



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
February 9, 2021

The Tri-Valley Opportunity Council, Inc. Board of Directors 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 J. Bachmeier.

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

Quorum was established with 17 voting members present.

J. Duckstad moved to approve the Consent Agenda, which included the current agenda, January 12, 2021 meeting minutes, Status Report, and Financial Report. Seconded by J. Jacobson. Motion carried.

Interim Treasurer J. Duckstad reported that the Bremer Bank statement was reviewed and is in order.

J. Carlson presented the Chief Executive Officer report.

- The house in Warren has a tentative closing date of March 1.
- The Wipfli audit is scheduled to occur in March.
- Regarding the Fournet building renovation:
 - The glass storefront window and aluminum installation has been completed.
 - Interior walls are being insulated.
 - Drywall has been delivered and installation is in progress.
 - Sprinkler installation is close to completion.
 - Furnace work is in progress.

G. Willhite moved to accept the Chief Executive Officer report. Seconded by N. Myers. Motion carried.

J. Carlson reviewed details regarding a recent complaint filed with the Office of Head Start. Head Start management has met with Human Resources to address the issues and develop an action plan.

S. Vonesh shared information from the February 1, HS/EHS Policy Council meeting. Highlights included:

- We are still waiting to hear about additional COVID-19 funding.
- It is assumed that the COLA will be 1%, but there has not been any official word, yet.

- COVID-19 saliva testing is continuing to be performed every 2 weeks at our centers.
- The MN Department of Health has announced COVID-19 vaccine eligibility, Phase 1B. In this phase, those 65 years of age or older and educators (pre-kindergarten through grade 12), school staff, and childcare workers are eligible for vaccinations. Our Head Start center staff will be able to be vaccinated as part of Phase 1B. We will be paying mileage and time for those staff who travel for their vaccinations. Center processes will not change after vaccinations.
- The Head Start program received notice of an upcoming Focus Area 2 Review and will receive a 45-day notice prior to the review.
- The Policy Council approved the 2020 FY request for waiver of non-federal match. Due to COVID-19, we were unable to meet our 7% match, as we were unable to have professional and non-professional volunteers at our centers. It is expected that the waiver will be approved.
- Policy Council members received Health Services Training, which focused primarily on COVID-19 facts and safety.

S. Peterson moved to accept the Head Start, Child and Family Programs report. Seconded by M. Gunderson. Motion carried.

There are plans to re-write the Agency Risk Assessment tool so that it is more relevant to Tri-Valley's mission and programs, after which it will be brought back to the Board for review. The tool will be included during orientation of new Board members.

Board approval was requested to apply for the Minnesota Department of Education, Pathway II grant request in the amount of \$525,000 from July 1, 2021 to June 30, 2023 to provide extra funding for classroom staff and coaches. G. Willhite moved to approve. Seconded by M. Gunderson. Motion carried.

N. Myers moved to appoint J. Duckstad as Treasurer on the Tri-Valley Board of Directors. Seconded by J. Jacobson. Motion carried.

J. Carlson reviewed the Tri-Valley insurance renewal for 2021-2022. The Workers Compensation premium increased, however credits were received due to Tri-Valley's good Health and Safety practices and they helped offset the increase caused by Tri-Valley's Experience Modification Factor. G. Willhite moved to approve. Seconded by J. Duckstad. Motion carried.

J. Carlson reviewed a resolution to amend the 401(k) plan that removes references to a minimum age requirement. D. Mack moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed recommended updates to the By-laws to include additions of statements:

- Directors may participate in a Board meeting by any means that allow other participants to simultaneously hear or visualize all comments made by each other

during the meeting. Participation by this means is the same as personal presence at the meeting.

- An action required or permitted to be taken at a Board meeting may be taken by written or electronic action signed by all the Directors.

J. Duckstad moved to approve updates to the By-laws. Seconded by L. Hall. Motion carried.

Due to COVID-19, the Tri-Valley Strategic Plan goal review cycle has been hindered and we may find the current 2-year schedule may be unrealistic. Upcoming Community Forums may provide input as to whether goals or timelines need to be modified.

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

M. Gunderson moved to adjourn the meeting. Seconded by N. Myers. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL