



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
June 8, 2021

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:00 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, T. Anderson, H. Bawzer, N. Myers, D. Svaren, J. Bachmeier, J. Jacobson, G. Willhite, and K. Hassel.

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

Quorum was established with 14 voting members present.

D. Svaren moved to approve the Consent Agenda, which included the current agenda, May 11, 2021 Meeting Minutes, May 18, 2021 Executive Committee Meeting Minutes (HS/EHS COVID-19 Relief), May 18, 2021 Executive Committee Meeting Minutes (MSHS/MSEHS COVID-19 Relief), May 18, 2021 Executive Committee Meeting Minutes (MSHS/MSEHS Carry Over Request), May 18, 2021 Executive Committee Meeting Minutes (MSHS/MSEHS ID&R Grant Request), status report, and financial report. Seconded by L. Hall. Motion carried.

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

J. Carlson presented the Chief Executive Officer report.

- A Fournet building update was provided.
 - The furniture will be brought into the offices by July 5.
 - The drywall should be completed within the week and painting will be started this weekend.
 - Installation of the drop ceilings will begin on Monday.
 - Once the electrical work is completed, the carpet will be installed.
 - The elevator is delayed until mid July.

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

J. Carlson reviewed the Office of Head Start Program Instruction (PI) – Expectations for Head Start Programs in Program Year (PY) 2021–2022. The PI outlines OHS's expectations for Head Start programs to begin working toward full enrollment and providing in-person comprehensive services for all enrolled children, regardless of program option. The PI also addresses whether virtual or remote services are an allowable, long-term, locally designed option.

Kim Hassel was elected by residents of Polk County to represent the Polk County Low Income Sector on the Tri-Valley Board of Directors. T. Anderson moved to accept the election results. Seconded by J. Duckstad. Motion carried.

Board approval was requested to apply for the Minnesota Department of Education and North Dakota Department of Public Instruction Food and Nutrition Programs, USDA Summer Food Service Program Grant Reimbursement in the amount of \$118,323 from June 1, 2021 to September 30, 2021 for meals served during the Summer Food Service Program. J. Duckstad moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed results of the Office of Head Start Focus Area 2 review that was performed in April, 2021. The results were positive and there were no non-compliance items. Items that the audit team were impressed by included:

The Program Data Report;
Our COVID-19 response (no centers had to permanently close);
The experience and education of the management staff;
Community partnerships;
Learning Genie; and
Our focus on and follow-up of attendance.

J. Carlson reviewed the results of the 245D License Monitoring of the Caring Companion Program. As the program doesn't necessarily fit within the statutes of the license, the results concluded the program should develop more through documentation.

J. Carlson requested Board approval for the Transportation Program's request to increase the shop rate to \$95/hour. The increased rate will assist in keeping up with rising costs and allow for the hiring of an additional mechanical technician. L. Hall moved to approve. Seconded by J. Jacobson. Motion carried.

Board approval was requested for the 2022 Public Transportation Resolution that certifies that Tri-Valley Opportunity Council, Inc. enters into an agreement with the State of Minnesota to provide public transportation service in the counties of Clearwater, Kittson, Mahnomen, Marshall, Norman, Polk, Pennington, and Red Lake. D. Svaren moved to approve. Seconded by N. Myers. 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.

Board approval of the 2020 Tri-Valley Annual Report was requested. J. Duckstad moved to approve. Seconded by J. Bachmeier. Motion carried.

Board members were asked to read and sign the Consent and Release form and return to D. Littlefield.

Board members were asked to read and sign the Conflict of Interest form and return to D. Littlefield.

Board members were asked to complete the Board Qualification Survey and return to D. Littlefield.

The floor was opened for nominations to participate on the Head Start/Early Head Start Policy Council for the 2021-2022 program year. S. Vonesh volunteered. Nominations ceased. S. Vonesh will serve as the Representative to the Head Start/Early Head Start Policy Council. N. Myers moved to approve. Seconded by L. Hall. Motion carried.

The floor was opened for nominations to participate on the Migrant and Seasonal Head Start/Early Head Start Policy Council for the 2021-2022 program year. S. Vonesh volunteered. Nominations ceased. S. Vonesh will serve as the Representative to the Migrant and Seasonal Head Start/Early Head Start Policy Council. N. Myers moved to approve. Seconded by L. Hall. Motion carried.

The Nominating Committee Report was presented. Recommendations are:

Chair – S. Vonesh

Vice Chair – J. Bachmeier

Secretary – S. Peterson

Treasurer – J. Duckstad

T. Anderson moved to accept the nominating committee's recommendations and elect all by acclamation. Seconded by D. Svaren. Motion carried.

The next meeting of the Board of Directors will be August 10, 2021, 6:30 p.m.

J. Duckstad moved to adjourn the meeting. Seconded by D. Svaren. Adjourned at 6:50 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL