedrich. Adjourned at 7:15 p.m.

After Tri-Valley staff were dismissed from the meeting, the Executive Committee commenced the annual Chief Executive Officer performance appraisal and presented their report and salary increase recommendation. D. Diedrich moved to approve the report and recommendation. Seconded by S. Vonesh. Motion carried.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL