

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
June 9, 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, J. Gerszewski, H. Bawzer, T. Anderson, L. Hall, S. Kjono, J. Bachmeier, C. Spisak, and D. Svaren.

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

M. Kroulik welcomed new Board member, Connie Spisak, who will represent the Norman County Low Income sector.

Quorum was established with 15 members present.

J. Duckstad moved to approve the Consent Agenda, which included the current agenda, the May 12, 2020, meeting minutes, Status Report, and Financial Report. Seconded by S. Peterson. 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.

- All Migrant & Seasonal Head Start/Early Head Start centers are open.
- Daily Covid-19 screenings are being completed for all Administrative Office staff.
- An Agassiz Townhomes project has been ordered to fill in the Stormwater detention structure.

L. Hall moved to accept the Chief Executive Officer report. Seconded by G. Willhite. Motion carried.

J. Carlson reported that the attendance at the recently opened Migrant & Seasonal Head Start/Early Head Start centers is very good, despite the pandemic. Precautions have been put in place and screening of all staff and children/families has been implemented to ensure the environments remain safe.

NHSA has invited Tri-Valley Head Start staff to participate in a conference call, as we are one of the first programs nation-wide to open during the pandemic. Staff will be able to share strategies and lessons learned with other programs who are planning future openings.

Additional funding has been identified to help cover costs for summer programs. The Office of Head Start decided to release the funding to all programs based on cost per child rather than award the funding to specific grantees.

Board approval of the Norman County Low-Income Board of Directors election results, electing Connie Spisak as the representing member, was requested. D. Svaren moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to approve all items previously reviewed and approved by the Executive Committee during April and May.

1. 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 \$136,979 (\$61,015 = 2% COLA, \$75,964 = Quality Improvement) from May 1, 2020 to April 30, 2021 for Head Start/Early Head Start (RV) 2% COLA and Quality Improvement related to trauma. Both are permanent funding.
2. 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 \$480,000 from May 1, 2019 to April 30, 2020 for budget revision. Move funds from salary and benefits to equipment and contracted services to update playgrounds, Crookston parking lot, and complete Owatonna facility project.
3. Minnesota Department of Education, Minnesota State Early Head Start grant request in the amount of \$316,064 from July 1, 2020 to June 30, 2021 to provide Early Head Start (RV) services to eligible children in Minnesota.
4. Minnesota Department of Human Services, Minnesota Migrant Child Care grant request in the amount of \$438,823 from July 1, 2020 to June 30, 2021 to provide Migrant Child Care services to eligible children in Minnesota.
5. Minnesota Department of Education, Health Services for Title 1 Part C grant request in the amount of \$180,000 from July 1, 2020 to June 30, 2021 to provide age appropriate health screenings, referrals, and follow up to all Migrant Title 1 Part C enrolled children.
6. Minnesota Department of Education, Identification and Recruitment grant request in the amount of \$773,345 from July 1, 2020 to June 30, 2021 to identify and recruit potential migrant students throughout the state of Minnesota.
7. North Dakota Department of Public Instruction, North Dakota Migrant Education Services grant request in the amount of \$82,000 from June 1, 2020 to December 31, 2020 to provide identification & recruitment services to ND Title 1 Migrant Education Program.
8. U.S. Department of Health and Human Services, Administration for Children and Families, Federal Migrant and Seasonal Head Start grant request in the amount of \$412,504 (\$207,244 = 2% COLA, \$205,260 = Quality Improvement) from April 1, 2020 to March 31, 2021 for Migrant and Seasonal Head Start/Early Head Start (RXII) 2% COLA and Quality Improvement related to trauma. Both are permanent funding.
9. Minnesota Department of Education, Minnesota State Migrant Early Head Start grant request in the amount of \$1,625,284 from July 1, 2020 to June 30, 2021 to provide Migrant and Seasonal Early Head Start services to eligible children in Minnesota.
10. 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.

11. 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.
  12. 2% COLA
  13. 2019 Audit
  14. Tri-Valley Heartland Express Bus Rider Policy Amendment
  15. Bertils Gravel & Excavating for Agassiz Townhomes Stormwater Plan
  16. 10% Federal De Minimis Indirect Cost Rate Certificate
  17. Authorization Resolution for the Chief Executive Officer to Sign on Behalf of the Board of Directors
  18. Authorization Resolution to designate the Chief Executive Officer as the Identified Official with Authority (IOWA) for State of Minnesota Education Identity Access Management (EDIAM)
  19. Prairieland Duplexes Annual Meeting
  20. Chief Executive Officer Performance Appraisal
- L. Hall moved to approve. Seconded by J. Duckstad. Motion carried.

Board approval was requested to approve CEO J. Carlson's performance appraisal. D. Svaren moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested that Tri-Valley agrees to comply with the new federal Families First Coronavirus Response Act and assist employees affected by the Covid-19 outbreak with job-protected leave and pay, where applicable. G. Willhite moved to approve. Seconded by J. Bachmeier. Motion carried.

J. Carlson shared the Esusu Rent Impact Score Card. Tri-Valley assisted 105 people sign up for the program, which helps individuals improve their credit by paying their rent on time. Since we started participating in January 2020, the 105 people had an average increase in credit score of 62 points and 13 new credit scores were established.

J. Carlson reviewed the results of the Wipfli Culture Study. Summaries included:

- Results are likely indicative of a sense of mutual trust and respect, job competence, confidence in their value as a contributing member of the organization, and higher engagement (motivation, satisfaction, productivity).
- Results may indicate the need for more self-regulating groups or roles, vertical loading (assigning supervisor responsibilities to front line staff), training to management on recognition and feedback, and reduction in the amount of layers or bureaucracy present in the organization.

The Management Team will work on the culture study results when able and make a report to the board on a plan to address the opportunities presented in the report.

Board approval of the Bylaws was requested. L. Hall moved to approve. Seconded by S. Peterson. Motion carried.

The Nominating Committee Report was presented. Recommendations are:

Chair – Mark Kroulik

Vice Chair – Stephanie Vonesh

Secretary – Shawna Peterson

Treasurer – Don Diedrich

D. Svaren moved to accept the nominating committee's recommendations and elect all by acclamation. Seconded by J. Duckstad. Motion carried.

Board approval of the Community Needs Assessment results was requested. 30% of surveys were returned, which is very good. L. Hall moved to approve. Seconded by S. Peterson. Motion carried.

Board approval of the 2019 Tri-Valley Annual Report was requested. S. Vonesh moved to approve. Seconded by G. Willhite. Motion carried.

The next meeting of the Board of Directors will be August 11, 2020, 6:30 p.m.

D. Svaren moved to adjourn the meeting. Seconded by J. Duckstad. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL