



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
May 11, 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 S. Peterson, S. Vonesh, L. Hall, C. Spisak, M. Gunderson, J. Duckstad, M. Kroulik, D. Mack, T. Anderson, H. Bawzer, N. Myers, D. Svaren, and J. Bachmeier.

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

Quorum was established with 13 voting members present.

L. Hall moved to approve the Consent Agenda, which included the current agenda, April 13, 2021 Meeting Minutes, May 3, 2021 Executive Committee Meeting Minutes (HS/EHS Carry Over Funds Grant Request), May 7, 2021 Executive Committee Meeting Minutes (MSHS/MSEHS Budget Revision Request), Status Report, Financial Report, and Minnesota Department of Public Safety, Office of Traffic Safety grant request for 10 car seats for families in need at the Migrant and Seasonal Head Start/Early Head Start center in Monticello. Seconded by D. Svaren. Motion carried.

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

J. Carlson presented the Chief Executive Officer report.

- The June Board meeting will include a tour of the Fournet building and dinner at the Eagles. Details will be shared with Board members as they are determined.
- A Fournet building update was provided.
 - The skylights will be delivered the week of May 24 and installed soon thereafter.
 - The elevator should be installed and fully functional by the first week of July when Tri-Valley office furniture will be delivered.
 - Building façade improvements continue.
- Converting to paid time off (PTO) from the current vacation and sick time off is being explored.

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

S. Vonesh shared information from the April 24, MSHS/MSEHS Policy Council meeting. Highlights included:

- We have received additional CARES act funding.
- During the NMSHSA Conference, Jami Lee will be presenting a session on child nutrition and Laurie Coleman will be sitting on a Directors Panel to share how our programs have adjusted during the COVID-19 pandemic.
- Currently, four RXII centers and five RV centers are open.

- One center is closed for 2 weeks due to COVID-19. As five staff members tested positive, there are not enough available staff to open the classrooms.
- Staff are encouraged to get vaccinated.
- COVID-19 testing is being done every 2 weeks in the centers.
- Some staff are participating in a documentary about COVID-19 vaccine hesitancy called Trusted Messenger that will be aired in the Minneapolis area.

J. Carlson shared information from an Office of Head Start Information Memorandum that outlines new flexibilities and waivers affecting grant applications, no-cost extensions, extension of certain deadlines, procurement, prior approvals, and single audit submissions.

J. Carlson shared information from an Office of Head Start Program Instruction that provides application requirements and examples of activities grantees can consider as they apply for funds awarded to Head Start programs when the American Rescue Plan was signed into law.

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

S. Peterson moved to approve the Risk Assessment Checklist. Seconded by J. Bachmeier. Motion carried.

Board approval was requested to apply for the US Department of Transportation, Federal Transit Administration, National Rural Transportation Assistance Program grant request in the amount of \$100,000 from July 1, 2021 – December 31, 2022 to operate an additional small van with handicap access in rural counties when rural transportation is not available. J. Duckstad moved to approve. Seconded by J. Bachmeier. Motion carried.

Board approval was requested to apply for the Northwest Minnesota Foundation grant request in the amount of \$10,000 from July 1, 2021 – June 30, 2022 to provide emergency hotel/motel vouchers to clients who are in an emergency situation and need temporary shelter and who cannot gain access to services at the Care and Share shelter or the Grand Forks mission. D. Svaren moved to approve. Seconded by D. Mack. Motion carried.

Board approval was requested to apply for the CDC Foundation, Community-Based Organization, Local Community COVID-19 Vaccine Partnerships grant request in the amount of \$100,000 from June 1, 2021 – June 30, 2022 to collaborate with community-based organizations such as local public health to launch locally focused and tailored programs that will educate individuals on the importance of the COVID-19 vaccine. L. Hall moved to approve. Seconded by M. Gunderson. Motion carried.

J. Carlson requested Board approval of a resolution authorizing Tri-Valley as an entity to be charged with the administration of funding in the amount of \$189,660 made available through the Minnesota Housing Finance Agency Bridges and Bridges Ending Long-Term Homelessness Initiative Fund in the counties of Norman, Marshall, Polk, Red Lake, Pennington, Kittson, Lake of the Woods, Clearwater and Roseau in Minnesota from July 1, 2021 – June 30, 2023. T. Anderson moved to approve. Second by J. Bachmeier. Motion carried.

J. Carlson shared the final Wipfli communication and report from the audit completed for year ending December 31, 2020.

J. Carlson asked the Board to review the Community Needs Assessment results. Approval will be requested during a later meeting when agency goals are ready to be reviewed and adjusted, if necessary.

J. Carlson requested Board approval to adopt the Record Retention Policy that sets the expectation that all employees are to fully comply with published record retention or document destruction procedures and schedules. J. Duckstad moved to approve. Second by S. Peterson. Motion carried.

The Board was presented an Authorization Resolution for the Chief Executive Officer to Sign on Behalf of the Board of Directors. The resolution authorizes J. Carlson to negotiate and sign on behalf of Tri-Valley. D. Svaren moved to approve the resolution. Seconded by J. Bachmeier. Motion carried.

The Board was presented three Authorization Resolutions to designate the Chief Executive Officer as the Identified Official with Authority (IOwA) for State of Minnesota Education Identity Access Management (EDIAM). M. Gunderson move to approve. Seconded by D. Svaren. Motion carried.

J. Carson shared the annual, 10% Federal De Minimis Indirect Cost Rate Certificate with the Board. This is to exercise the option to use the 10% Federal De Minimis indirect cost rate applicable to fringe benefits, material and supplies, services, travel, and sub awards and subcontracts up to the first \$25,000 in all Tri-Valley Opportunity Council, Inc. contracts. This certification must be submitted annually one year after the date of this certification. T. Anderson moved to approve. Second by S. Peterson. Motion carried. The certificate was signed by the Board Chair, M. Kroulik.

The Prairieland Duplexes Annual Meeting commenced. Maintenance and upgrades on the property are in progress using funds made available from a \$500,000 deferred loan. More information on the Prairieland Duplexes finances can be found in the Wipfli audit report and the DW Jones monthly reports. N. Myers moved to accept the Prairieland Duplexes annual report. Seconded by D. Svaren. Motion carried.

The next meeting of the Board of Directors will be June 8, 2021, 6:00 p.m.

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

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL