



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
April 13, 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, S. Vonesh, L. Hall, S. Kjono, C. Spisak, M. Gunderson, J. Duckstad, M. Kroulik, D. Mack, T. Anderson, and J. Bachmeier.

Staff members present were J. Carlson, N. Aaker, and D. Littlefield.

Quorum was established with 13 voting members present.

G. Willhite moved to approve the Consent Agenda, which included the current agenda, March 9, 2021 meeting minutes, Status Report, and Financial Report. Seconded by L. Hall. Motion carried.

Karl Eck with Wipfli reviewed the audit results for the year 2020. Jean Christiansen, who has been Tri-Valley's auditor for many years, is retiring. There were no findings or deficiencies and Tri-Valley is in great financial condition. Financial management costs are at 5%, significantly lower than the 7% average of our peer group. J. Bachmeier moved to approve the Wipfli audit draft. Seconded by D. Mack. Motion carried.

Treasurer J. Duckstad reported that the fiscal documents were reviewed and were in order.

Tri-Valley staff was excused while the Executive Committee reviewed recommendations for the Chief Executive Officer performance evaluation with the Board, as recorded in separate meeting minutes.

J. Carlson presented the Chief Executive Officer report.

- A Fournet building update was provided.
- The pollution control agency contacted Tri-Valley regarding the Agassiz Townhomes stormwater detention ditches as they received a report that they did not include walls. After a study, the agency determined that the ditches were not even initially necessary, so the issue is irrelevant.
- The Head Start Child and Family Programs Focus Area 2 (FA2) monitoring review is in progress and will be completed by Friday, April 16.
- S. Peterson and J. Duckstad shared feedback about the MN Council of Nonprofits Board training they have received thus far.

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

S. Vonesh shared information from the April 5, HS/EHS Policy Council meeting. Highlights included:

- Policy Council President, Victoria Ramirez attended the Minnesota Head Start Association Quarterly Meeting on March 9, which was held virtually. Information that she shared with the rest of the Policy Council included ideas on how to spend COVID-19 funding smartly, program enrollment, and parent involvement.
- Laurie shared that the CARES Act round three funding came in at about \$300 per child. Another round of funding is expected that should be about \$1,100 per child. These funds will be used for supplies and additional staff to perform the cleaning of centers.
- Center staff continue to be tested for COVID-19 every other week. The majority of staff has been fully vaccinated.
- Laurie is on a special, Minnesota-wide committee led by Gayle Kelly to look into the feasibility of mobile vaccination units and if these units that are designed to be available after hours and on weekends would be beneficial to communities.
- The Policy Council received the following trainings:
 - Family and Community Services Area Training
 - Eligibility, Recruitment, Selection, Enrollment, Attendance, and Family Services Training
 - Recruitment Training
- This was the final Policy Council meeting of the 2020-2021 program year.

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

Final review and approval of the Board of Directors Risk Assessment was tabled until the May Board meeting.

Board approval was requested to apply for the Minnesota Department of Education, Minnesota State Early Head Start grant request in the amount of \$315,535 from July 1, 2021 - June 30, 2022 to provide Early Head Start services to eligible children in Minnesota. J. Duckstad moved to approve. Seconded by J. Bachmeier. Motion carried.

Board approval was requested to apply for the US Department of Health and Human Services, Administration for Children and Families, Federal Head Start/Early Head Start grant request in the amount of \$38,890 from May 1, 2021 - April 30, 2022 for a 1.22% COLA (Cost Of Living Adjustment) for the Head Start and Early Head Start programs (Region V). J. Bachmeier moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the US Department of Health and Human Services, Administration for Children and Families, Federal Head Start/Early Head Start grant request in the amount of \$76,446 from May 1, 2021 - April 30, 2022 for one-time funding for COVID-19 relief for the Head Start and Early Head Start programs (Region V). L. Hall moved to approve. Seconded by M. Gunderson. Motion carried.

Board approval was requested to apply for the Minnesota Department of Education, Migrant Early Head Start grant request in the amount of \$1,625,284 from July 1, 2021 - June 30, 2022 to provide Early Head Start services to eligible children in Minnesota. J. Duckstad moved to approve. Seconded by G. Willhite. Motion carried.

Board approval was requested to apply for the US Department of Health and Human Services, Administration for Children and Families, Federal Head Start/Early Head Start grant request in the amount of \$477,897 from April 1, 2021 - March 31, 2022 for a 1.2% COLA (\$131,451) and quality improvement funds (\$346,446) for the Migrant and Seasonal Head Start and Early Head Start programs (Region XII). D. Mack moved to approve. Seconded by J. Bachmeier. Motion carried.

Board approval was requested to apply for the US Department of Health and Human Services, Administration for Children and Families, Federal Head Start/Early Head Start grant request in the amount of \$191,115 from April 1, 2021 - March 31, 2022 for one-time funding for COVID-19 relief for the Migrant and Seasonal Head Start and Early Head Start programs (Region XII). S. Peterson moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the Minnesota Department of Human Services, Minnesota Migrant Child Care grant request in the amount of \$439,727 from July 1, 2021 - June 30, 2022 to provide Migrant Child Care services to eligible children in Minnesota. J. Duckstad moved to approve. Seconded by M. Gunderson. Motion carried.

Board approval was requested to apply for the Northwest Community Action Agency, MNsure Outreach and Assistance grant request in the amount of \$14,763 from July 1, 2021 - June 30, 2022 to provide outreach for MNsure and assistance with MNsure applications. L. Hall moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the Minnesota Housing Finance Agency, Family Homeless Prevention and Assistance Program grant request in the amount of \$425,000 from October 1, 2021 - September 30, 2023 to assist families, individuals, and youth in preventing homelessness or assisting in ending homelessness. G. Willhite moved to approve. Seconded by T. Anderson. Motion carried.

Board approval was requested to apply for the Office of Economic Opportunity, Minnesota Department of Human Services Community Partnerships and Child Care Division, Transitional Housing Program (THP) grant request in the amount of \$90,000 from July 1, 2021 - June 30, 2023 to assist families, individuals, and youth to establish and maintain housing. D. Mack moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the Minnesota Department of Human Services, Community Services Block Grant, Minnesota Community Action grant request in the amount of \$118,408 per year for the years of 2022 and 2023 to utilize CSBG /

MCAG funding to carry out strategic plan priorities. S. Peterson moved to approve. Seconded by D. Mack. Motion carried.

J. Carlson reviewed the Tri-Valley Cybersecurity Risk Assessment results. The assessment concluded that Tri-Valley ranks in the first percentile (lowest risk) as compared to the peer average of 65th percentile (100th percentile are considered the highest risk). We had one, low-risk vulnerability in the SSL/TLS category; a server had an SSL/TLS certificate that did not match the server's hostname.

J. Carlson requested Board approval for a 1.4% COLA increase for eligible employees. J. Duckstad moved to approve. Seconded by L. Hall. Motion carried.

J. Carlson requested Board approval to adopt the Department of Labor's Emergency Paid Sick Leave (EPSL) option of 80 hours with the caveat that it must be a stand-alone offering. If the option is only available if we adopt the entire, US Department of Labor's Family and Medical Leave Act (FMLA) program, we will not do it. Continuing the entire FMLA is not feasible for Tri-Valley for financial reasons. S. Peterson moved to approve. Seconded by M. Gunderson. Motion carried.

The next meeting of the Board of Directors will be May 11, 2021, 6:30 p.m.

M. Gunderson moved to adjourn the meeting. Seconded by S. Peterson. Adjourned at 8:00 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL