



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
January 12, 2021

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 and remotely via Microsoft Teams.

Board members present were G. Burris, G. Willhite, S. Peterson, J. Jacobson, S. Vonesh, H. Bawzer, T. Anderson, L. Hall, S. Kjono, C. Spisak, N. Myers, M. Gunderson, J. Duckstad, M. Kroulik, D. Svaren, D. Mack, and R. Baughman.

Staff members present were J. Carlson, A. Peterson, and D. Littlefield.

Quorum was established with 16 voting members present.

D. Svaren moved to approve the Consent Agenda, which included the current agenda, December 8, 2020 meeting minutes, Status Report, and Financial Report. Seconded by D. Mack. Motion carried.

There was no Treasurer's Report. J. Carlson asked the Board members to consider being the new Treasurer for the Board. A Treasurer is required by the February meeting as the audit is in March.

J. Carlson presented the Chief Executive Officer report.

- The house in Warren has a purchase agreement in place.
- A Peer Support Specialist under the supervision of the Mental Health Center is available that we can engage to keep the System of Care Program sustainable. 4th year funding for the program has been applied for with the Department of Human Services.
- Regarding the Fournet building renovation:
 - The glass storefront windows are being installed.
 - The steel for the skylight has been completed. A temporary roof is in place until the skylight is completed.
 - HVAC and heat pumps are being installed. The installation of the sprinkler system is being completed in tandem.
 - Electrical work is nearing completion.
 - Even though sheet metal work is not yet complete, electrical and sprinkler system installation has begun.

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

S. Vonesh shared information from the January 11, HS/EHS Policy Council meetings. Highlights included:

- Dr. Deborah Bergeron, the current Office of Head Start Director, will resign effective Jan 13 due to the recent events that occurred at the Capitol.
- Additional funds for COVID-19 response is expected to be approved, as is a 1% COLA.
- Head Start Directors and Health Coordinators in Minnesota continue to meet regularly to brainstorm and discuss the impacts that COVID-19 is having at their centers.
- Tri-Valley HS/EHS centers are up and running and are continuing to take necessary precautions to keep families safe during the COVID-19 pandemic.

J. Carlson reviewed the Head Start Programs Community Assessment, Self-Assessment, Program Goals, and Annual Report.

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

J. Carlson reviewed correspondence received to include a note from the family of Joyce Swenson thanking Tri-Valley for the flowers sent for her funeral service.

Board approval was requested to apply for the U.S. Department of Health and Human Services, Administration for Children and Families, Federal Head Start and Early Head Start grant in the amount of \$3,235,439 from May 1, 2021 to April 30, 2022 to provide Head Start and Early Head Start services for 170 Head Start and 84 Early Head Start children and their families to enhance children's growth and development, strengthen families as the primary nurturers and teachers of their children, provide children with educational, health, and nutritional services, and link children and families to needed community services. Program design, contracts, and the organizational chart for the 2021-2022 program year were also reviewed and approval requested. J. Duckstad moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the Minnesota Department of Human Services, Child Care Aware grant in the amount of \$322,000 from July 1, 2021 through June 30, 2022 for the Parent Aware Program to provide support and technical assistance to child care providers and assist communities in building child care supply. M. Kroulik moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the United Way of Crookston, Senior Programs grant in the amount of \$4,000 from April 2021 to March 2022 to assist with the Foster Grandparent transportation reimbursement via mileage reimbursement or THE BUS costs to and from sites or in-service training. The dollars also will help supplement the cost of background checks for potential volunteers. D. Mack moved to approve. Seconded by S. Peterson. Motion carried.

A review of the Tri-Valley Communications and Marketing Plan was completed. After discussion, the Board concurred that Tri-Valley's Facebook page must continue to be tightly controlled to alleviate the risk of misleading or harmful posts.

Board approval was requested to approve a procurement level of \$500 for the Head Start Programs Lead Bus Driver to allow for the repairs of and the purchase of small parts for Head Start buses. J. Duckstad moved to approve. Seconded by M. Gunderson. Motion carried.

J. Carlson reviewed the Emergency Succession Plan, which is in place for contingencies due to the disability, death, or departure of the Chief Executive Officer. In the unlikely event of an untimely vacancy, the Emergency Succession Plan facilitates the transition to both interim and long-term leadership. The only change to the documented plan was the date. N. Myers moved to approve. Seconded by M. Gunderson. Motion carried.

J. Carlson requested the Board review the Agency Risk Assessment checklist and respond if there are areas of the list on which they have questions so that they can be reviewed at the February Board meeting.

The next meeting of the Board of Directors will be February 9, 2021, 6:30 p.m.

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

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL