

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
September 8, 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, 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, D. Mack, and R. Baughman.

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

Quorum was established with 16 voting members present.

D. Mack moved to approve the Consent Agenda, which included the current agenda, August 11, 2020 meeting minutes, and Financial Report. Seconded by S. Peterson. Motion carried.

D. Diedrich moved to approve the August Status Report. Seconded by G. Burris. Motion carried.

J. Carlson presented the Chief Executive Officer report.

- Jeff Evers has a goal to complete the Fournet renovation by the end of the year. Sprinklers will be installed after the sheet metal work is completed. The foundations for the skylight steel supports will be poured within the week.

D. Diedrich moved to accept the Chief Executive Officer report. Seconded by D. Mack. Motion carried.

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

- The Office of Head Start has approved a final rule updating the Designation Renewal System (DRS). One of the three changes to the rule are that the DRS no longer requires competition for grantees with a single deficiency during their project period.
- The program will be developing a grant request to expand Early Head Start services, as funding has never been adequate. If awarded, there will be an additional 16 slots each at the Crookston, East Grand Forks, and Owatonna centers. The additional funds will also allow for facility improvements at the East Grand Forks center.

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

Board approval was requested to apply for the 2020-2021 CACFP Meal Reimbursement grant request in the amount of \$254,785.74 from October 1, 2020, to September 30, 2021, for reimbursement of meals in the CACFP Food Program. D. Mack moved to approve. Seconded by N. Myers. Motion carried.

J. Carlson informed the Board that Tri-Valley will not be participating in the Deferred Payroll Tax option as there are too many unanswered questions and risk.

J. Carlson shared that the 2021 Health Insurance renewal has no changes from last year. Rates will be the same. G. Willhite moved to accept the 2021 Health Insurance renewal. Seconded by S. Peterson. Motion carried.

J. Carlson provided feedback on the meetings that occurred with the vendors who responded to the 401(k) RFP. They included Bremer, First International Bank and Trust, and Mutual of America. The selection committee met on Friday, August 28 and recommend Mutual of America be selected as Tri-Valley's 401(k) administrator and to adopt their record keeping platform. D. Diedrich moved to accept the selection committee's recommendation. Seconded by J. Gerszewski. Motion carried.

M. Melbye provided Results-Oriented Management and Accountability (ROMA) training. Highlights included:

ROMA is

- an accountability process used to report outcomes/results achieved.
- a conceptual framework for measuring the results of programs and services.
- a continuous process of assessment planning, implementation and evaluation of results.

Agencies use the ROMA Cycle as a guiding process to determine what services or programs to offer and whether they are effective.

The next meeting of the Board of Directors will be October 13, 2020, 6:30 p.m.

G. Burris moved to adjourn the meeting. Seconded by D. Mack. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL