

Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
August 11, 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 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, N. Myers, M. Gunderson, D. Svaren, and R. Baughman.

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

Quorum was established with 15 members present.

D. Diedrich moved to approve the Consent Agenda, which included the current agenda, the June 9, 2020 meeting minutes, June 29, 2020 Executive Committee meeting minutes, July 28, 2020 Executive Committee meeting minutes, Status Report, and Financial Report. Seconded by S. Peterson. Motion carried.

The Executive Committee reviewed the 2 items approved by the Executive Committee since the last Board meeting.

- Draft 2019, 990 and 990-T returns.
- Tri-Valley Retirement RFP template.

J. Duckstad moved to approve the Executive Committee report. Seconded by G. Burris. Motion carried.

Treasurer, D. Diedrich, 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.

- Early Head Start currently has many families on the waiting list for services. The program will be requesting approval for additional slots at the East Grand Forks center. As there is limited building space available for more children, in the event the request is approved, the program will be submitting a 1303 application to the Office of Head Start to increase the square footage at the East Grand Forks facility.
- The Agassiz Townhomes Stormwater detention ditch has been filled in and will be seeded soon.
- Lindsay Vokaty (Head Start Program Operations Manager) and Tara Morrison (Head Start Program Design Manager) were recognized by Minnesota Community Action Partnership as part of the 2020 class of Certified Community Action Professionals (CCAP). The CCAP designation is a nationally recognized credential earned from the Community Action Partnership in Washington, D.C.
- Marley Melbye and Mitch Bakken are currently enrolled in training to become National Certified ROMA Implementers. Results Oriented Management and Accountability (ROMA) is the performance management system adopted by the Community Action Network. Effective

use of ROMA principles and practices optimize agencies required activities such as Community Needs Assessments, Strategic Planning, and Organizational Standards requirements.

- The Transportation Program is exploring the construction of a new bus storage facility. Approval has been obtained for the facility to be built on the same property as the Crookston Head Start center.
- HR has been working to manage the screen in/out process of staff that have been affected by Covid-19.
- The Crookston Head Start center has invested in improvements to the playground and child drop-off area.

J. Gerszewski moved to accept the Chief Executive Officer report. Seconded by J. Bachmeier. Motion carried.

J. Carlson presented the Head Start, Child and Family Programs report.

Since Minnesota receives Title I, Part C federal funds to operate a migrant education program, they are required to conduct a re-interviewing process of children identified as eligible for migrant program services. The prospective re-interviewing process provides the opportunity to identify strengths and or areas needing improvement in its training of recruiters, and to ensure accurate child counts used for the annual funding process. Independent re-interviews were conducted of the Tri-Valley MN Head Start ID & R program by a third party and 100% were complete and accurate.

L. Hall moved to approve the Head Start, Child and Family Programs report. Seconded by J. Bachmeier. Motion carried.

J. Carlson reviewed correspondence received from the Department of Health & Human Services, Administration for Children and Families informing Tri-Valley that, due to challenges resulting from facility construction delays, weather, and Covid-19, the request to extend the liquidation period has been approved and is now July 31, 2020.

Board approval was requested to apply for the Minnesota Department of Human Services / Minnesota Housing, Emergency Housing and Assistance grant request in the amount of \$800,000 from August 10, 2020, to December 31, 2020, to assist individuals and families with housing crisis situations due to Covid-19 by providing payments for rent, mortgage, and utilities.

D. Diedrich moved to approve. Seconded by J. Gerszewski. Motion carried.

Board approval was requested to approve the Transportation Program, 2021 Bus Purchase Resolution that authorizes the purchase of five, Class 400 transit buses from North Central Bus Company in the approximate amount of \$475,000. S. Peterson moved to approve. Seconded by D. Svaren. Motion carried.

Board approval was requested to approve the Transportation Program, 2023-2025 Capital Facility Grant Resolution that authorizes the program to enter into an agreement with the State of Minnesota to receive a 2023 Public Transit Capital Facility Grant to construct or improve facility projects related to public transportation. M. Gunderson moved to approve. Seconded by L. Hall. Motion carried.

Board members were asked to read and sign the Consent and Release form and return to D. Littlefield.

Board members were asked to read and sign the Conflict of Interest form and return to D. Littlefield.

Board members were asked to complete the Board Qualification Survey and return to D. Littlefield.

The floor was opened for nominations to participate on the Head Start/Early Head Start Policy Council for the 2020-2021 program year. S. Vonesh volunteered. Nominations ceased. S. Vonesh will serve as the Representative to the Head Start/Early Head Start Policy Council. D. Diedrich moved to approve. Seconded by J. Bachmeier. Motion carried.

The floor was opened for nominations to participate on the Migrant and Seasonal Head Start/Early Head Start Policy Council for the 2020-2021 program year. S. Vonesh volunteered. Nominations ceased. S. Vonesh will serve as the Representative to the Migrant and Seasonal Head Start/Early Head Start Policy Council. D. Diedrich moved to approve. Seconded by J. Bachmeier. Motion carried.

The Board was presented a link to the Board of Directors Training, available on the Minnesota Community Action Partnership website. The video training, "Duties of Nonprofit Board of Directors" can be accessed via the link:

[http://www.minncap.org/index.asp?SEC=F7651083-5935-4D79-8E83-9EB7D4D44221&Type=B\\_BASIC](http://www.minncap.org/index.asp?SEC=F7651083-5935-4D79-8E83-9EB7D4D44221&Type=B_BASIC)

The Board of Directors will contact J. Carlson if additional training is required.

The next meeting of the Board of Directors will be September 8, 2020, 6:30 p.m.

G. Burris moved to adjourn the meeting. Seconded by M. Gunderson. Adjourned at 7:00 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL